

Delta Elementary Student Handbook

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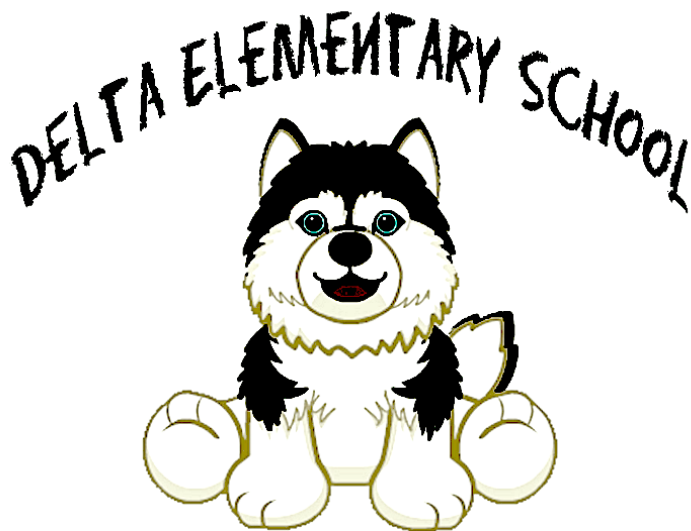
Student Handbook 2023-2024

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ABSENCES – EXCUSED

If a student is absent, A PARENT OR LEGAL GUARDIAN MUST CALL DELTA ELEMENTARY SCHOOL (895-4696) THAT DAY, STATING THE REASON FOR THE ABSENCE. They are to call every day the student is absent unless other arrangements have been made. Calls should be made between 8:00 am and 10:00 am. The school must have either telephonic or written confirmation of the reason for the absence.

- ALL ABSENCES MUST BE EXCUSED WITHIN 24 HOURS. The absence will be listed as unexcused after 24 hours.
- IF YOUR CHILD IS ILL, AND ABSENT FROM SCHOOL FOR FIVE CONSECUTIVE DAYS, A MEDICAL DOCTOR'S VERIFICATION MAY BE REQUIRED FOR ADMITTANCE.

Allowable Excuses:

1. Illness
2. Unavoidable emergencies at home
3. Death in the family
4. Doctor or dental appointments
5. Prearranged situation in which the educational interest may be equally well served by the student's absence from school

Unexcused absent ten consecutive days:

If a student is absent (unexcused) for more than ten consecutive days, he or she will be unenrolled from school.

ABSENCES – PLANNED (POLICY 5111)

The School Board believes that regular attendance plays a key role in the success a student achieves in school. The Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 7 to 16 are obligated to send their children to public school except as allowed by law. The Board shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy. The Superintendent or designee may excuse students for health reasons, family emergencies, religious activities, or other reasons the Superintendent or designee determines constitute good cause. The Board desires to emphasize the importance of school attendance. Therefore, students with excessive absences may receive a failing grade and may not receive credit for the class(es).

MAKE UP WORK:

Students who miss school shall be given the opportunity to complete all assignments and tests that can be reasonably provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments, activities and tests missed during the absence. This work MUST be turned in to the teacher the day the student returns to school or the student will receive a zero for all work not turned in. In addition, the student is responsible for making up all assessments, projects, etc. that were not able to be sent home according to the requirements of the teacher.

ACTIVITY FEES

Each student will be requested to pay a \$25.00 activity fee to be applied to special classroom projects, field trips, or other class events or activities not covered by regular education. Classroom activities and special outings are dependent on these contributions from parents so those extracurricular activities can take place to enhance the education of every student.

ARRIVAL AND DISMISSAL

For the safety of children, please read:

Parents/legal guardians who are delivering or picking up students will use the drive through loop in front of the school. A strict 3 mph speed limit is enforced. Five vehicles at a time will be directed to unload or pick up students on each side of the crosswalk in front of the school. There is no dropping off of students before this area, as it would be a safety hazard to students walking parallel to moving traffic. After dropping off or picking up, cars may carefully pass cars who have not yet done so as long as the crossing guard is waving cars forward. Parents dropping children off and walking into the school will use designated parking spaces provided in the parking lot in front of the school. There will be no Drop-offs in the parking lot! Unsupervised students will not be permitted to enter the crosswalk from the parking lot. The student Drop-off loop is a NO PARKING ZONE. Cars left unattended in this area will be warned then the Troopers will be called, as this is a restricted Fire lane. Parents are only allowed to use the front entrance! The bus or side entrances are for employees and employee supervised students only. The Drop-off lane is a Cell Phone Free zone.

DOORS WILL NOT OPEN UNTIL 8:15 am. Do NOT drop students off before this time and crossing guards must be present. Unsupervised students are not to be in the school building before 8:25 am or after 3:45 PM, unless they have approved supervised activities. Students are not allowed to leave the building without permission from the office. If a student MUST leave the building during school hours, he/she MUST check IN and OUT at the school office. Parents/Legal guardians are required to pick up their children, unless other arrangements have been made through the administration.

- For the safety of your child, parents must check children out of the office for early dismissal. The teacher will then be notified that the child is leaving.
- Students are to report promptly to the buses.

- When you are picking your child up from school, the following rules must be followed:
 - **If your child will not be riding the bus home Delta Elementary School asks that the office be notified BEFORE 2:30pm. Once students are on the bus, THEY ARE NOT PERMITTED TO LEAVE THE BUS UNTIL THEY REACH THEIR STOP.**
 - After 3:20, students will not be removed from the bus for any reason. Parents must notify the bus barn to possibly make arrangements to pick up at the high school.

ATTENDANCE (Policy 5113)

The School Board is dedicated to the academic achievement and success for all students. Regular school attendance is an integral part of that success. When students attend school on a daily basis, they will not only improve their academic skills but build a greater capacity for social and emotional growth as well.

The School Board recognizes that the best learning opportunity for a student is classroom interaction with the teacher and other students. That makes attendance very important. When a student misses school, regardless of the reason, valuable experiences have been missed. Good attendance also helps students of all ages learn the value of attendance and punctuality. It helps students in the maturation process as they learn responsibility for their actions. Good attendance affects the student's behavior, attitude, learning, and overall school success. Being at school is the student's job.

It is the hope that parents will support and encourage good attendance. Parents are a key ingredient in this process. Parents are encouraged to help by scheduling appointments, vacations, outings, etc. outside the school day. The Superintendent or designee may excuse students for health reasons, family emergencies, religious activities, or other reasons the Superintendent or designee determines constitute good cause. Even excused absences, however, may impact a student's educational achievement. Students with excessive absences may receive a failing grade and may not receive credit for the class(es).

At the beginning of each school year, students and parents/guardians should be advised of the attendance requirements and expectations. School staff should stress the benefits of regular attendance, as well as inform parents/guardians and students of the consequences of irregular or non-attendance, including possible court action. Superintendent or designee will establish a means of notifying parents at regular intervals throughout the year regarding student absences.

The School Board recognizes its responsibility under the law to ensure that students attend school regularly. Parents/guardians of children aged 7 to 16 are obligated to send their children to public school except as allowed by law. The School Board shall abide by all state attendance laws and may use any legal means to correct the problems of excessive absence or truancy. The principal shall have the final authority and discretion on matters related to such discipline for truancy.

A student must have attended school on the days they participate in after school activities! If they missed school they cannot attend any activity after school.

If a student shows up after 9:30am, they are considered ½ day absent. A phone call will be placed to the parents at that time to alert them of their child's absence from school.

TEN (10) DAYS ABSENCE FROM SCHOOL PER TRIMESTER, EXCUSED, UNEXCUSED OR TRUANT (NO PRIOR PERMISSION), MAY REMOVE YOU FROM ALL CLASSES PER DUE PROCESS. (Board Policy 5113)

Any student who misses more than 10% of the school year (17 days) is considered "Chronically absent". At this point, the parents will receive a letter from the school stating that the troopers will be called if they miss 3 more days (20 total).

TARDINESS

Prompt arrival at school is expected of all students and is an important part of the student's educational experience. Late arrivals disrupt the class and cause loss of instruction time.

- Any student who arrives at school after 8:35 AM is considered **tardy**. Anytime a student is tardy, he/she and **PARENT** must report to the school office to check in.

Bus Conduct

Students

AR5131.1

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus, including on field trips and other special trips. School personnel, parents/guardians and the students themselves all must see that these regulations are followed.

Students must have a consistent daily pick-up and drop-off. Changing the assigned bus stops without notifying the DES office is strictly prohibited for the safety of the students.

1. Riders shall follow the instructions and directions of the bus driver at all times.
2. Riders should arrive at the bus stop on time and stand in a safe place to wait for the bus.
3. Riders shall enter the bus in an orderly manner and go directly to their seats.
4. Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
5. Riders should be courteous to the driver and to fellow passengers.
6. Serious safety hazards can result from noise or behavior that distracts the driver. Loud and/or sudden noises, throwing objects, smoking, standing and changing seats are prohibited actions.
7. No part of the body, hands, arms or head should be put out of the window. Nothing should be thrown from the bus.
8. Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
9. No animals shall be allowed on the bus.
10. Riders should be alert for traffic when leaving the bus.

Riders who fail to comply with the above rules shall be reported to the school principal in writing (bus report), who shall determine the severity of the misconduct and take action accordingly. Parents shall be given a copy of each report to sign and return to the school. In the case of a severe violation or multiple reports, the rider may be denied transportation for a period of time determined by the principal, up to the remainder of the school year.

Bus drivers shall not deny transportation except as directed by the principal.

Student reported bus issues:

Issues that occur on the bus reported to the parents from a student rider are to be taken up with the bus barn. This includes bullying, inappropriate behavior, problems with bus logistics, etc. The school does not get involved unless the administrator receives a bus notice from First Student.

CAFETERIA

Delta/Greely School District operates a School Lunch Program under the guidance and regulation of the USDA National School Lunch Program. Students are able to access this food service program by 1) paying full price for meals, 2) qualifying for a reduced price through the application process, 3) qualifying for a free lunch through the application process, or 4) qualifying for free lunch based on the state's Direct Certification process. Applications for Free & Reduced lunch may be submitted at any time during the school year. Questions regarding eligibility for either free or reduced lunches should be directed to the DES office.

Students bringing lunches from home are not permitted to have soda or caffeinated drinks. Only healthy juice, milk, or water is permitted in the lunchroom as in the classrooms.

For the 2023-2024 school year, the full price for lunches will be \$5.25.

The District, in compliance with USDA guidance, has revised the May 5, 2017 policy to the following policy regarding students charging either milk or lunches.

Parents and students must be notified of this procedure at the beginning of each year, or at the time of enrollment, and it is to be included in the site handbook.

Students may charge up to \$15, or no more than two meals. Students that reach this limit will not be afforded this benefit without meal payment except for students receiving free meals (the previous charges are still owed, but the student cannot be refused a meal).

There will be no charges allowed for à la carte or extra items regardless of eligibility status.

Schools will strive to notify Parents when a student is nearing their limit of fifteen dollars and again if the student reaches the limit. Schools will ensure the collection of funds do not have a negative impact on the child(ren) involved, and should instead focus primarily on adults in the household responsible for providing funds for meal purchases. Regardless of parent notification, once a student reaches the \$15 /2 meal limit, a meal will not be served without payment. An alternative meal may be supplied at the site administrator's discretion and may be charged to the student if it meets the healthy snack guidelines.

Microwaves in the lunchroom are only to be used by 4th and 5th graders. K-3 students are not permitted to use them.

CARE OF SCHOOL PROPERTY

Students are responsible for the care and protection of the school building and other school property. Students will be held responsible for any damage done to the building, or defacing of the building or any school property, by marking and/or scarring. Students should take pride in the appearance of the school.

CLASSROOM PARTIES

A limited amount of classroom parties are allowed for special occasions. The teacher and/or principal must authorize all parties. Invitations to private parties are NOT to be distributed at school, unless the student has obtained prior permission from the classroom teacher and the invitations include the entire class.

In accordance with Wellness Policy (5040). DGSD will aim to teach, model and support healthy living by students through both formal and informal education:

- Schools will support healthful eating by promoting the availability of nutritious food and beverage choices whenever possible. Snacks provided by the school/staff will be of a healthful nature emphasizing fruits, vegetables, meats and water as primary choices.
- Beverages consumed by students in the classroom should be limited to those with NO caffeine and those whose added sugar does not exceed a ration of 5 grams / 8 oz serving.
- REWARDS: Schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually, as rewards for academic performance or good behavior, and will not withhold food or beverages (including food served through school meals) as a punishment.
- CELEBRATIONS: Schools should limit celebrations that involve food during the school day to no more than one party per class per month when possible. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually. The district will disseminate a list of healthy party ideas to parents and teachers.

COLD WEATHER CLOSURES (Policy 9100)

The Delta/Greely School District’s cold weather closure policy (6120) is as follows:

- Schools will not operate when the temperature is –50 degrees or colder.

The Superintendent or designee will make this decision. Cold weather closure will be announced by phone (All-Call), mass email, our street sign, and the DES Facebook page.

- In the event the bus contractor does not run a particular route due to inclement weather or road conditions, the students on the route will be excused.

DAILY SCHEDULE

The following is the Delta Elementary School schedule. Students are expected to be prompt.

- SCHOOL ENTRYWAY OPENS.8:15AM
- STUDENTS ENTER CLASS....8:25AM
- SCHOOL BEGINS.....8:35AM
- K-1 LUNCH BEGINS..... 10:55AM
- 2-3 LUNCH BEGINS..... 12:05PM
- 4-5 LUNCH BEGINS..... 11:30PM
- SCHOOL DISMISSAL.....3:15PM
- SCHOOL DISMISSAL**2:15 PM EVERY WEDNESDAY**

Do not pick up your child early unless previous arrangements have been made or there is an emergency, as this disrupts classroom instruction and deprives students from benefitting from a full instructional day.

Delta Greely Homeschool participation at DES

Students attending Alaska HomeSchool are welcome to attend Delta Elementary classes and activities, and FTE will be adjusted accordingly in determination of the amount of time they are attending classes at DES. Half time students will be asked to attend the morning session and must be picked up by: K-1/11:30, 4-5/12:00, 2-3/12:30. Half time students are not able to participate in any event that occurs or stretches past those times unless it is a combined event with the Alaska Homeschool. Preference will be given to full time DES students for after school activities with limited spots available.

DISCIPLINE

When rules are broken, the administration is concerned with more than simple discipline. The goal of the Delta Elementary School is to develop positive, constructive student behavior. Notices will be sent to parents/legal guardians via note, email, or phone call when students have violated school rules and disciplinary action is taken that goes beyond a verbal reprimand. The teacher, according to classroom rules and procedures, handles classroom management and discipline. If further assistance is warranted, the principal is available to help. Students will receive consequences for inappropriate behavior according to the DGSD Discipline Matrix. Each incident will be recorded in PowerSchool as documentation of student behavior when parents need to be notified.

When all other approaches fail, the administration will suspend students who are interfering with the safety and/or education of other students or with the operation of the school, as per the matrix.

DRESS/SAFETY GUIDELINES

- During cold weather conditions, proper clothing is mandatory, i.e., hat/face cover, coat, snow pants, gloves/mittens and boots. Outdoor activities/recess do not take place when the combination temperature and wind-chill factor reaches –20 degrees. The supervising staff will determine the length of time students will remain outside at that time.
- Students are expected to come to school clean, neat, and dressed appropriately for a school setting.
- Clothing displaying alcohol, tobacco products, vulgar expressions or violence is not allowed.
- Clothing exposing midriff, halter-tops and spaghetti straps are unacceptable at school.
- Stocking caps of any type, hats, bandannas, kerchiefs, etc are not to be worn at school unless it is a spirit dress-up day.
- Appropriate footwear is required; **NO FLIP FLOPS OR WHEELY SHOES ARE ALLOWED.**
- **YOUR CHILD WILL BE REQUIRED TO HAVE A PAIR OF TENNIS SHOES FOR PHYSICAL EDUCATION CLASS.**
- Hair coloring and style should be appropriate as to not be a disruption to the educational environment.
- Parents will be notified if dress is inappropriate requiring a change in apparel.

DRESSING FOR COLD WEATHER

Choosing outdoor clothing according to the temperature and wind is imperative. It is better to layer clothing in order to assure that a child is warm enough in the coldest temperatures, yet has the ability to adjust to warmer conditions. During cold weather conditions, proper clothing is mandatory, i.e., hat/face cover, coat, snow pants, gloves/mittens and boots. Outdoor activities/recess do not take place when the combination temperature and wind-chill factor reaches –20 degrees. The supervising staff will determine the length of time students will remain outside at that time. Having appropriate wet weather gear is also important. The Fall and Spring can be very wet on our playground. Rain boots, pants, and jackets are essential to keeping kids from spending the day wet in their classroom.

ENRICHMENT AND OTHER AFTER SCHOOL ACTIVITIES

As enrichment and afterschool clubs are limited enrollment; students enrolled in Delta Elementary School full time will be given first opportunity to take part in such activities.

FIELD TRIPS

Field trips within the community and nearby points of interest are scheduled throughout the year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents/Legal guardians will be required to sign permission slips. On occasion, small amounts of money may be requested from each student to help defray costs. Parents/Legal guardians are encouraged to attend these outings with their children and if they use vans, to drive one of them. This does require a background check if unaccompanied by a DGSD staff member. Any volunteer driving a vehicle must provide a copy of their driver's license. Students are required to travel with their classmates to these outings. They may go home with parents if prearranged in writing with the teacher and principal. Students must attend these trips with their class! If a parent chooses for the student not to go, he or she must sit in the office the entire duration of the trip.

FIGHTING

Fighting will not be tolerated at any Delta/Greely School or any activity in which Delta/Greely students are involved. Any student found to be fighting, where blows are exchanged, may be suspended from school according to the DGSD behavior matrix. If it is clear to the administration that one student was the aggressor/attacker, then only that student may be suspended. A parent/legal guardian conference will be required to be readmitted to school. Any physical contact with the intent of causing harm to another student will result in disciplinary action.

GRADING

GRADES/EVALUATION OF STUDENT ACHIEVEMENT

AR5121(a)

Grades for Achievement

Grades for achievement shall be reported each marking period as follows:

Kindergarten

A four number system shall be used for kindergarten.

- 4 : Meeting Grade Level Standards with Distinction
- 3: Meeting Grade Level Standards
- 2: Progressing toward Grade Level Standards
- 1: Below Grade Level Standards

Grade 1:

The four letter grade system cited below will be used in grade 1. This marking system will be used in determining letter grades for report card purposes:

- A: Excellent, exceeds required standard
- P: Satisfactory, meets required standard
- B: Needs practice to meet required standard
- N: Not proficient

Grades 2-5

- A: 93-100
- A- : 90-92
- B+: 87-89
- B: 83-86
- B-: 80-82

C+:	77-79
C:	73-76
C-:	70-72
D+	67-69
D	63-66
D-	60-62
F	below 59%

Whenever it becomes evident to a teacher that a student is struggling academically, the school will arrange a conference with the student's parent/guardian (I-Team meeting) to work together and form a plan to get the student on track

NG or No Grade is used when insufficient information exists on which to base a grade. This commonly occurs when a student transfers into school too late in the grading period for the teacher to do a proper evaluation. Using the NG requires principal approval and may be changed when the sending school supplies additional grading information.

GUM

Gum is not allowed at DES.

HARASSMENT/BULLYING

Harassment of ANYONE is unacceptable. Intentional or repeated abuse of another, physical, verbal or sequel, will result in suspension. If a student feels he or she is being bullied, their responsibility is to:

1. Tell them to STOP! Make sure they know that what they are doing is not acceptable.
2. If the problem persists, Tell an adult. Don't wait, tell a duty teacher if at lunch or recess, or the classroom teacher. It is nearly impossible to properly investigate these issues when time has elapsed.
3. Tell your parents.

HOMEWORK

Homework is an important extension of the learning that takes place in school. It provides practice, which reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents/Legal guardians can help their children by arranging a quiet, comfortable work area and by ensuring homework is completed and returned to school. Most importantly, homework allows the family to be a part of the child's learning. They stay informed about the content and are able to give a different perspective. Education is most efficient when it is a team effort.

INSUBORDINATION

Insubordination is defined as refusing to display proper respect, defying the authority of, or refusing to obey reasonable requests of the faculty and staff members. A faculty and staff member, principal, teacher/student conference may solve cases satisfactorily; or a suspension may be required until a satisfactory parent/legal guardian conference can be arranged.

LOST AND FOUND

Lost clothing, and/or books, will be placed on a table in the foyer. Other valuables will be turned in at the front office. Check there for lost items. Items not claimed within a reasonable period of time may be redistributed or given to charity.

LUNCHROOM RULES

1. Students must walk through the hallways and lunchroom and stand quietly while waiting in line for lunch.
2. Each class is to sit at their assigned table.
3. Students are to enter the lunchroom through the main door.
4. Students are dismissed by class, and the lunch table and seats are cleared of trash and lunch trays.
5. Parents may visit during lunchtime and sit with their child(ren).

MEDICATION PROCEDURES (Policy 5141)

The School Board recognizes that students sometimes may need to take prescribed medication during the school day in order to be able to attend school without jeopardizing their health. In such cases, when the district has received written statements from the student's physician and parent/guardian as required by law, designated personnel shall assist the student in taking the medication.

By law, neither the District nor its schools are liable for injuries that may result from the storage or self administration of medication. No student will be permitted to carry or self-administer a prescribed medication without a release of liability for the school, its employees, and agents. The release of liability shall include an agreement to indemnify and hold harmless the school and its employees or agents from claims arising out of the storage or self-administration of medication. Parents/Guardians must bring/pick up the medication. Students are never allowed to carry the medication back and forth.

MONEY AT SCHOOL

Students should not bring large amounts of money or valuables to school. If money is brought, it needs to be given to the secretaries as soon as the student gets to school. The Staff at Delta Elementary School is not responsible for lost money or personal items brought to school.

NETWORK ACCESS (Policy 6161)

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other Internet services. Such instruction shall include, at a minimum, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying. (cf. 5131.43 Harassment, Intimidation and Bullying)

Student use of district computers to access social networking sites may be prohibited. To the extent possible, the Superintendent or designee shall block access to such sites on district computers with Internet access.

NON-DISCRIMINATION

Any person residing within the boundaries of the Delta/Greely School District, who is of school age, shall have the right to attend a district school, or correspondence study program, without payment of tuition.

It is the policy of the Delta/Greely School District not to discriminate on the basis of sex, color, national origin, or handicap in educational or employment programs, policies, or activities, as required by Title IX of the 1

Educational Amendments of 1972, Section 504 of the Vocational Rehabilitation Act Amendments of 1973, and Chapter 18 of the School Laws of Alaska.

NUISANCE ITEMS – Cell Phones, Toys, etc.)

Nuisance items are classified as anything a student might have in his/her possession that could disrupt the normal functions of the school day. These items will be taken from the student at the discretion of the teacher. Students may have items returned to them at the END of the year, or items may be released to parents or legal guardians.

Trading cards or toys of any kind, electronic games, and cell phones are prohibited at school and on the bus.

Cell phones are prohibited at school. If you need to reach your child please feel free to call the office and we will notify your child.

OFF-LIMIT AREAS

Elementary students are NOT permitted in the boiler room, storage areas, staff room, kitchen, maintenance areas or parking area.

PICTURES

Individual student pictures will be taken during September and/or October and are generally returned to the school within six weeks. Information will be sent home with each student.

PLAYGROUND RULES

School staff will supervise the playground beginning with the lunchtime recesses at 11:30 AM (Grades K-3) and 12:05 PM (Grades 4-5). The playground is not supervised after school and students are expected to leave the school grounds immediately following dismissal.

While on school property, students are not permitted to use inappropriate language, engage in name calling, shoving, hitting, wrestling, or act in any manner that could cause harm to him/herself or another student.

1. Whitewashing and throwing snowballs, rocks and sticks is not permitted.
2. If balls go outside of the playground area, students must have permission to get them.
3. Recess balls are not to be used inside the building. This applies to indoor recess days also.
4. During outside recess, students MUST go outside. Students returning to school after an illness may, with a written note from home, stay inside for one (1) day. Students must be dressed appropriately for the weather conditions; boots, hats, gloves, snow pants and a coat must be worn at all times.
5. Students are not allowed to be in the classrooms or building during recess unless a teacher or the office has arranged it.
6. Students are not allowed on the hill unless a duty teacher is allowing it for sledding.
7. Use of toy weapons or simulating using a weapon is not permitted.

POSSESSION OF ILLEGAL DRUGS (Policy 5131.6)

Specifically, the Board prohibits the actual or attempted sale, distribution, use, or possession by a student of alcohol, prohibited drugs or inhalants, drug paraphernalia, substances that are designed to look or act like prohibited drugs or alcohol, or substances purported to be prohibited drugs or alcohol. Prohibited drugs are defined as:

1. Drugs that are illegal if possessed by those under 21, under any local, state, or federal law; or any drug that can be legally obtained but which has been obtained through illegal means.
2. Alternatives to illegal drugs such as designer or synthetic drugs, whether or not prohibited by law, which are purported to, designed to, or which do impair, restrict, or alter normal cognitive function when absorbed, ingested, injected, or inhaled.
3. Prescription drugs that are not legally obtained or prescribed, are not being used for the prescribed purpose, are being used in excess of the prescribed amount, are being used by other than the person to whom prescribed, or are being sold, traded or distributed.

Recognizing that keeping schools free of alcohol and other drugs is a concern common to the district and community, the School Board supports cooperation among schools, parents/guardians, law enforcement and other appropriate community organizations involved in preventing alcohol and drug abuse.

PROFANITY AND VULGARITY

The use of abusive, profane and vulgar language, actions or deeds has a tendency to cast discredit upon the user and may be detrimental to the character of any recipient. Such practices will not be tolerated.

PROMOTIONS AND RETENTIONS

Promotions and retentions are based on an evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are:

1. Indifference or lack of effort of an otherwise capable student
2. Physical or social immaturity
3. Frequent or extended absences

Retention is usually considered as a positive alternative. Parents/Legal guardians will be involved in any retention decision through our MTSS process. They will be well informed way before the retention conversations of the child's struggles and the child will have already had numerous interventions and documentation that it has not been successful to try and remedy the situation.

REPORT CARDS/CONFERENCES

Parent/Legal guardian conferences are held in the fall and spring. ALL PARENTS/LEGAL GUARDIANS are encouraged to attend these scheduled appointments with the student's teacher. This is an opportunity for parents/legal guardians to visit with teachers and see the progress students have made. If a parent or legal guardian has specific concerns, they are encouraged to schedule a conference with the teacher anytime during the year. Our goal is to have 90% of our parents attend conferences each time.

- Report cards will be distributed the week following the end of each trimester grading period. Questions and/or concerns may be answered by contacting the Delta Elementary School office at 895-4696 to schedule an appointment with the teacher. Parents/guardians may also email the teacher.

SEARCH AND SEIZURE (Policy 5145.12)

The School Board is committed to maintaining an environment for students and staff which is safe and conducive to learning and working. The Board recognizes that incidents may occur where the health, safety and welfare of students and staff are jeopardized and which necessitate the search and seizure of students, their property, or their lockers by school officials.

The Board authorizes school officials to conduct searches when there are reasonable grounds for suspicion that the search will uncover evidence that the student is violating the law or the rules of the district or the school.

In determining whether reasonable cause for a search exists, school officials shall consider:

1. The student's age and previous behavior patterns.
2. The prevalence and seriousness of the problem to which the search was directed.
3. The urgency of the reason for the search.
4. The substantive value and reliability of the information used as a justification for the search.
5. The location of the student at the time of the incident which gave rise to reasonable suspicion.

SEXUAL HARASSMENT (Policy 5145.7)

To promote an environment free of sexual harassment, the principal or designee shall take appropriate actions such as removing vulgar or offending graffiti, establishing site rules, and providing staff inservice or student instruction and counseling.

Teachers shall discuss this policy with their students in age-appropriate ways and shall assure them that they need not endure any form of sexual harassment. The Board shall not tolerate the sexual harassment of any student by any other student or any district employee. Any student or employee who is found guilty of sexual harassment shall be subject to disciplinary action. Students or staff should immediately report incidences of sexual harassment to the principal or designee.

The Superintendent or designee shall promptly investigate each complaint of sexual harassment in a way that ensures the privacy of all parties concerned. In no case shall the student be required to resolve the complaint directly with the offending person.

SUPPLIES

Students will be given a "School Supply List" at the beginning of each year. Students are expected to provide those supplies for class. If, for some reason, that is not possible, the situation should be discussed with the principal. It is the student's responsibility to bring needed materials to class on a daily basis. In addition, we ask each parent to provide their child's class with a \$25 activity fee. This money is used to purchase needed items throughout the year and/or field trip expenses.

SUSPENSION AND EXPULSION

Suspension, expulsion or denial of admission shall be used only as a last resort when all other options have been exhausted or when continued enrollment creates an immediate threat to the health or safety of other students or staff. The policy is on file in the Delta Elementary School office.

TELEPHONE

The student phone in the elementary office is available for EMERGENCY student use. PLEASE DO NOT ASK TO USE THE PHONES IN THE OFFICES. These phones are for official school business and emergency use only.

TEXTBOOKS

Textbooks are provided for student use at no cost. Because books will be used for several years, they should not be written in, except for placing one's name on the front inside cover. Please do not carry pencils or pens in the books, as this breaks the backs. ALL books are to be returned at the end of the school year in good condition, with allowance for "ordinary" wear. Students who lose books, or damage books beyond normal wear, MUST pay for them based on the current value.

THEFT

The theft of property belonging to the Delta/Greely School District, school employees, and/or other students is a serious offense and will not be tolerated. Reported thefts will be investigated by the administration. When reasonable cause exists to assume guilt, the following procedures will be followed:

1. Parent/Legal guardian notification of the infraction.
2. Proper school discipline such as warning/counseling, detention, work detail, suspension, or expulsion from school.
3. Depending on the severity of the alleged offense, a complaint may be filed with the Department of Public Safety or State Troopers.

School personnel will not investigate any reported thefts of prohibited items. Contraband items may be confiscated by school personnel and will be returned to the parent/guardian. Repeated violations may result in more serious disciplinary action.

TOBACCO VIOLATIONS (Policy 5131.62)

Tobacco use presents a health hazard with serious consequences both for tobacco users and non-users alike. Students shall not be allowed to smoke, chew or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or under the supervision of district employees.

For the purposes of this policy, “tobacco” is defined to include tobacco in any form and/or any nicotine delivery devices. This does not include FDA approved nicotine replacement therapy products used for the purpose of cessation. Clothing, bags, hats and other personal items used by students to display, promote or advertise tobacco products are prohibited on district grounds, at school-sponsored activities or in district vehicles. Tobacco advertising is prohibited in all school-sponsored publications, in all school buildings, and at all school-sponsored events. District acceptance of gifts or funds from the tobacco industry is similarly prohibited. Student violations of this policy will lead to disciplinary action up to and including suspension. The district may provide positive alternatives to suspension, such as in-school suspension, educational programs, school and community service, and promotion of cessation resources.

Students may also be subject to removal from any or all extracurricular activities and/or denial or forfeiture of school honors or privileges (e.g., valedictorian, salutatorian, student body, class or club office positions, field trips, senior trip, prom, etc.). A referral to law enforcement may be made. Parents shall be notified of all violations involving their student and action taken by the school.

TRAVEL POLICY

Safety is always the first consideration when traveling with students. If the temperature is –35 degrees Fahrenheit or lower, at the scheduled departure time, or if the temperature is –35 degrees Fahrenheit anywhere along the route, no group will travel from Delta Elementary School.

- ANYONE, traveling from Delta Elementary School in winter conditions shall carry winter survival gear. Each student **MUST** have a **WINTER JACKET, SNOW BOOTS, HAT, FACE COVER, GLOVES AND SNOW-PANTS.**

VANDALISM

Vandalism, (defined as willful damage or destruction of school property), is cause for immediate suspension and possible expulsion. Students and /or parents/legal guardians are expected to pay for damage to school property, including textbooks and school buses. Exceptions may be made when the damage is determined to have been

accidental. If a student accidentally causes damage, it should be reported to their teacher immediately so damage is not misconstrued as vandalism.

VISITORS

Parents/Legal guardians are always welcome at Delta Elementary School. ALL persons, other than staff and students, who enter the building, must report immediately to the main office, sign in and receive a visitor pass. Once the bell rings, **no parents or visitors will be permitted to leave the foyer unless prior arrangements have been made with the Principal or classroom teacher.** The buffer zone of the hallway between the parents and the student is essential for becoming a member of a classroom community. The only exceptions to this are for the first week of kindergarten and for the first two weeks of preschool, parents can walk kids to the classroom door and then they must immediately return to the foyer. If parents or guardians need to see a student during this time they can request to have the student called to the office. **All visitations MUST be cleared through the principal or the teacher.**

VOLUNTEERS

Parent/Legal guardians, community members, and volunteers are a very special school resource. Volunteers are encouraged to help in classrooms, school programs, and extracurricular activities. Please contact the office or classroom teacher if you wish to volunteer.

WEAPONS & DANGEROUS INSTRUMENTS (Policy 5131.7)

Students shall not bring, possess, or use deadly weapons, firearms, dangerous instruments, or their replicas in school buildings, on school grounds or district-provided transportation, or at any school-related or school sponsored activity away from school, unless written permission has been previously obtained from the Superintendent or designee specifically authorizing that possession or use. School sanctioned activities requiring articles otherwise prohibited by this policy to include rifle team, culinary arts, etc. are authorized. Students who violate this policy are subject to disciplinary action in accordance with district policy and procedures.

School employees may confiscate weapons or dangerous instruments on school grounds or at school-related or school-sponsored activities.

WITHDRAWAL FROM SCHOOL & TRANSFERS

Withdrawals will be made by contacting the office for a withdrawal form. Parent/Legal guardian signature stating the reason for withdrawal from school is necessary. Please notify the office of plans to withdraw as soon as possible. The student will be given current grades and a record of this/her immunization record.

A student who must leave early because of family relocation will be assisted in the completing of the trimester.

1. **Relocation before the last ten (10) days of the trimester** – At the time of the withdrawal, grades to date will be given and timely enrollment in the new school recommended.
2. **Relocation during the last ten (10) days of the trimester** – At the time of the withdrawal, grades earned to-date will be averaged, final grades given and credit granted.