

Dear Students and Families:

It is with great enthusiasm that we welcome our Delta Elementary Charter School families to a new school year. We look forward to developing a close, collaborative relationship that will be a benefit to the educational advancement of all students.

Delta Elementary Charter School is committed to making our school a true community and we are eager to meet your needs. We strive to build partnerships that will ensure all students and families are successful. We will continue to focus our priorities on creating a school community that is safe and welcoming; an environment that guarantees that all students believe in themselves and allows true learning to occur.

Since the conception of our Charter School we have proven that *Teamwork* can achieve greatness at Delta Elementary Charter School. With a strong vision and commitment to constant improvement, we are becoming the best school in California.

We want each of our students and families to believe in our vision. Our entire staff is excited and ready for a wonderful school year. We will strive to create and maintain an atmosphere that fosters the healthy emotional, intellectual, social and physical growth of each student. We value education as a process of opening our students' minds to critical thought and creative activity. We deeply believe in the development of curriculum that encourages consideration for others, compassion, empathy, responsibility and self-discipline.

We look forward to building strong relationships with our families. Our goal is simple: we will create a school culture in which all students benefit (academically/socially) and families are actively involved in the education of their children. Please do not hesitate to visit us and discuss our vision for the Delta Elementary Charter School Community.

Sincerely,

DECS Staff

I. INTRODUCTION

A. HISTORY

Delta Elementary Charter School is located in the small rural community of Clarksburg, CA. When the River Delta Unified School District announced its plans to close Clarksburg Elementary School at the end of the 2005-2006 school year, a group of interested citizens initiated a course of action that led to the creation of Delta Elementary Charter School. After a year of careful deliberation, planning, and hard work, the school opened on August 22, 2007, with an enrollment of 95 students and five teachers.

The founders had a vision of what they wanted in their “ideal” school, and they developed a 56-page charter that set an ambitious roadmap for the school. They developed a curriculum that took advantage of the local environment and stressed the community’s relationship to agriculture. They embarked on a journey to develop responsible citizens who are tolerant of others, honor differences, celebrate diversity, and who become lifelong learners that embrace healthy lifestyles and are prepared for the challenges they will meet. [Note: The current edition of our charter can be found on our website www.deltacharter.org.]

B. MISSION STATEMENT

The mission of River Charter Schools, a leading center of educational innovation, is to grow leaders and scholars, ignite a love of learning and equip each student with the knowledge, skills, character, and social-emotional well-being to thrive and contribute to an evolving and increasingly-connected world, through schools which;

- ***Promote belonging for all members of our collaborative school communities***
- ***Transform teaching, learning, and operations in our continuing pursuit of excellence***
- ***Are filled with teams of talented, well trained, adequately supported and caring staff***
- ***Are connected with communities of volunteers, parents and business people to empower students and teachers through partnerships and positive relationships***
- ***Rely upon responsible fiscal planning.***

II. ADMISSION AND ATTENDANCE

A. ADMISSION

Charter schools are schools of choice. Thus, Delta Elementary Charter School (DECS) shall admit all pupils who wish to attend the school up to its capacity. No test or assessment shall be administered to students prior to acceptance and enrollment in the school. Except as provided

in Education Code Section 47605(d)(2), admission to the Charter School shall not be determined according to the place of residence of the pupil, or of his or her parent or guardian, within this state.

The Charter School shall be nonsectarian in its admission policies, employment practices, and all other operations; shall not charge tuition; and shall not discriminate against any pupil on the basis of ethnicity, national origin, gender, or disability.

B. DAILY SCHEDULE

The current calendar for the school, showing holidays, minimum days, and the first day of school, can be found on the school website at www.deltacharter.org.

C. LOTTERY

Applications will be accepted on a first come, first served basis during a publicly advertised open enrollment period each spring for enrollment in the following school year. In the event that DECS receives more applications than has openings, the school will hold a public random lottery to determine enrollment for the impacted grade levels, with the exception of students who have priority. These students include those that live in district and have siblings already enrolled at DECS.

Once a grade level is filled to capacity, applications will continue to be drawn for positions on a waiting list. Students who remain on the waiting list and who apply for enrollment in the following year will receive a preference in enrollment.

D. ATTENDANCE

Attendance is the first step in ensuring academic achievement. In order for students to reach for their personal best, they must show up and make their strongest effort at school each and every day. At DECS, regular attendance at school is required by state law. Parents/guardians/families are expected to ensure that their children are in school. PLEASE do not allow your child to miss a day of school *except for serious illnesses*. Students who have excessive absences or tardies will be considered truant.

Truancy may result in disenrollment from DECS.

If a student is absent, a parent or guardian must phone the school office the morning of the absence at (916) 744-1200. (Notifying the child's teacher alone is not sufficient for attendance purposes). If the parent does not contact the school office and provide a reason for the child's absence within 48 hours, the absence will be counted as an UNEXCUSED absence (explained below). The student must bring a note upon return to school for our office file. After 3 or more consecutive absences, a doctor's note must be provided.

Under State of California law, students may be EXCUSED for only the following reasons:

1. The student is sick.
2. The student has a medical or dental appointment.
When a student is absent because of a medical or dental appointment, the office MUST receive a note from the doctor for each appointment. Until a note is received, the absence will be counted as UNEXCUSED.

(If a child is brought to school late, picked up early, or is absent in the middle of the school day because of a medical or dental appointment, the parent MUST bring a doctor's note to the school office upon the student's arrival or return from the appointment.)

3. The student goes to a funeral of a close relative (parent, sibling, grandparent). In this case, please notify the school office in advance of the absence when possible.
4. Medical quarantine (i.e., head lice, impetigo, flu). A doctor's note is required if the condition requires medical attention.
5. The student must appear in court. Please notify the school office in advance of the absence and bring documentation from the court that the child is required to attend.
6. Religious holiday. Please notify the school office in advance of these absences.

Other than for reasons listed above, any absences will be considered UNEXCUSED. Failure to notify the office to make clear the reason for a student's absence will result in an unverified absence, which will be considered an UNEXCUSED absence after one day. Numerous unexcused absences will result in families' having to attend a meeting with the (SART) Student Attendance Review Team to brainstorm various solutions to the problem and sign an attendance agreement. If attendance does not improve after a trial period, the Board of Directors will request a meeting between the family and the (SARB) Student Attendance Review Board to determine resolution.

Student attendance is a key component of student achievement and school funding. Therefore, scheduling appointments for students before or after school hours, or during curriculum development days, is *strongly* recommended. Habitual tardiness or absenteeism without proper cause may be grounds for dismissal from DECS.

E. INDEPENDENT STUDY

Independent Study is a program by which students can earn credit for the completion of independent work while absent from school for approved absences. The IS program is conducted for the educational benefit of our students as a means to encourage daily engagement in school work even during times of extended absences. DECS does not receive any funding for any absences even when it is excused, which is why it is important to place your child on Independent Study.

For non-sickness or emergency related absences IS must be requested at least 24 hours in advance of the absence. Any planned absence over 3 days must be requested one week (5 school days) prior to the start of IS.

In the case of a sick child or emergency, a parent or guardian must call the office by 9:00am to request materials. In these extenuating circumstances the teacher will work with the parent to implement an IS packet in an expedited manner. Packets can be picked up after the completion of the school day.

All IS materials must be picked up prior to the end of the first day of absence. All IS materials are due within 5 days of the last school day issued of IS.

There is a 20 day cumulative annual limit to Independent Study. A maximum of 10 days may be used for personal/vacation reasons.

Parents can request independent study by calling the office, emailing the office, or submitting an absence report through our website.

Independent study will not be available 3 weeks before the end of the school year.

F. LATE ARRIVAL

A student is considered tardy after 8:30 am. All students must report to the office for a tardy slip after 8:30 am. Anything after 9:00 am will require a medical note for an excused tardy.

G. EARLY PICK-UP

When a student needs to leave campus early (leaving for the remainder of the day or leaving campus for a portion of the day and then returning) the student **MUST** be signed out in the DECS office by the parent or guardian. Students will be released only to individuals listed on the emergency contacts card during school hours unless the school is notified in writing or by phone by the parent or guardian.

H. COMMUNICATION WITH STAFF

Parents and staff members are encouraged to keep communication lines open. Please attend Parent Conferences and Back to School Night. Read all school communications from the Teacher or Principal. PTC membership is open to all, and everyone is invited to volunteer for events that are of interest.

Suggested ways to communicate with teachers or the principal when you have an individual concern are:

- Write the teacher a note, email, and/or telephone the school and request that the teacher return your call/email. Before and after school hours, the teacher will usually be available to call or email you. Please indicate the best time and number, whether it is at home, work, or cell. Teachers will not be able to communicate with you during school hours. Please give staff at least 24 hours to respond.
- When necessary to discuss a matter personally, call the office to make an appointment with the teacher and/or the principal. Please try to address any concerns with the child's classroom teacher first.
 - Please always assume positive intent and be respectful when communicating with staff.

I. DELIVERIES

The office does not make deliveries to students once the school day has begun in order to protect the integrity of the learning environment. This includes homework, instruments, lunch, school supplies, flowers, gifts, balloons, jackets, umbrellas, etc. If you make arrangements for your students to pick up something from the office, they will be permitted to check in at the office for the items at recess and lunch only. Please also do not drop things directly off to your child's classroom. Always take items directly to the office.

J. SCHOOL NOTICES / COMMUNICATION

All communication from DECS is sent home electronically. Please ensure that you keep your email contact up to date in order to receive monthly newsletters via email and emails from

your child's teacher. Messages of importance are sent out often via our Delta Elementary Charter School App. Our all call phone system will only be utilized in emergencies.

III. EDUCATIONAL PROGRAM

A. CORE CURRICULUM

State-adopted textbooks and materials, along with a variety of supplemental resources, will be used at Delta Elementary Charter School. The academic core curriculum will include reading and language arts, mathematics, history and social science, and science. The content or "key" standards will define for each subject and grade the most important knowledge that students must acquire and the skills that they must master.

- Reading Wonders (McGraw Hill): Students will demonstrate strong reading, writing, speaking, and language skills in multiple forms of expression (e.g., written, oral, multimedia, and performing arts) with communication skills appropriate to age, setting, and audience.
- MyMath (McGraw Hill) Mathematics: Students will develop abilities to reason logically and to understand and apply mathematical processes and concepts, including those within number sense and operations, functions and algebra, geometry and measurement, statistics, data analysis, and probability appropriate to their skill levels.
- Studies Weekly & GLAD (Guided Language Acquisition by Design): Students will understand and apply knowledge in the areas of history, geography, economics, civics, and government to appreciate the interrelationships that exist within our complex 21st Century. They will develop the skills of a historian through research and the use of primary sources.
- Studies Weekly & GLAD (Guided Language Acquisition by Design): Students will successfully use scientific research and inquiry methods to understand and apply the major concepts underlying various branches of the sciences, including health and agriculture utilizing the newly adopted Next Generation Science Standards.

B. OTHER AREAS OF EMPHASIS IN CURRICULUM

In addition to the core curriculum, Delta Elementary Charter School (DECS) will also emphasize several other curricular areas in its course of study, including:

- (1.) Health, especially those elements cited in the California state standards;
- (2.) Physical education, as outlined in the *Physical Education Content Standards for California Public Schools*; and
- (3.) Visual and performing arts, as spelled out by grade level in the *Visual and Performing Arts Content Standards for California Public Schools*.

C. TECHNOLOGY

Technology at Delta Elementary Charter School is a key element to the success of our programs. Through the use of programs such as Accelerated Reader, STAR Reading, and STAR Early Literacy, we are able to measure invaluable skills such as comprehension, literacy skills, critical thinking, phonics, and grammar, while capturing a love for reading. With our North West Evaluation Association Measure of Academic Progress (NWEA MAP) benchmark testing triennially we can truly know every student by name and need allowing us to use data to drive

instruction and differentiate. This tool also allows us to compare our student outcomes both in district and national norms.

MAP is also used as a component in determining the proficiency of our English Language Learners and their reclassification. Taking differentiation further we have adopted the online program Activate in which our accelerated learners are challenged with teacher made playlists that are specific to each student's needs. With our newly adopted 100% Common Core aligned curriculum, McGraw Hill, teacher's access online materials daily and students practice these core concepts and skills through the use of their devices. Starting in 3rd grade, students will have the opportunity to learn critical typing skills through the program Typing Club. Currently, DECS has a 2:1 technology ratio.

D. FIELD TRIPS

Field trips at Delta Elementary Charter School are designed around the Common Core State Standards and are designed to include opportunities to promote character education and team building.

Field trips are an important part of the DECS experience and we are privileged to have each class go on several over the course of the school year. The school will be requesting money per student at the beginning of the year to pay for all field trips. This will alleviate the need to collect money for each individual field trip and will allow teachers to pre-pay for many field trips. The money for each class will be accounted for separately, and the overnight field trips for 5th and 6th grade are not included in this fee.

Note: Parents are responsible for payment in full for overnight field trips one month before the trip.

No student may go on a field trip without a parent's or guardian's signed written permission. Phone calls are not acceptable. For all bus-driven field trips, students must follow the "Bus Rules" as listed in this handbook. Siblings are not permitted to ride DECS school bus for fieldtrips or miss school to accompany a sibling.

Your child must attend school the morning of the fieldtrip. Students will not be allowed to meet their class at the destination.

Some field trips and most sporting events will depend on parent transportation. In such cases, there are strict guidelines relative to those who choose to drive. Current information regarding drivers' records and liability insurance coverage has been established by Board policy.

Note: All of the Board's policies are available from the school's office.

E. REPORT CARDS

Our report cards at DECS follow the Common Core State Standards. Report Cards are given 3 times a year at the end of each trimester. Parent conferences will take place within the first trimester. Report cards can be accessed at the end of each trimester on your Illuminate portal.

F. HOMEWORK

Homework is given to reinforce what has been learned in class, to prepare students for

upcoming lessons, to teach responsibility, and to help students develop positive study habits. The faculty and staff of DECS believe that homework is the responsibility of the students and should be completed at home. If a student participates in the after-school program and completes his or her homework during that time, parents are encouraged to review the homework with their child.

Listening to your child read or reading to your child on a daily basis is probably the single most important academic activity that will produce the greatest benefit for your child. Therefore, in addition to assignments given, 20 to 30 minutes of nightly reading is recommended for your student.

Homework Club is also open to every child Tuesday - Friday from 7:45 am-8:15 am in Room 9.

G. SERVING STUDENTS WITH DISABILITIES

Delta Elementary Charter School shall comply with all applicable state and federal laws in serving students with disabilities, including, but not limited to, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the Individuals with Disabilities in Education Improvement Act (IDEIA). [Note: A further discussion of the issues appears in Section II of the *Charter of the Delta Elementary Charter School*.]

Delta Elementary Charter School is an independent “public school” within the River Delta Unified School District (district), as required by Education Code Section 47641(b). A memorandum of understanding (MOU) between the district and DECS outlines the official agreement between the district and the charter school. DECS must comply with all state and federal laws related to the provision of special education and related services and all of the Special Education Local Plan Area’s (SELPA) policies and procedures.

IV. STUDENT SERVICES

A. TRANSPORTATION

Delta Elementary Charter School is pleased to provide bus service to those students who need it. Students must be at bus stops five (5) minutes before the bus is scheduled to arrive. The driver will not release kindergarten students unless a parent or guardian is there to provide for his or her child.

Delta Elementary Charter School staff will be available at the school to meet riders in the morning and supervise them in the afternoon until the bus departs. Students are expected to behave appropriately on any and all of the bus runs and waiting areas.

Bus payments are only accepted through our school website www.deltacharter.org under mySchoolBucks.

Bus Rules: Students who misbehave will be issued bus citations, which may result in revocation of bus-riding privileges.

Bus riders shall not:

- Distract the bus driver, create loud noise.
- Deface or tamper with the bus or the property of others.
- Use language or gestures that others might find offensive.
- Eat, drink, chew, smoke, litter, spit, throw, buy, sell, trade, or gamble on the bus.
- Use electronic devices on the bus.

Pick-up and drop-off procedures:

- **Please be patient and alert during busy times at DECS. These are our kids! Safety first!** Because of limited parking at the school site, it is recommended that students walk or be carpooled to and from school. Please drive slowly and be patient and alert of students who walk to and from school.
- Students are required to always have a Zonar bus pass to ride the DECS bus. Replacements can be purchased through MySchoolBucks.
- Students must ride assigned route and are not allowed to switch unless reassigned with school office.

B. MEALS AND SNACKS

Purchasing Meals from the Cafeteria: All students have the option to purchase breakfast, lunch, and/or milk only from the cafeteria. Menus are provided on a monthly basis and will be sent home in students' backpacks as they become available. Students may also bring a nonperishable sack lunch. Microwaves are not available for students. DECS asks that parents not provide fast foods, sodas, or candy for their child's lunch. This does not promote nutritional eating. Go to www.deltacharter.org for menus and payment options.

Prices:

Breakfast: \$1.60 – can be purchased daily from 8:10 to 8:25 a.m.

Lunch: \$2.60

Milk only: \$0.50

[Note: Prices subject to change.]

Free and reduced-priced meals are available to those families that qualify. **Families must submit a new application each school year.** Staff will process the application and notify families of qualifications. The reduced lunch cost is \$0.40. [Note: Prices subject to change.]

To prepay for your child's food account: Parents will set up a pre-paid account through Titan. Please contact DECS office for questions when you begin the process. Currently it is still OK to bring cash to the cafeteria before school starts. If there is no money in the child's account, they will receive a 2 lunch credit and then their only option will be the salad bar. **Please be sure to manage this account on weekly basis.**

We have many students at DECS that have severe nut allergies. **Please be aware that some of our classrooms are completely NUT FREE.** Check with your child's teacher to see if their classroom is nut free.

C. AFTER-SCHOOL PROGRAM

Delta Elementary Charter School provides an after school program for kindergarten-sixth grade students from their dismissal time until 6:00 p.m., Monday through Friday, if necessary. It is being overseen by an After School Program Director.

Attendance at the after-school program is a privilege, not a right. All students must be signed out of the after-school program by a parent or guardian. Students may be picked up at any time prior to 6:00 p.m. and **no later than 6:00 p.m.** Repeated late pick-ups can result in revocation of the right to the after-school program. The same holds true for persistent behavioral problems. This, too, could lead to disallowing further participation for a period of time in the after-school program.

Sign-up for the after school program can be found in the school office. Please refer to the DECS website for pricing.

V. HEALTH, SAFETY, AND BEHAVIORAL GUIDELINES

A. MEDICATIONS

Any medication that is to be administered during school hours must be checked in to the school office (where it will be kept in a secure location), and the medication must be accompanied by a signed “Physician’s Authorization for Medication at School” form. This includes all over-the-counter medication, such as Tylenol, Neosporin, aspirin, cough medicine, as well as all prescription medication, such as asthma inhalers, antibiotics, etc. Parents must bring in medication and forms, medication will not be accepted from students. **Please note that a new “Physician’s Authorization for Medication at School” form must be submitted each school year, as well as instructions for providing the care. We can only keep a 2 week supply of controlled substances at a time. All pills that require cutting must be brought in original form and will be cut in half by a designated school employee. All medication must be picked up by the last day of school or will be properly disposed of.**

Asthma Medication: Students who need to take asthma medication prescribed by a physician during the school day may carry and self-administer inhaled asthma medication under the following conditions:

1. The school must receive a written statement from the physician, showing the name of the medication, how it is to be used, dosage, and confirmation that the student is able to self-administer the medication.
2. The school must receive written consent from the parent or guardian, allowing the student to self-administer his or her asthma medication; a signed release allowing the director/principal or school staff to consult with the student’s physician if questions or concerns arise; and a signed release absolving the school and school personnel from civil liability if the self-administering student suffers an adverse reaction.

B. EMERGENCY FORMS

It is important that the parents or guardians complete the emergency form for their children. DECS must have the names and phone numbers of reachable relatives or others who can

assume responsibility for the student if the parent cannot be reached when necessary. Please update each student's emergency form when there is a change of information.

C. GENERAL MAINTENANCE

Students are expected to make every effort to keep ALL school property (including, but not limited to, furniture, books, supplies, hallways, restrooms, and garden and lawn areas) as neat and clean as possible. As a courtesy to others and out of respect for the environment, students should make every effort to conserve paper and water and to dispose of litter appropriately. Gum is not permitted in any form at DECS. Students are financially responsible for all books and other instructional materials that have been issued to them. [Note: DECS has a written agreement with the Yolo County Librarian to use the Clarksburg Public Library as the charter school's library.]

D. BEHAVIORAL EXPECTATIONS

The teacher is the front-line authority for discipline. Teachers and students should try to handle problems first through the classroom disciplinary plan. Serious infractions of the rules will be referred to the Principal and/or Superintendent for discipline. The principal will determine appropriate measures in disciplinary matters, based on several factors, including, but not limited to, the *California Education Code* and the policies of the school's Board of Directors. [Note: All of the Board's policies are available from the school's office.]

Delta Elementary Charter School's behavioral expectations are as follows:

- Be a Leader
- Be a Scholar
- Be Kind

Please see attached "Standards of Student Behavior - Guidelines for Responsive Discipline In Elementary Schools" for our school's discipline matrix.

Positive Behavior Interventions and Supports (PBIS)- Delta Elementary Charter School's core values are Be a Leader, Be a Scholar, and Be Kind. Students who display our core values both academically or behaviorally can be recognized immediately by any staff member by receiving a Bucket Filler Card. Students earn these tickets and turn them in to their classroom teacher. Each week we will pull 6 student cards to have ice cream and churros with the principal. Monthly students will be drawn for a bigger prize.

F. STUDENT CODE OF CONDUCT

In order to help ensure a respectful, responsible learning environment, it is expected that a student shall:

Academics:

- *Come to school every day, ready to learn.*
- *Work hard every day.*
- *Participate and be engaged in class discussions and learning.*
- *Do their personal best to complete all assignments.*
- *Ask questions if something is unclear.*

Attendance:

- *Come to school every day ready to learn.*

- *Come to school with a positive attitude.*

Citizenship:

- *Be safe*
- *Be kind*
- *Be respectful*
- *Be productive*
- *Be a good listener*

Homework:

- *Complete all homework assignments as assigned by the classroom teacher.*
- *Have a parent look over homework before turning it in.*

G. DRESS CODE

In order to meet the goals of Delta Elementary Charter School to provide a safe and orderly learning environment for all students, DECS requests that students dress in such a way that they remain appropriate to the educational environment:

- Students must wear shoes with a closed toe.
- Shirts and blouses must be appropriately buttoned/zipped.
- Shorts and skirts must be of decent length. (At or near fingertip length)
- The following may not be worn: Clothing, which is controversial/obscene or any clothing that promotes or displays substances that are illegal for minors (such as alcohol, tobacco, drugs, or is sexually suggestive).
- Hats are not allowed inside.
- Make-up materials, combs, and brushes are not to be used in the classrooms or cafeteria.
- No pajama pants (except on designated pajama days). No underwear that shows.
- Pants should be correct length and size.
- Shirts need to cover the undergarment straps and be approximately one inch wide. No spaghetti straps.

Teachers and or other DECS staff may impose more stringent dress requirements to accommodate the special needs of certain sports, classes, and/or other school-sponsored activities. **Please mark the interior tags within articles of clothing with the student's name for ease of recovering lost items.**

H. ELECTRONIC DEVICES

Electronic devices are not permitted to be used during the school hours at any time. If students bring electronic devices to school, they must be turned off and kept in their backpacks. Electronic devices that are misused such as cell phones, I-pods, hand-held games, etc, will be taken away if found at school and kept by the office until the parent picks it up, after first speaking with the child's teacher and/or the school's director. The use of social media is not permitted at school. Delta Elementary Charter School is not responsible for any lost, stolen, or damaged electronic devices.

J. PLAYGROUND PROCEDURES

In order to maintain a safe and positive environment on the playground DECS has established the following expectations:

- DECS is a “hands free” zone
- Engage in positive, non-violent play
- The wood chip area is a walking area
- Slides are for traveling down
- One person at a time down the slides
- Climbing up only on bars and ladders
- Swinging on your bottoms only in a straight, front to back motion
- Use all equipment appropriately
- Follow ball check out and check in rules with the ball monitors
- Follow the “stop and drop” whistle procedure
- After the whistle blows, all equipment must be held and walked back to the equipment area
- The hallways are “quiet zones” where students are to walk at all times and stay silent during instructional time

VI. GOVERNANCE AND PARENT INVOLVEMENT

A. BOARD OF DIRECTORS

The Board of Directors of the Friends of Clarksburg Schools, Inc., meets at the school regularly, at least once a month throughout the year at the school. This Board of Directors is fully responsible for the operation and fiscal affairs of Delta Elementary Charter School. All parents are encouraged and welcome to attend the monthly Board meetings. [Note: For a more complete accounting of the Board’s responsibilities and operations, see the *Charter of the Delta Elementary Charter School*, which is available from the school. Notices of the Board’s meetings and planned agendas are also available from the school.]

B. ENGLISH LEARNERS ADVISORY COUNCIL (ELAC)

DECS complies with federal guidelines to ensure that parents of English Language Learners are aware of the programs and services provided to their student. All parents are encouraged and welcome to attend the quarterly ELAC meetings to discuss educational programs available to English Language Learners. [Note: Check the DECS website for meeting times and locations.]

C. PARENT-TEACHER CLUB (PTC)

Delta Elementary Charter School’s Parent-Teacher Club is composed of parents and teachers volunteering their time and talents in various ways for the benefit of the children and the school. This is accomplished by supporting school activities, class programs, and fundraisers and sharing time and ideas. PTC meetings are held quarterly. All parents are welcome to attend

these meetings and encouraged to participate in PTC activities. Dates are listed on the PTC link on the DECS website.

D. STUDENT COUNCIL

Students in grades four through six may run for various council positions. After a period of active campaigning, the candidates deliver campaign speeches, and an election takes place. The whole school is encouraged to participate in Student Council planned activities.

The DECS Student Council meets monthly and plans activities for the student body.

E. PARENT-TEACHER CONFERENCES

Research has shown that parental involvement is the most important factor in a student's success in school; therefore, parents are encouraged to attend parent-teacher conferences during the school year. Parent-teacher conferences may be conducted at any time a need arises. Teachers will notify parents with the dates and times of the conferences. Families are encouraged to meet with teachers/staff throughout the year.

F. PARENT INVOLVEMENT

Delta Elementary Charter School is committed to excellence in education and providing a safe and nurturing environment for the children. DECS encourages and expects the dedicated support of its parents to achieve this goal.

Parents are welcomed and encouraged to volunteer at Delta Elementary Charter School. The principal shall maintain a comprehensive list of volunteer opportunities, including, but not limited to, the following: volunteering in the classroom/school (including at-home assistance); tutoring; attending parent-teacher conferences; attending meetings of the Board of Directors (as member or observer), ELAC, or any applicable parent group function; participating in the planning of, or attendance at, fundraising or academic/arts events; or taking part in other activities upon approval by the principal. We value our parents and families greatly!

G. VOLUNTEERS AND VISITORS IN CLASSROOMS

Parents are encouraged to volunteer in classrooms, providing they sign up for volunteer time with the teacher. DECS asks that, when possible, teachers be notified at least 24 hours in advance if a parent or guardian wishes to visit his or her child's classroom to observe or assist. This way, visitors may be assured that there are no conflicting activities such as art or library visits. The school asks that parents respect the requests of teachers for alternative days for visitation. Any parent that is on the DECS campus longer than 20 minutes is considered a volunteer and is required to follow the volunteer guidelines. **Visiting parents and adults must sign in and out of the school office and abide by the school's rules. In order to volunteer in a classroom all adults must have an up to date Tuberculosis test and be fingerprinted specifically for Delta Elementary Charter School. Please see forms on our website at www.deltacharter.org.**

Please visit the school office for clearance to volunteer in your child's classroom.

Exclusion of Volunteers:

- Any convicted sex offender will be prohibited from volunteering at Delta Elementary Charter School.
- The Superintendent of site administrator has the discretion to deny volunteer service to any individual based on a criminal conviction. In determining whether an individual will be prohibited the designee shall consider the nature of the conviction as it relates to the volunteer's duties, to the potential for the individual's behavior or negatively impact the school and the duration of time since the conviction.
- Volunteers who have been convicted of a DUI will be prohibited from transporting students.

H. RESOLUTION OF DISPUTES

Dispute resolution policies and procedures are to be followed by staff, parents, and students at Delta Elementary Charter School. The intent of this dispute resolution process is to:

- Resolve disputes within the school pursuant to the school's policies.
- Ensure a fair and timely resolution to disputes.

When a complaint is communicated to the school or an employee of the school, it must be done in a respectful manner. This may include disputes among or between students, staff, parents, volunteers, partner organizations, and Board of Director members (Governing Board). Complaints regarding sexual harassment, however, will follow the guidelines specified in the Delta Elementary Charter School's "Harassment Policy."

I. PARENT CODE OF CONDUCT

In order to maintain an orderly, respectful and secure educational environment for the students and staff of Delta Elementary Charter School, it is essential that all parents and visitors to our school or school sanctioned events be aware of their responsibilities and adheres to the expected code of conduct.

Parents are expected to:

Be respectful at all times to students, staff, and other parents. We would also expect the same respect via social media.

Academics:

- Talk to their child about the importance of education and coming to school.
- Encourage their child to read at home.
- Review their child's progress.

Attendance:

- Get their child to school on-time every day.
- Notify the school if their child is ill and will not be coming to school.
- Pick up or make arrangements for their child to be picked up every day.
- Understand the importance of Independent Study and the financial impact to DECS.

Citizenship:

- Support the school in developing positive behavior.
- Respect other parents and school staff at all times.

Homework:

- Provide a quiet time and place for their child.

- Assist their child with understanding the work.

Parent Involvement:

- Attend Back to School Night, Project Based Learning Nights, Music and Art shows, Parent Conferences, Open House, etc.

J. NONDISCRIMINATION AND SEXUAL HARASSMENT

The Delta Elementary Charter School's (DECS) Governing Board is committed to equal opportunity for all individuals. DECS's programs and activities shall be free from discrimination based on age, sex, race, color, religion, political affiliation, national origin, ethnic group, ancestry, marital or parental status, disability, or any other unlawful consideration. The Board shall promote programs which ensure that discriminatory practices are eliminated in all school activities and which, at the same time, provide personnel practices based on fitness and merit. This policy is subscribed to in the belief that DECS must ensure equal treatment for all persons. It is a goal of this Governing Board to achieve and maintain a workforce representative of the general population for all occupations and at all levels.

DECS's programs and facilities, viewed in their entirety, shall be readily accessible to individuals with handicaps. The director/principal shall ensure that interested persons, including those with impaired vision and hearing, can obtain information about the programs, facilities, and activities available.

The Governing Board prohibits unlawful sexual harassment of or by any student by anyone in or from the school. "Sexual harassment" is unwelcome sexual advances, request for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the workplace or educational setting.

Any student, staff member, or parent who feels that harassment has occurred should immediately contact the director/principal. If a situation involving sexual harassment is not promptly remedied by the director/principal, a complaint of harassment can be filed at the school. Put the complaint in writing and submit it to the director/principal. If the complainant is unable to put a complaint in writing, staff shall help him or her file the complaint. If the concern is not resolved, a formal complaint may be initiated at the school or by directly contacting the DECS's Board of Directors.

Complaints will be kept confidential. The school prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned. Complaints concerning the director/principal shall go directly to the Board of Directors. [Note: See the Board's complete policy on this issue by requesting a copy of Policy P-003 from the charter school.]

VII. CONCLUSION

Welcome, parents, to our DECS family – a family dedicated not only to serving your children and your neighbors' children, but also who want to help your children learn what it means to ask all of life's important questions and how to seek the answers that will guide them throughout their lives.



Please sign and return to your child's teacher. This page must be returned by the end of the first week of school.

My signature below indicates that I understand my responsibility for reading and following the Parent/Student Handbook. I will do my best to make sure that my child or children follow all the rules and policies described in the manual. I understand that not following the policies outlined in the manual may result in loss of privileges or outright suspension and/or expulsion from Delta Elementary Charter School. Whenever I have questions, I will not hesitate to visit or call the school for more information or to resolve matters as appropriate.

RETURN THIS PAGE TO YOUR CHILD'S TEACHER BY AUGUST 16, 2019.

Student Name: _____

Grade: _____

Teacher Name: _____

I acknowledge I have read the Delta Elementary Charter School Student/Parent Handbook and agree to support the school rules as stated therein.

Parent/Guardian Signature: _____

Date: _____ *These will be filed in the office to verify that the school rules have been read and understood by all students and parents.

