

Delhi Charter School Handbook

2025-2026

CHANGES/ADDITIONS/AMENDMENTS TO THE DELHI CHARTER SCHOOL'S POLICY/HANDBOOK FOR THE 2025-2026 SCHOOL YEAR

1. **UNAUTHORIZED ELECTRONICS MISUSE CONSEQUENCES (PAGE 16-17)**
2. **CLEAR PLASTIC BACKPACK/PURSE/BAG POLICY (PAGE 24)**

Grading Scale

- **A 100-89.5 4-3.5 Quality Points**
- **B 89.499-79.5 3-2.5 Quality Points**
- **C 79.499-69.5 2-1.5 Quality Points**
- **D 69.499-59.5 1 Quality Point**
- **F 59.499-0 0 Quality Points**

Cell Phones

Effective beginning with the 2024-2025 school year and thereafter, no student shall possess, on his person, an electronic telecommunication device throughout the instructional day. If a student brings an electronic telecommunication device in any public elementary or secondary school building or on the grounds thereof during an instructional day, the electronic device shall either be turned off and properly stowed away for the duration of the instructional day or prohibited from being turned on and used during the instructional day.

The provisions of Subparagraph (a) of this Paragraph are not applicable to a student whose Individualized Education Program, Individualized Accommodation Plan, Section 504 plan, or Individualized Health Plan requires the student's use of an electronic telecommunication device.

Mandatory Expulsion

- **Students in Grades 6-12** (regardless of age) if found guilty of being in possession with firearm, 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 in actual possession at a school-sponsored event, referred to the DA, expulsion for 4 semesters.
- **Students in Grades 6-12** who has been suspended a third time within the same school year for any offense (other than dress code or tardiness)

Recommended Expulsion

- **Students in Grades 6-12** (regardless of age) 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.
- **Probationary Readmission by Superintendent:** changes the authority to extend the stipulation for readmission of an expelled student on a probationary basis from the local public school board to the superintendent

Delhi Charter School

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Delhi, Louisiana 71232
Phone: 318-878-0433
Fax: 318-878-0434

WEBSITE: www.delhicharterschool.org

FACEBOOK PAGE: Delhi Charter School

Headmaster: Mr. Brett Raley, ext. 1104
Director of Operations: Mrs. Angie Dulaney, ext. 1105
Teacher Director: Mrs. Nikki Roark, ext. 1106
Disciplinarian: Mr. Chad Clark, ext. 1113

Mission

DCS will provide a quality education through shared responsibility in a safe and supportive environment for all students to meet the challenges of a global society.

Vision

DCS will ensure high academic achievement for all students, preparing them to be effective citizens by developing a culture of mutual respect and academic excellence through rigorous instruction.

Core Values

D – Dedicated

C – Courteous

S – Self Confident

G – Goal Setting

A – Accountable

T – Trustworthy

O – On Time

R – Respectful

S – Successful

DCS Alma Mater

Written by R. Kennedy

Oh, Delhi Charter!
We are yours forever.
We honor you,
For your integrity.
For all that you,
Inspire we'll stand together,
And we'll be yours
For all eternity.

Oh, Delhi Charter!
We will raise our voices!
Proclaim our pride
To you our victory.
And we'll be proud
To be the Mighty Gators,
And we'll remain,
Forever,
DCS!

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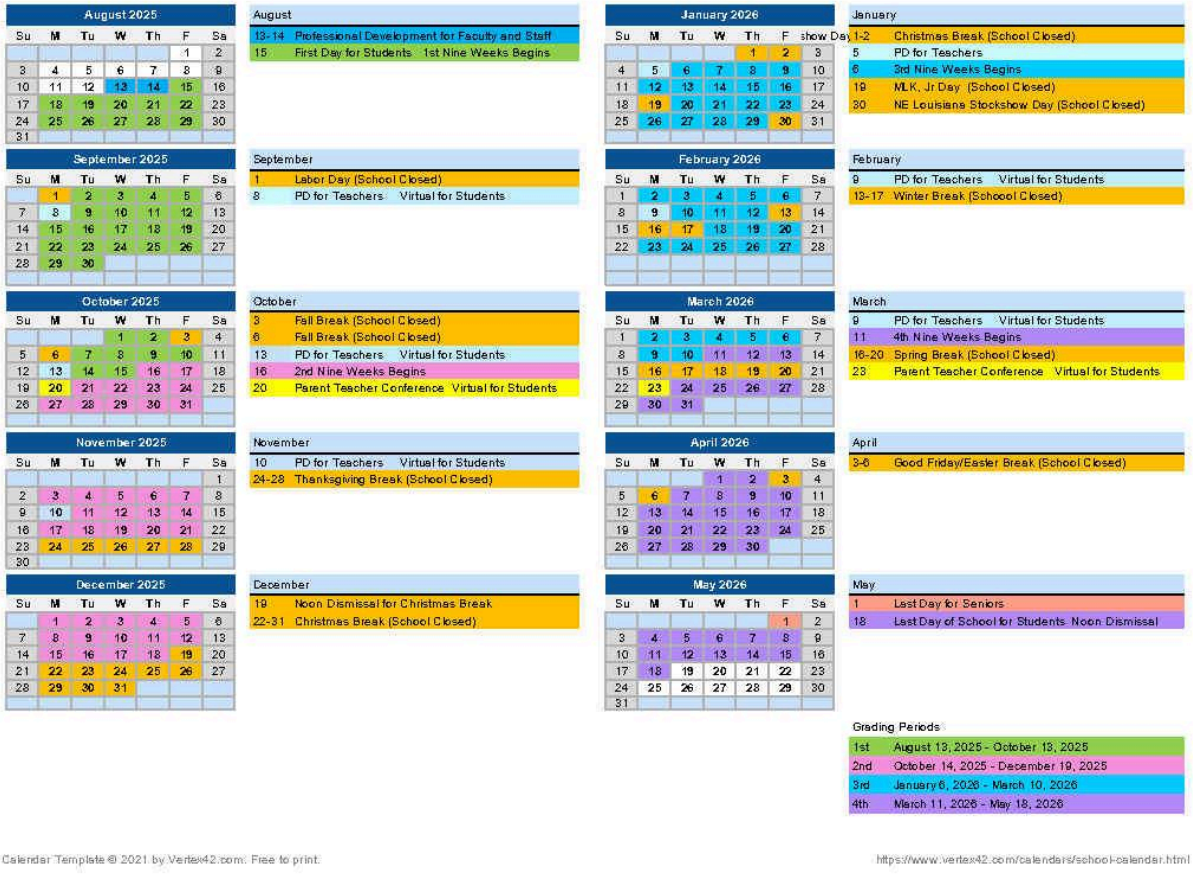
Section I – General Information

School History

Delhi Charter School opened in 2001 in several portable buildings located in a small field in Delhi, Louisiana. Parents and community volunteers worked tirelessly to paint classrooms, install flooring, and prepare a new learning environment for our students. The school originally only served grades kindergarten through 8th grade. DCS added a new grade level each year, and celebrated its first graduating class in 2006. In 2003, the current campus opened, and grew into what we see today. In 2021, DCS celebrated its 20th year anniversary as an esteemed learning institution.

2025-2026 Delhi Charter School Calendar



Equal Education Opportunity

Delhi Charter School does not discriminate in its operation of education programs and activities nor against any student, employee, or potential student or employee, based on sex, race, color, natural origin, age, or handicap, per section 504 of the Rehabilitation Act of 1973.

If you suspect a violation of your civil rights, please contact one (1) of the following individuals:

Angie Dulaney
Delhi Charter School Director of Operations
318-878-0433, Ext. 1105

Stacey Guidry
Families Helping Families of NELA
318-361-0487

Student Expectations

All classroom teachers will enforce the following classroom behavior standards:

1. Students are required to respond to any employee of the school with a "Yes Sir, Yes Ma'am, No Sir, or No Ma'am."
2. Students are required to show respect to the classroom teacher at all times, and to follow all instructions of the classroom teacher without fail.
3. Students will not talk in class without specific permission from the classroom teacher, nor will they move about the classroom without permission.
4. Students will not throw any object within the classroom.
5. Students will not leave any paper or personal items in a classroom without specific instruction from a classroom teacher.
6. Students will not bring any food or drink into a classroom building except when such is a part of a school wide event.
7. Students will not chew gum on the school campus.
8. Students are not allowed to run within any building on the campus except the gymnasium and then only during organized activities.
9. Students will only be located in areas of the campus approved by the Headmaster. All other areas of the campus are off limits to students unless a classroom teacher permits the student to be in such an area for a specific purpose.
10. Students will not adjust the classroom heating/cooling units; a classroom teacher or designee only does this.
11. Students will not "slam" or kick locker doors, push, shove, talk loud, or in any other way be a nuisance within the hallways of a classroom building.
12. Students will not wear hoods, caps, or hats inside buildings on campus unless the same are required as part of a school activity.
13. Students will not handle, possess, destroy, and in any other way disturb the personal property of another student or teacher.

14. Students should enter classrooms and immediately be quiet, seated and be ready to begin class. Students should depart from classrooms in an orderly manner when instructed to do so by the classroom teacher.

**** Administration may add to this list from time to time, and individual classroom teachers may impose additional behavior standards in their specific classrooms.**

Attendance Policy

Compulsory attendance laws require elementary students to be present a minimum of 60,120 minutes, or its equivalent, to be eligible to receive credit for courses taken. Secondary students shall be required to be present a minimum of 30,060 minutes, or its equivalent, per semester to be eligible to receive credit for courses taken.

Delhi Charter School shall keep daily records of attendance. The Headmaster or designee may make an exception in the event that circumstances warrant.

The parents of Delhi Charter School students have agreed to ensure the regular attendance of their children as part of the DCS Parent Contract. Parents have assumed the responsibility of developing in their children faithful attendance, which is essential to a child's successful progress in the instructional program.

Delhi Charter School shall contact parents daily when a student is absent using JPAMS AUTOCALL.

Delhi Charter School shall periodically provide written notification to students, parents or legal guardians when a student has been habitually absent or tardy to school. Three (3) unexcused absences, not necessarily consecutive, or three (3) unexcused tardy to school, not necessarily consecutive, are considered habitual. The Headmaster or designee shall schedule a conference with the parents of such students. DCS will document and report records of the conference to the Board of Directors. When it becomes evident that the parents are not assuming their responsibilities in requiring regular and prompt attendance, the Headmaster or designee shall hold a parent conference to discuss with the parents the consequences that will occur if the pattern continues.

Delhi Charter School recognizes the importance of regular attendance in school, which not only enables students to study and learn subject matter, but it also teaches personal responsibility.

Delhi Charter School is a school of choice that holds high expectations for students in both academics and conduct, and when high absenteeism is experienced both of these begin to break down to unacceptable levels.

Parents have a responsibility regarding the attendance record of their children as is clearly spelled out within the parent contract, and must assist the school officials to correct such problems that exist.

Absence from class is unexcused except in cases of illness or some other extenuating circumstance that the Headmaster or designee considers valid. The Headmaster or designee shall review each non-illness related absence to determine whether it is "excused" or "unexcused."

Excused absences include the following circumstances:

1. Children mentally, physically or emotionally incapacitated to perform school duties, and children unable to profit from further school experience. The Board of Directors approves exemptions (certified in writing by a psychiatrist, psychologist, recognized evaluation center or clinic, or other professionally qualified person or agency).
2. Children who are personally ill and whose attendance in school would endanger their own health or that of their classmates. If the child is out of class for more than three (3) days, a physician licensed to practice in the state must substantiate the illness in writing. The Headmaster or designee may make an exception regarding the physician's statement depending on the circumstances in each case.
3. Illness/absences that are substantiated in writing by a parent or guardian and approved by the Headmaster or designee when circumstances make credibility reasonably sure. These Types of excuses will be limited to a maximum of three per school year.
4. Children in whose immediate family a death has occurred. Such absences should not exceed one week in length.
5. Children whose religious faith requires absence for the observance of special and recognized holidays of the child's own faith.

Students participating in school-sponsored activities, which necessitate their being away from school, are to be marked present and thereby given the opportunity to make up work.

Parents/Guardians/Students must turn all excuses in to the office within (3) three days of the student's return to school.

In all cases involving excused absences, the student must complete all make-up work as required by the classroom teacher(s), in the allocated period of three (3) days. If a parent considers such time as is allowed to be inadequate, the Headmaster or designee may review

the issue. Students will not receive credit for make-up work not completed as required by the classroom teacher.

Delhi Charter School
"In House Attendance Policy"

Delhi Charter School will enforce the following "In House Consequences" regarding excessive Unexcused Absences. Once a student reaches five (5) unexcused absences per semester, or ten (10) unexcused absences total for the school year, lost privileges will include but not be limited to:

Elementary (K-5)

- All Dress Down Days
- Attendance at Any Sporting Events at DCS (Home Games)
- Field Trips
- Field Days at School
- Other reward programs selected by Headmaster or Designee

Junior High (6-8)

- All Dress Down Days
- Attendance at Any Sporting Events at DCS (Home Games)
- Field Trips
- Field Days at School
- School Dances
- Participation in Extracurricular Groups (4-H, Robotics, Drumline, etc.)
- Participation in Athletics

High School (9-12)

- All Dress Down Days
- Attendance at Any Sporting Events at DCS (Home Games)
- Field Trips
- Field Days at School
- School Dances
- Homecoming Week Activities
- Prom
- Participation in Extracurricular Groups (4-H, Robotics, Drumline, etc.)
- Participation in Athletics
- Any Senior Extracurricular Activities (Senior Awards, Senior Walk, Senior Loop, Crawfish Boil, Baccalaureate, Graduation Ceremony)

Delhi Charter School Seat Recovery Program

The Delhi Charter School Seat Recovery Program allows students to make up time for unexcused absences. On designated days during the school week, students will stay after school from 3:30 pm until 5:30 pm, and each school day will account for half of an unexcused absence. DCS Seat Recovery Program may also offer two Saturdays per month where students can come in at 9:00 am and stay until 1:00 pm. A completed Saturday will account for one full-unexcused absence recovery.

In all cases involving unexcused absences, students will not make up the work, and will not receive credit for such work missed. Students will receive half credit (50%) for all graded assignments given on days where excuses are missing or turned in late, and seat recovery time is not met for the day missed.

Nurse/Medication

The nursing staff housed on Delhi Charter School campus can/will administer routine medication. Students who become injured or ill throughout the school day will also have access to the medical treatment options provided by these services. To receive this treatment; however, parents must sign and return consent paperwork to the School-Based Clinic prior to needed treatment. For further information on these matters, please call 318-878-5171.

COVID-19 Policies and Guidelines

Due to the ever-changing nature of the Pandemic and all it entails, we will use fluid methods of communication to inform parents regarding the Coronavirus/Covid-19 Pandemic. These methods may include:

- Call Outs (Automated)
- Letters Home
- Notifications on the School Website
- Notifications on the School's Official Social Media Page

Special Education

Students are regularly assessed using progress monitoring tools. When there is documentation of a student having a deficit in academics, the teacher refers the student to the Response to Intervention (RTI) team. The student then begins receiving quality, individualized support. If this support is not the best solution for the student, the student receives additional support from Tier 2 of the RTI process, and then Tier 3 support if there is no academic improvement. If a student continues to struggle, RTI refers the student for evaluation. The evaluation will determine if a student meets the criteria as a student with an exceptionality per Bulletin 1508. If a student qualifies for an individualized evaluation plan, the student will receive intense intervention to

support his or her needs. This process revolves heavily around parental notification and due process.
Child Find also warrants student evaluation, as it is an obligation by all public schools to ensure all students with disabilities who may be in need of special education and related services be identified, located, and evaluated. These services include speech services, occupational therapy, physical therapy, and special education.

Homeless Students

DCS provides homeless students with access to educational opportunities in the same manner as other students served by Delhi Charter School. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. There is no denial of enrollment based on lack of proof of residency. For additional information, contact the Delhi Charter School Homelessness Liaison Mrs. Lola Spencer at lola.spencer@delhicharterschool.org

Student Records

ACCESS TO RECORDS

1. The parent or legal guardian of a student will have access to student records upon a request to the Teacher/Director maintaining those records within the school system.
2. If the student is eighteen (18) years or older, only the student has the right to determine whom, outside the school system, has access to his/her records.
3. The parent, legal guardian or student, if the student is 18 or over, will, upon written request to the Teacher/Director maintaining those records, receive an interpretation of those records, have the right to question those data, and if a difference of opinion is noted, shall be permitted to file a letter in said cumulative folder stating their position. If there is more challenge to the record, Delhi Charter School will follow the normal appeal procedures.
4. School personnel having access to those data are defined as any person or persons under contract to the school and directly involved in working toward either the affective or cognitive goals of the system.

RELEASE OF INFORMATION OUTSIDE THE SCHOOL SYSTEM

1. To release student records to other schools or school systems in which the student intends to enroll, the parents, legal guardian or the student, if he/she is 18 or over, must be notified of the transfer and the kinds of information being released. They shall receive a copy of such information requested in writing and shall have the opportunity to challenge that record as described above.
2. DCS will release those data to State Education and other governmental agencies only if the names and all identifying markings removed to prevent the identification of individuals.

3. The parent, legal guardian or the student requires written consent if he/she is 18 or older to release student records to other persons or agencies. Such consent form shall state which records shall be released, to whom they shall be released and the reason for the release. A copy of the student record being sent shall be made available to the person signing the release forms if he/she so desires.
4. Furnishing of student records, in compliance with judicial orders or pursuant to any lawfully issued subpoena if the parents, legal guardian and students notified in advance.
5. DCS will file all authorizations for release of information in the student cumulative folders.

REVIEW OF STUDENT RECORDS BY THE PARENT

1. Schools shall provide for the review of student records by parents or guardians. DCS will give Parents and students notification of their right to review the student records.
2. A parent or guardian who desires to review his child's record shall contact the school for an appointment. DCS shall schedule a conference as soon as possible, not to exceed one month. DCS shall complete the disclosure record at the time of the conference. Prior to the scheduled conference, the Teacher/Director shall review the record for accuracy and completeness.
3. The parent shall examine the record in the presence of the Teacher/Director or a designated professional person.
4. The Headmaster or his designee attending the review shall explain the recordkeeping system of the school, noting the types of records and explain why we keep the records.
5. Provide the parent or guardian the opportunity to examine each record. Records which shall be included are:
    - Cumulative Record
    - Application for Admission
    - Immunization Records, if applicable
    - Attendance Records
    - Class Grade Record
    - Any other records maintained by the Delhi Charter School
6. The Teacher/Director or a designated professional person shall provide the parent an opportunity to raise questions regarding information on the records.
7. DCS will make a record of the review on the disclosure record.
8. If the parent or guardian requests a hearing to challenge the information contained in the student's folder in writing, DCS will schedule a hearing not less than three (3) working days or more than two (2) weeks from the date of the requests.
9. The Teacher/Director or Designee will conduct the hearing at the scheduled time.

Student Fees and Charges

The Delhi Charter School may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally, DCS does not deny or delay admission nor deny 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). The School Board ensures publishing of the following information regarding student fees on the School's website, as well as in the student handbook:

- Descriptions of each student fee charged,
- The dollar amount of each student fee,
- How each student fee will be collected and used,
- The deadline for each student fee and the desired method of payment,
- The process for collection of unpaid fees,
- The process whereby students and families may request an economic hardship waiver,
- The criteria by which economic hardship waivers may be approved, and
- The appeal process of any denial of request.

The DCS Advisory Committee reviews and updates such information annually prior to the start of the school year.

Economic Hardship Waivers

The School Board may reduce or waive certain fees for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay them. Examples of families facing economic hardship include, but are not necessarily limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless. All requests for economic hardship waivers of student fees and all supporting documentation used in considering the validity of any request for a waiver shall be confidential.

DAMAGE TO TEXTBOOKS/INSTRUCTIONAL MATERIALS

The Board may require parents and/or legal guardians to compensate the school for lost, destroyed, or unnecessarily damaged books and materials, and for any books not returned to the school at the end of each school year or upon withdrawal of their dependent child. DCS will not hold school-aged students 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 Board. In the case of monetary fees, fines shall be limited to no more than the replacement cost of the textbook or material, but the Board reserves the authority to make adjustments according to the physical condition of the lost or destroyed textbook. A school system may waive or reduce the payment required if the student is from a family of low income and may provide for a 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. Under no circumstances may the school refuse the parent/guardian the right to inspect relevant grades or records pertaining to the child nor may the school refuse prompt transfer of the records of any child withdrawing or transferring from the school, per requirements of the Federal Family Educational Rights and Privacy Act. Under no circumstances may a school or school district deny a student promotional opportunities, because of failure to compensate the school district for lost or damaged textbooks. DCS does not deny continual enrollment each grading period nor re-entry in succeeding school years because of lost or damaged books. DCS does not deny the use of a textbook during school hours each day. The school shall annually inform parents and/or legal guardians of the locally adopted procedures pursuant to state law and regulation, regarding reasonable and proper control of textbooks.

Unauthorized Electronics Policy

No student, unless authorized by the Headmaster or designee of Delhi Charter School shall use, or operate any NON-SCHOOL ISSUED electronic telecommunication device including but not limited to: any mobile telephone, smartphone, smartwatch, tablet, air pods (headphones), or any other device, in the Delhi Charter School's buildings, on the grounds, or on any school bus. If a student is in possession of an unauthorized electronic device powered on, it is in use per the DCS Electronics Policy. Authorization of Chrome books and air pods is during class time or at the request of a teacher only.

Violation of this regulation shall be grounds for disciplinary action, including but not limited to, temporary confiscation of device(s), suspension, and/or recommendations for possible expulsion from Delhi Charter School.

A more detailed description of the consequences is as follows:

Electronics Misuse Consequences

First Offense – The student will receive a minor discipline referral and the parent will be notified. **For the remainder of the school year**, the student will release the device to the Headmaster or designee every morning upon arrival at school. The student will be allowed to collect the device as he or she is departing campus daily.

Second Offense – If a student is found to be using a different device (other than the one turned in daily) or any attempt to avoid the daily responsibility of releasing said device will result in a major referral and suspension.

***Any infractions after the second offense** could result in further punishment as well as recommendations for expulsion from Delhi Charter School at the discretion of the Headmaster or designee and the Board of Directors.

The aforementioned policy shall in no way affect the conduct of any law enforcement activities, including the use of electronic detection devices, dogs, or other means of conducting searches for weapons, drugs, or other contraband in whatever manner is otherwise permitted by law and consistent with Delhi Charter School Board policy.

Computer/Internet Policy

The Delhi Charter School provides access to the Internet to students, teachers, staff and Headmaster or designees for the following reasons: Research, collaborative learning, and exchange of educational ideas and information. The DCS Board believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity provided to our school. Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

- Users must demonstrate honesty, integrity, and respect for others at all times.
- Appropriate manners and language shall be required.
- DCS prohibits illegal activities, including copyright or contract violations, and DCS (or its students) cannot sue the Internet for financial or commercial gain.
- DCS prohibits the practice of threatening, profane, or abusive messages.
- Activities or downloads that damage equipment or interrupt a networked system is prohibited.
- Any attempt to alter, harm, or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.
- DCS forbids users uploading or creating a computer virus on the Internet or any networking system.
- A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.
- DCS does not tolerate invading the privacy of another user, or using their account.
- DCS forbids posting personal messages without the author's consent.
- DCS does not tolerate sending or posting anonymous messages.
- DCS does not tolerate perusing, or otherwise accessing, obscene or pornographic material, or using profanity in messages.
- DCS does not tolerate product advertising, political lobbying, or sending messages involving illegal activities.
- DCS Board needs to approve any subscriptions to list servers, bulletin boards, or on-line services prior to any such usage.
- When students detect a security problem, report it immediately to the teacher.

- Only school system software shall be permitted
- Authorized student usage of the Internet shall be under the direct supervision of the school personnel.

Use of the Internet is a privilege; therefore, any inappropriate use may result in disciplinary action and loss of privileges to use the Internet. Violation of this policy may constitute suspension and/or revocation of Internet access and related privileges and could lead to school disciplinary action, and/or legal action. Suspension of Internet privileges shall automatically result for any user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures. Loss of privileges shall apply to all students, teachers, staff, and Headmaster or designees who abuse the privilege of using the Internet. Anyone witnessing Violations of Internet usage regulations shall report to the proper authority immediately.

**** DCS will not allow students to use the Internet until a said student submits a completed Internet Acceptable Use Contract to the Teacher/Director or designee.**

CHROMEBOOK AGREEMENT

Students and parents/guardians agree to be responsible for the care of any assigned devices and understand that the device belongs to Delhi Charter School. Students and parents/guardians also understand that they are responsible for lost or broken devices and agree to pay repair or replacement costs.

Website and Social Media Guidelines

Think before you act because your virtual actions are real and permanent!

- Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, enemies, parents, teachers, future colleges, or employers to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that the criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, home numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.
- DCS recommends linking to other websites to support your thoughts and ideas. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.

- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste others' thoughts. It is good practice to hyperlink to your sources.
- Be aware that copyright laws protect some pictures. Verify that you have permission to use the image or that it is under 'Creative Commons' attribution.
- How you represent yourself online is an extension of yourself. Do not use someone else's identity.

Visitors

Access to and from the campus shall be controlled. All visitors to the campus (non-faculty and non-students) must check into the school office immediately upon arriving on campus, identify the nature of the business for which they are present, as well as the classroom, if any, that they wish to visit, and receive a pass to go to a classroom. DCS Security or designee will ask you to leave immediately without a pass. DCS will alert law enforcement officials if the person fails to take immediate leave upon instruction.

Only the Headmaster or Designee can allow visits to classrooms. DCS only permits visits by parents to classrooms during normal classroom periods in case of an emergency.

Delhi Charter School shall operate a "closed campus" pursuant to the charter with BESE

Section II – Academics

Guidance Services

For Guidance Services, please reach out to our Guidance Counselor, Mrs. Lacombe.
Email: pam.lacombe@delhicharterschool.org Phone: 318-878-0433 ext. 1112

Homework Help

Online services are available to support students with homework and other study questions. You can access these services at **http://www.homeworkla.org/**

Technology Resources

You can access State Resources, Online Safety, DCS Information Resources, and Educational Resources at https://www.delhicharterschool.org/page/parents.

Plagiarism

Turning in an assignment that is not your work but taking credit for it without giving the original author credit is plagiarism. Plagiarism is not acceptable behavior at Delhi Charter School. DCS deals with plagiarism in the identical manner as academic dishonesty and the same penalties apply.

Translation Services

Please let us know if you need an interpreter or a document translated to certain language. Call 318-878-0433 or email angie.dulaney@delhicharterschool.org for more information.

Háganos saber si necesita un intérprete o un documento traducido a un idioma determinado. Llame al 318-878-0433 o envíe un correo electrónico a angie.dulaney@delhicharterschool.org para obtener más información.

يرجى إعلامنا إذا كنت بحاجة إلى مترجم أو وثيقة مترجمة إلى لغة معينة. اتصل بالرقم 318-878-0433 أو أرسل بريدًا إلكترونيًا إلى angie.dulaney@delhicharterschool.org للحصول على مزيد من المعلومات

Section III – Student Activities

Attending School Events

DCS considers school events a privilege and as such may revoke them because of other stated policies and procedures. DCS expects its students to behave with the same integrity at school events as during normal school hours. Students who fail to maintain appropriate behavior at any school event may be subject to the same consequences as offenses that occur during school hours.

Extra-Curricular

Extra-curricular activities are an important aspect of any school, and the same is true for Delhi Charter School. These activities, however, should not interfere with the academic pursuits of the general student body, any group of students within the student body, or any individual student.

DCS considers all athletic activities and non-instructional clubs and/or organizations as extra-curricular activities, and the Headmaster or designee shall determine if other activities will also be included in the school's extra-curricular activities.

Any student that is suspended from school for any reason shall not be allowed to participate in any extracurricular activity during the period of suspension from classes, or any day during which any part of the school day was missed due to the suspension (This includes In-School Suspension also known as ISS). Included with any suspension from classes, there will be a mandatory suspension from the team/activity for a period of one week.

Any student who is required to repeat a grade due to substandard academic performance and/or failure to achieve promotion criteria on High Stakes Testing, as set by Delhi Charter School's Pupil Progression Plan, **shall not participate in extracurricular activities during the entire year during which the student repeats the grade.**

The Headmaster or designee shall have the authority to establish and/or approve any other rules of participation regarding extra-curricular activities. The Headmaster or designee shall approve the establishment and/or dissolution of any club or organization, and shall approve the method by which the organization selects its members and/or officers.

Any student who participates in any activity that is a part of the Delhi Charter School's athletic program must provide proof of accident and/or hospitalization insurance prior to participation. There shall be no exceptions. **Delhi Charter School does not provide any form of insurance that will provide benefits to students injured while participating in an athletic program exercise or event. Nor are such benefits provided to insure the parents or guardians of Delhi Charter School students for any expenses and/or losses that they might incur as a result of the care that they provide their child(ren) who has been injured while participating in a Delhi Charter School athletic program exercise or event.**

EXTRA CURRICULAR PARTICIPANT DRUG POLICY

The Board of Directors of Delhi Charter School, in order to provide for the health and safety of the individual students participating in extracurricular activities sponsored by the school shall conduct a mandatory drug-testing program for students who participate in any extracurricular activity (See DCS Policy Statement C25). DCS created this policy to provide a legitimate reason for the students to say "no" to drug use. DCS also pledges to provide a drug free environment for students and to assist them in getting help when needed.

A parent and/or guardian and the student participant are both required to sign a written consent for drug testing prior to the student participation in any extracurricular activity or program sponsored by Delhi Charter School. In the event that a parent and/or guardian and/or the student refuses to sign the written consent form, DCS forbids that student to participate in any extracurricular activity or program at the school for the remainder of that school year. Once DCS receives the signed consent it is good for the remainder of the school year. Parents of children not participating in an extracurricular activity or program may request that their children participate in the drug-testing program by appealing to the Headmaster or designee who shall provide the appropriate consent form.

Any time a student participant who has properly consented to the school's drug testing program refuses to submit to a drug test, that student shall not be permitted to participate in any extracurricular activity or program sponsored by Delhi Charter School for a period of 12 calendar months or as otherwise provided in this policy statement.

Any student participant that tests positive for any drug that is listed in this policy shall be dismissed from the activity and/or program he/she is participating in at the time, and shall be banned from further participation in any extracurricular activity or program sponsored by Delhi Charter School for a period of 12 calendar months.

During the following 12 calendar months, the student shall be drug tested every time that DCS administers drug tests at the school. If the student enters such a program, but fails to continue until completed to the satisfaction of the Headmaster, DCS dismisses the student from any participation in any extracurricular activity from the date of the dismissal until 12 calendar months have expired. In such cases, the Board of Directors may require the student to participate in a drug abuse/prevention program. If required by the Board of Directors, it shall be at the expense of the student's family. If a student refuses to participate in a drug abuse/prevention program as required by the Board, the ban on the student's participation in

extracurricular activities and/or programs shall continue until the student completes drug abuse/prevention program, even if the ban should last more than the 12 calendar month minimum ban. Under no circumstances shall the ban be less than 12 calendar months.

Any student that tests positive will continue to be subject to random testing whether the student does or does not participate in an extracurricular activity or program at Delhi Charter School, including any time during which DCS banned the student from participation.

Any student who, on two (2) separate occasions, tests positive for any drug that is listed in this policy shall be dismissed from the extra-curricular activity and/or program he/she is participating in at the time, and shall be banned permanently from further participation in any extracurricular activity or program sponsored by Delhi Charter School. If on a third occasion a student tests positive for any drug listed in this policy, the Headmaster or designee shall recommend expulsion.
A certified laboratory designated by the Board of Directors of Delhi Charter School conducts all drug testing. The Headmaster or designee shall direct the collection of the specimens and will handle the chain of custody and reporting of results. Collection shall take place under the supervision of the Headmaster, and all test results be submitted to the Headmaster. The Headmaster or designee develops test collections in collaboration with the testing laboratory. The lab company designs procedures to insure the integrity of the specimens and protect the privacy of individuals tested. Urine sampling is the method of testing. The specimens will only test for drug use. Students will be randomly selected using a computer app at the school, provided however that at the beginning of any activity or program all students participating in a particular extracurricular activity may be tested at the discretion of the Headmaster. DCS uses random selection generated by student I.D. number or social security number.

The drug test will screen for the following six classes of drugs:

1. Opiates
2. Cocaine
3. Amphetamines
4. Cannabinoids (marijuana)
5. Methamphetamines
6. Benzodiazepines.

Any student participant who is or has been taking a prescription medication must provide verification prior to being tested. This verification must be in the form of a prescription dated prior to the date on which the drug test is required. DCS deems any student refusing to provide verification to have tested “positive” and subject to such penalties provided for herein.

DCS may test student participants at the beginning of each school year or at the beginning of the conduct of any extracurricular activity and/or program. DCS may also conduct random testing during the entire school year. The School uses a computer add to select students for random testing. DCS test all selected students on the same day their random number is drawn.

This policy does not pertain to the possession of an illegal drug or substance on the campus of Delhi Charter School by a student. Other policies of the school address the issue of possession.

DCS shall provide a copy of this policy to the parents and/or guardians of each student participant prior to the signing of the consent form. This handbook represents a copy of this policy.

Section IV – Student Conduct

Dress Code and Grooming

All students of Delhi Charter School will be required to meet the following grooming and dress standards:

- All students will be clean, neat and well-groomed when they arrive at school each day.
- No personal grooming that creates a distraction for others.
- Students will not wear any distracting jewelry.
- Female students may wear one earring per ear, but no other pierced jewelry allowed. No nose rings.
- DCS does not allow male students to wear any piercing jewelry.
- Students should wear their hair in a neat and clean manner that does not interfere with their schoolwork.
- All hair color must be of a natural color.
- All students must arrive at school in clean, neat clothing that complies with the standards set forth here
- Tops: All tops must be Polo styled Navy Blue or White (solid colors only), with the Delhi Charter School "bug" embroidered on it.
- All outerwear (jackets or coats) that are worn to school must be school approved with the Delhi Charter School "bug" embroidered on it...or
- A jacket provided through an extracurricular group/club/activity (that coincides with outerwear policy)
- DCS allows pullover style sweaters, sweatshirts and hoodies, but a school polo with the logo or bug is underneath.
- All shirts tucked in at all times.

- Bottoms: All bottoms must be Khaki in color (no denim of any color allowed). Pants must be waist high. Walking shorts, skirts, skorts, and jumpers must be of an appropriate length and hemmed at the bottom (for grades 7 and above an appropriate length is no shorter than 3 inches above the knee). Cargo pants, low-waist pants, flare-leg or bell- bottoms, and Capri pants are not allowed. Elastic waistbands only allowed for students with sensory issues (approved by the Headmaster or designee).
- Belts must be worn by all students in grades 3 -12.
- Socks and Shoes: All students must wear closed shoes to school. No Crocs, Slides, or any open shoes (open toe or open back) are allowed. All shoes must have an outdoor sole.
- PE Uniform: Students in grades 6-12 must dress out in the approved PE uniform. Approved PE Uniform is non-see through shorts with appropriate fit and a non-see through t-shirt. Tights may not be worn alone.
- Brand name labels must not be visible on clothing, nor will clothing that includes logos or any type of advertisement be allowed.

The Headmaster or designee is the deciding authority on the appropriateness of all student grooming and dress. Students who violate these standards will be subject to disciplinary action as required by the school's various discipline policies

NEW BACKPACK POLICY

All students will be required to use clear plastic ('see through') backpacks, purses, bags, etc. during the school day. Any backpacks or bags used for extracurricular activities (i.e. baseball, softball, dance, cheer) shall be left in vehicles or stored upon arrival at school, as such bags will not be allowed during the school day.

Uniform Waiver Policy

Parent(s) or guardian(s) may request an exemption from the School Uniform Policy by submitting a written request to the Head Master. Exemptions may be granted for religious reasons, medical reasons, or other justifiable reasons.
• A written request shall be submitted in writing using the Exemption Form.
• The Review committee shall meet with the parent/guardian to discuss the School Uniform Policy and request for exemption.
• The parent/guardian shall be notified in writing of the outcome of the conference.
• If the Review Committee does not grant the exemption, the parent/guardian may appeal the decision to the Board of Directors.

Bullying Policy

The aim of the anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behavior and affects

everyone; it is unacceptable. We are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively.

Why do we need an Anti-Bullying Policy?

Persistent bullying can severely inhibit a child's ability to learn effectively. The negative effects of bullying can have an impact on a person for their entire life. This school wishes to promote a secure and happy environment free from threat, harassment and any type of bullying behavior. Therefore, this policy promotes practices within the school to reinforce our vision, and to remove or discourage practices that negate them.

What is Bullying?

Bullying occurs when an individual or a group uses strength or power to hurt, physically or emotionally, either by intimidating or demeaning others. Bullying can be emotional, physical, racist, homophobic, bi-phobic, transphobic, verbal or cyber. It is usually persistent and is often covert, and is a conscious attempt to hurt, threaten or frighten someone. Students bullied may show changes in behavior, such as becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults.

There may be evidence of changes in work patterns, lacking concentration or truanting from school.
Bullying can take many forms including:
• Physical bullying which can include kicking, hitting, pushing and taking away belongings;
• Verbal bullying which includes name-calling, mocking and making offensive comments;
• Emotional bullying which includes isolating individuals or spreading rumors about them;
• Cyber-bullying where one uses technology to hurt an individual – for instance text messaging or posting messages/images on the internet or any form of social media
• Racist bullying occurs when racial, ethnic or cultural prejudice
Is the motivating factor.
• Sexual bullying is where someone makes unwanted physical contact or makes sexually abusive comments.
• Homophobic, transphobic, and bi-phobic bullying occurs when a prejudice against the LGBTQ community is the motivating factor.
• Disablist bullying occurs when a prejudice against people with any form of disability is the motivating factor.
• Sexist bullying occurs when a prejudice against someone because of his or her gender.

Bullying in any form is unacceptable. It will be taken seriously and dealt with promptly

Responses will vary depending on the nature of the incident, but may include:

1. Counselling
2. Disciplinary Action (In School Suspension, At Home Suspension, Recommendation for Expulsion)

3. Involvement of external agencies
4. Formal recording
5. Use of Behavior Agreement Contract
6. Liaison with parents/guardian/counselor/etc.

Staff Responsibilities

- To confront bullying in any form
- To listen to all parties involved in incidents
- To investigate incidents promptly and as fully as possible
- To take appropriate action and to refer to Administration
- To record in the appropriate students' files
- To share with parents of the victim and bully, incidents of bullying
- To implement appropriate procedures for a member of staff

Some warning signs of bullying

- Changes in academic performance
- Appears anxious
- Regularly feeling sick or unwell. Students wanting to visit the nurse regularly.
- Reluctance to come to school.
- Clothes/bags torn or damaged.
- Money/possessions going missing.
- Unexplained cuts and bruises.
- Unexplained behavior changes, e.g. moody, bad-tempered, tearful. Unhappiness.
- Loss of appetite. Not sleeping. Loss of weight
- Seen alone a lot
- Not very talkative

Some reasons why people bully

- Desire to appear powerful
- Unhappiness
- Feelings of inadequacy
- Difficulties at home.
- Learned behavior (They too have been bullied)

Whom can students talk to if they have any concerns about bullying?

- Teachers
- Coaches
- School Nurse/Counselor
- School Resource Officer

- Administration

Help students by:

1. Discussing what happened
2. Discovering why the pupil became involved
3. Establishing the wrongdoing and need to change
4. Informing parents or guardians to help change the attitude of the student

Search and Seizure

The Headmaster, any designee, or school security guard employed by Delhi Charter School, having a reasonable belief that any public school building, desk, locker, area or grounds of any public school contains any weapons, illegal drugs, alcoholic beverages, nitrate based inhalants, stolen goods, or other items prohibited by any law, Delhi Charter School policy, or school rule, may search such building, desk, locker, area or grounds of the school. The acceptance and use of locker facilities or the parking of privately owned vehicles on school campuses by students shall constitute consent by the student to the search of such locker facilities or vehicles by authorized school personnel.

The Headmaster, any designee, or school security guard employed by Delhi Charter School, may search the person of a student or his personal effects when based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, Delhi Charter School policy, or a school rule. DCS will conduct such a search in a manner that is reasonably related to the purpose of the search and the nature of the suspected offense.

Such factors to consider in determining the manner in which to conduct these searches:

1. Age and sex of student
2. Behavior record of student
3. Need for search
4. Purpose of search
5. Type of search
6. Reliability of the information used to conduct search
7. The relative importance of making the search without delay
8. Nature and severity of the problem in the overall school environment

DCS may conduct random searches with a metal detector of a student or his personal effects at any time, provided DCS conducts such searches without deliberate touching of the student.

A teacher, Headmaster, designee, or security guard of the same sex as the student searched shall do any search of student's person privately. At least one witness who is of the same sex as said student shall be present throughout the search. Detailed documentation shall be made of all searches. If requested, DCS will send notification of the search to the parents of the student involved.

DCS may search any vehicle parked on Delhi Charter School property by a student by school officials who have reasonable grounds to suspect that the search will reveal items in violation of state law, Delhi Charter School policy or school rules are contained therein. The student shall unlock the vehicle. If the student refuses to unlock the vehicle, DCS will summon proper law enforcement authorities and the student shall be subject to disciplinary action.

The Headmaster, any designee, or school security guard employed by Delhi Charter School takes actions pursuant to this policy by maliciously or with willful and deliberate intent to harass, embarrass or intimidate any student.

Upon proper school personnel confiscating any firearm, bomb, knife, or anything used as a weapon, or any controlled dangerous substance, the teacher/director or designee shall report the confiscation to the appropriate law enforcement officials. Any implement or material confiscated shall be retained, cataloged, and secured by the teacher/director to prevent the destruction, alteration, or disappearance until the implement or material is given to law enforcement personnel for disposal. Any Headmaster or designee failing to report any prohibited weapon or confiscated material or implement to law enforcement personnel or failing to properly secure any weapon or confiscated material or implement shall be subject to appropriate disciplinary action as may be determined by the Delhi Charter School Board of Directors.

If the Headmaster or any designee, or school security guard employed by Delhi Charter School should be sued for damages by any student, the parent of such student or by any other person on behalf of such student, based upon a search conducted in compliance with this policy, Delhi Charter School shall provide such Headmaster or designee, or school security guard with a legal defense thereto, including reasonable attorney's fees, investigative costs and other related expenses. In such a suit, Delhi Charter School shall indemnify him/her fully against said judgment including principal, interest and costs.

If in any suit brought against the Headmaster or any designee, or school security guard employed by Delhi Charter School , as stated above, there is a specific finding that the action of the Headmaster or designee, or school security guard was malicious and willfully and deliberately intended to harass, embarrass or intimidate the student, Delhi Charter School shall not indemnify such Headmaster or designee, or school security guard in the event a judgment for damages shall be rendered against him. Whenever any search is conducted pursuant to this policy, a written record shall be made thereof by at least two (2) faculty members who conducted the search and shall include the names of the persons involved, the circumstances leading to the search and the results of the search.

Ref: U.S. Const. Amend. IV; U.S. Coast. Amend. XIV, Sec. 1; Moore v Student Affairs Committee of Troy State University, 284 F. Supp. 725 (M.D. Ala. 1970);La. Rev.Stat. Ann.17:416.3; New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct.

Section V – Transportation

School Bus Guidelines

1. Students must remain seated on the bus at all times.
2. Students must keep all body parts and personal belongings inside the bus at all times.
3. K-3 students must be seated in the front section of the bus.
4. An appropriate noise level must be maintained. Yelling and screaming is prohibited.
5. No food or drink is allowed on the bus.
6. Students must not engage in physical contact of any kind with fellow students.
7. Respect should be given to the driver at all times.
8. Seats are assigned at the driver's discretion only.
9. Profanity on the bus is prohibited.
10. Students may only ride a bus to which they are assigned.
11. Parents/Guardians have until 2:00 pm each school day to switch students from carline to bus (or vice versa).

Consequences for Failure to Follow School Bus Guidelines

1st Offense: Parent Conference

2nd Offense: 5 Day Suspension from Bus

3rd Offense: Suspension from the Bus for the remainder of the year; Referral to the Board of Directors for Expulsion Hearing

DCS does not tolerate fighting on the bus. This will result in an automatic suspension for the remainder of the year. Once removed from the bus for discipline problems, that student loses his/her eligibility to ride in the future.

ALL GUIDELINES AND CONSEQUENCES ARE AT THE DISCRETION OF THE HEADMASTER OR DISIGNEE AND CAN BE CHANGED OR ADJUSTED

Student Drop-Off Procedure

No students may enter the school campus prior to 7:00 AM. This is to ensure the safety of the students by providing necessary supervision across campus. The carline is the only place to drop off students, not on the bus ramp, the student parking lot, or any other location. Failure to comply will result in consequences for all involved.

Student Pick-Up Procedure

Students will not be dismissed to the car line until 3:05 PM. Person(s) responsible for each child must have name cards with the child's name and grade clearly visible for faculty to most

efficiently place students in the correct vehicles. The carline is the only place to pick up students, not on the bus ramp, the student parking lot, or any other location. Failure to comply will result in consequences for all involved. Students riding with older siblings that drive is the only exception.

Student Drivers

Student drivers must be on campus no later than 7:35 AM and must park in the student parking lot. Student drivers must register with the office and have a parking tag issued by Delhi Charter School. These students must exit their vehicles immediately upon their arrival. No loitering in the parking lot. Students may not return to their vehicle without approval from a teacher during the day. Unless permitted by a parking lot duty teacher, students may not leave the parking lot until 3:10 PM after buses. Driving to school is a privilege. Students are required to be on time daily. After a student is tardy to school two (2) times, he/she along with a parent will meet with the Headmaster or designee. After the 3rd time tardy, the student loses driving privileges for the remainder of the semester.

Section VI – Discipline

Every student of Delhi Charter School shall be held to a high standard of behavior at school, on the playgrounds of the school, during extracurricular activities, during athletic events, and even while traveling to and from school. At all times the students of Delhi Charter School will exemplify model student behavior.

To this end, the Teacher Directors and classroom teachers shall have both the authority and duty to take appropriate action whenever the behavior of any pupil(s) interferes with or disrupts the maintenance of a proper atmosphere for learning. Disciplinary action, however, shall not be used against a student who, according to the preponderance of evidence, was attempting to defend himself/herself against an aggressor.

An education cannot exist without an orderly classroom and school environment. Teacher Directors and classroom teachers are expected to take disciplinary action, following school policy, to correct pupils who disrupt normal classroom activities or violate acceptable classroom behavior standards, who are disrespectful to a teacher, who willfully disobey a teacher, who use abusive or foul language directed at a teacher or other pupil, who violate school rules, or who otherwise interfere with an orderly educational process.

Refusal by a Teacher Director or classroom teacher (or any other employee) to use corrective measures and sound classroom management techniques breaches the accountability considered essential to the provision of an environment conducive to learning. Such a lack of action on the part of the Teacher Director or classroom teacher shall be considered as a violation of the individual's employment contract and may result in immediate termination.

Disciplinary action taken by a faculty member may include, but is not limited to the following:

1. Oral or written reprimand

2. Referral to a counselor, if one is available, for a counseling session which may include but not be limited to, conflict resolution, social responsibility, family responsibility, peer mediation, or stress management
3. Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be filed in the main office
4. Assignment to In-School Suspension
5. At Home Suspension
6. Other disciplinary measures as permitted by school policy

If the behavior of a pupil prevents the orderly instruction of other pupils, poses an immediate threat to the safety of pupils or to the teacher, or when a pupil exhibits disrespectful or threatening behavior toward the teacher, the pupil shall be immediately removed from the classroom by the teacher and placed in the custody of the Teacher Director/Designee.

In the case of a student who has received a major office referral, or has been removed from a class and placed in the custody of the Headmaster or designee, the Headmaster or designee shall conduct a parent conference (by phone or in person) to discuss the particular misconduct. This session shall serve the purpose of advising the student and parents and/or guardians of the particular misconduct of which he/she is accused, giving the pupil an opportunity to explain his/her version of the misbehavior, and establishing a course of action consistent with school policy to identify and correct the behavior for which the person is being disciplined. In such cases, the parents and/or guardians will be informed of the unacceptable behavior displayed by the student and the likely consequences of this and any future instances of rules and/or policy violations. The Headmaster or designee shall report the number of office referrals to the Board each month.

The first time a student receives a major office referral (or receives enough minor referrals to equal a major), he or she is removed from class and shall not be allowed to return to the class, or any other class until the parent conference has been completed. Following the completion of the conference, the student could be subject to corporal punishment, or In-School Suspension at the discretion of the Headmaster or designee.

In the second event that a student has received a major office referral or has been removed from a class (or reached a combination of minors and majors to equate to 2 majors), and not necessarily the same class or for the same infraction of the rules, the student shall not be allowed to return to the class or any other class until the Headmaster or designee has conducted a conference with the parents and/or guardians of the student to discuss the student's lack of adherence to the school's rules. Following the completion of the conference, the student shall be suspended from the school for a period of not less than three (3) days, and not more than five (5) days.

Following the suspension period (And prior to the student returning to school), the Headmaster or designee or–Teacher Director shall conduct a conference with the student's parents and/or guardians and advise them that in the event the student is removed from a class for the third time, he/she will be recommended to the Board of Directors for expulsion from the school for the remainder of the school year. All expulsions shall proceed under the requirements of that specific policy.

After the 2nd office referral, an FBA will be completed on each Major Referral. DCS RTI team and teachers will complete a behavior improvement plan in an attempt to curb the student's unruly behavior. Once the plan is completed, the student's teachers will adhere to it in effort to improve the problematic behaviors. **If the behavior continues, any further write ups will result in the following:**

If a student commits a third violation worthy of a major referral (or its equivalent using a combination of majors and minors), he/she shall be immediately removed from the school and recommended for expulsion. The school will have 10 days to complete the expulsion hearing. The student remains suspended until completion of the hearing.

Violations of school policies and/or rules of behavior, whether the same occurs within a classroom setting or otherwise, shall all be processed in like manner (at the discretion of the Headmaster or designee or designee).

Parents or guardians who fail to complete scheduled parent conferences shall delay the return of their child to the classroom. No exceptions to the required parent conferences shall be allowed. When warranted, a parent and/or guardian must accompany the student back to school following a period of suspension.

SPECIFIC INFRACTIONS AND CONSEQUENCES

MINOR INFRACTIONS

The following are considered minor infractions and may be corrected by the Headmaster, Teacher Director and/or classroom teacher without removal from class or specific disciplinary action unless the behavior continues after specific directive to cease and desist, or repeating the same violations of rules:

- Talking in class without permission
- Tardy for class
- Loud talking in hallways
- Running in hallways
- Pushing or shoving of students in a non-harmful manner
- Walking or running in non-designated areas of the campus

- Violation of the student uniform policy and/or the "Student Grooming and Dress Standards
- Lack of proper classroom preparation (i.e., preparing homework or assignments)
- Lack of proper classroom participation
- Failure to comply with the school's "Classroom Behavior Standards**"**
- Loitering in unauthorized/unsupervised areas
- Dress Code infractions

Any of these violations and other minor infractions, if repeated, will result in a major office referral, removal, from a classroom and a parent conference. Three minor referrals will be the equivalent of one major referral.

MAJOR INFRACTIONS

The following are major infractions and shall result in the student receiving a major office referral and being removed from the classroom and placed in the custody of the Headmaster or designee Headmaster or designee:

- Willful disobedience of an employee of the school
- Making an unfounded charge against any employee of the school
- Making any intentional unfounded charge against another student
- The use of any unchaste and/or profane language
- Any harmful action that is directed towards any employee, volunteer or student of the school
- Any harassment, intimidation, or "bullying" of a student by any other student or students, including "cyberbullying" or the use of electronic devices in any manner to harass,

Intimidate, or otherwise negatively affect another student, parent, or employee of the school

- Any "public display of affection" between students
- The possession of or use of any tobacco, tobacco products, or the possession or use of alcoholic beverages or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form, in school buildings, on school grounds, on school buses, or at any school event sponsored by the Delhi Charter School
- The possession of or use of any electronic smoking/vaping devices or any controlled dangerous substance governed by the Uniform Controlled Dangerous Substances Law, in any form, in school buildings, on school grounds, on school buses, or at any school event

sponsored by the Delhi Charter School (1st Offense = 5 day suspension; 2nd Offense = Recommendation for Expulsion)

- Leading or participating in any disturbance of the school's normal activities
- The habitual violation of any school rule
- Knowledge of and failing to report any violation of school policy by another student
- Failure to appear at school (Truancy)
- Falsifying and/or committing forgery of any school related documents, or giving false statements to officials of the school
- Tardiness, leaving class without permission, or cutting class for any reason
- Violation of traffic and safety laws and/or school rules pertaining to the same
- Violation of Delhi Charter School policies regarding proper grooming and dress
- Receiving three minor office referrals for any minor infractions listed above

EXPULSION

The Board of Directors considers the following as serious infractions and reasons for possible expulsion:

- Willful destruction or marring of any part of the Delhi Charter School property, including buildings, furniture, equipment, books, computers and/or software programs, playground equipment, buses, or any other property contracted to or owned by Delhi Charter School. At the very minimum, the student will not return to the school until DCS receives full restitution as determined appropriate by the Board of Directors.
- Throwing any missile or dangerous object that is liable to injure another student or employee of Delhi Charter School while on the campus, on a bus, or while attending any school sponsored function
- Any act of theft of property belonging to the school, another student or any employee or volunteer of the school
- Any action by a student that constitutes intentional disrespect of any employee of the school, Advisory Committee member, Board of Directors member, or parent volunteer, whether verbally, physically, or otherwise.
- Conviction of a violation of any city, parish or state ordinance or statute
- After committing the second suspendable offense, if a student commits a third suspendable violation, he/she is immediately removed from the school and recommended for expulsion.
- If a student is found to have possessed, or possessed with the intention to distribute, any illegal drug or substance, whether on the school campus or whether on a bus or at a school sponsored event, or in any drug free zone, the student shall be immediately removed from the school and recommended for expulsion.

- If a student possesses on Delhi Charter School property a knife whose blade equals or exceeds two inches, or any other dangerous instrumentalities, the student, if in grades 6-12, DCS will dismiss the student from the campus and recommend for expulsion. If the student is in grades K-5, the Headmaster or designee shall report the matter to the Board of Directors and recommend appropriate action.
- If a student possesses a firearm of any description on the school property, whether on their person or in a vehicle, lockers, case, etc., whether on a bus or at a school sponsored event, or in any firearm free zone, DCS will dismiss the student from the campus and recommend for expulsion. DCS will report any violations involving drugs, knife or weapon, or a firearm to the Richland Parish Sheriff's Office immediately.
- If a student possesses or uses an electronic smoking device (vape) for a second time (The headmaster or designee will suspend the student for 1 week the first time) the Headmaster will recommend the student for expulsion.

In-School Suspension (ISS) vs Out of School Suspension (At Home)

When possible, students will serve suspensions on campus through the In-School Suspension program, but the Headmaster or his designee may order off campus suspensions. Any student that is expelled from the school for any violation of policy cannot be readmitted to the school without the specific approval of the Board of Directors, however the approval of the same shall not be withheld provided that space is available in the class to which the student would be reentering.

Under no circumstances shall the discipline of a student involve the denial of meals.

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

Any student expelled from Delhi Charter School will, to the extent allowed by law, be provided an opportunity to continue his/her education in an alternative setting that will be made available on the school's campus. This alternative setting will not involve any co-mingling with other students enrolled in the school's regular classroom, nor be allowed to participate in any extracurricular activity offered by the school. Expelled students provide their own transportation (NO BUS SERVICE FOR EXPELLED STUDENTS). Expelled students arrive at 8:30 am each school day and dismiss at 2:30pm. This is to ensure that there is no mingling with students in the regular school population. Expelled students are tardy after 8:45.

PARENT CONFERENCES

In any case, where a parent conference is required, parents and/or guardians must participate in the conference at the designated time and place, The Headmaster or designee may permit a student to continue to attend classes on the day of the infraction.

Suspended students will not return to the school until after the required parent conference.

Parent conferences shall include the Headmaster or designee, the classroom teacher (if appropriate), other such school personnel as may be appropriate, the parent(s) or guardian(s), and the student in question. The conference shall result in the parent or guardian receiving a report of specific behavior issues involving the student in question, and an explanation of the desired behavior expected of students. The conference shall also include a discussion of the likely disciplinary action if the same student violates school policies at some future date. Staff will document the conference discussions, including any response of the parent or student, shall be documented and recorded.

DOCUMENTATION

All disciplinary referrals made by a classroom teacher and disciplinary actions taken by a classroom teacher shall be documented and kept on file in the classroom teacher's records. The Headmaster or designee documents all disciplinary actions taken.

PARENTAL APPEAL

The parents of any pupil suspended or recommended for expulsion from the Delhi Charter School who believes the suspension or expulsion is unjustified, shall have the right to request a hearing before the Board of Directors. In such cases, a request in writing to the Board of Directors is required. Upon receiving such a request, the Board shall schedule a hearing within ten (10) days. Attendance at the hearing shall be limited to the parents and legal counsel if present, the student, the Headmaster or designee or a Teacher Director, the school's legal counsel, and any other Delhi Charter School employee who has knowledge of any facts involving the matter.

Following the hearing, the Board shall decide to sustain or reverse the suspension in a case involving a suspension, or to approve or deny a recommendation for expulsion in a case involving an expulsion. The action of the Board following such a hearing is final and the Board shall undertake no further consideration of the matter.

DISCIPLINE POLICY REVIEW

Annually the Board shall review all policies of the school related to student discipline and make such changes as may be appropriate.

EXPULSION

The Board of Directors of Delhi Charter School shall expel a student from school if an offense committed by the student is serious enough to warrant such action or is in violation of school policies, rules, regulations, or is in violation of state or federal law. Upon receiving a recommendation for expulsion of a student from the Headmaster, the Board of Directors shall conduct a hearing to determine the need for expulsion or other disciplinary action. At the hearing, the Headmaster, a Teacher/Director and any other employee of the school who has any knowledge of such violation(s) committed by the student shall present any facts relative to the case.

Until the hearing, the student will serve Out of School Suspension and complete schoolwork from home.

A hearing regarding a recommendation for expulsion is not open to the public. A parent or guardian only may accompany the student. The hearing shall begin with a presentation of facts by the Headmaster, a Teacher/Director and/or other school employees, followed by a specific recommendation for expulsion. Following the presentation of facts and the recommendation, the student and his/her parent(s) and/or guardian(s) have an opportunity to present any facts, which they believe to be relevant to the recommendation. If either side intends to present witnesses that will substantiate or support their position, this must be made known to the Board at the beginning of the hearing. Witnesses are permitted in the hearing during the time of their testimony only.

Following the hearing, the Board shall vote to approve or deny the recommendation of expulsion. Upon denial of expulsion, the Board shall determine the appropriate disciplinary action.

Because Delhi Charter School is a school of choice and makes clear its policy on discipline and the requirements of parental involvement in enforcing policies conducive to learning, any student who is expelled from the school will not be allowed admission at any time in the future without specific approval from the Board of Directors.

A parent or guardian of a student who is expelled may, within five (5) days following an action by the Board of Directors to expel a student, appeal the Board's decision and request a re-hearing of the case. DCS conducts appeals in accordance with the school's Discipline Policy.

MANDATORY EXPULSION
The Board of Directors of Delhi Charter School shall expel any student found guilty of any one of the following offenses:

1. Possession of an illegal drug or substance, possession with intent to distribute an illegal drug or substance, or having knowledge of and failing to report others who are in possession of an illegal drug or substance, whether the possession is with intent to distribute or not, when such is on any school property or during any school sponsored event.
2. Possession of a knife whose blade equals or exceeds two inches, or any other dangerous instrumentality while on any school property or during any school sponsored event
3. Possession of a firearm while on any school property or during any school sponsored event

Possession shall include the holding of any of these items on the student's person, in an assigned locker, any form of carry bag, or a private vehicle parked on the school campus.

This policy would not apply to a student possessing carrying a firearm, knife, or controlled substance for the following:

- Purposes of involvement in a school class
- Course or school approved co-curricular or extra-curricular activity or other activity approved by the Headmaster or designee in advance
- Any controlled dangerous substance obtained directly or due to a valid physician's prescription order. In the case of a prescription, the drug is carried at all times in a container that identifies the drug and the physician's authorization in order that such may be verified on a case- by-case basis if deemed appropriate by the Headmaster.

ADDITIONAL REASONS FOR EXPULSION

A student may be expelled for any of the following reasons:

1. Any student, after being suspended for committing violations of any discipline policy of the school or other rule infraction, depending on the severity of the behavior involved, may be expelled upon recommendation to the Board of Directors.

2. Any student who brings onto the school's campus any weapon, including but not limited to, any device designed to expel a projectile or any destructive device, explosive, incendiary, or poison gas bomb, grenade, rocket, missile, mine, similar device shall be expelled in accordance with federal regulations that address these matters.

3. Any student convicted of a felony or is incarcerated in a juvenile institution for any act which if had been committed by an adult would have constituted a felony, shall be expelled upon recommendation to the Board of Directors.

4. Any student who has been suspended for the third time during a school year shall be expelled upon recommendation to the Board of Directors.

EXPULSION OF STUDENTS WITH DISABILITIES

Expulsion of students with disabilities shall be in accordance with the laws on Discipline of Students with Disabilities.

IN-SCHOOL SUSPENSION POLICY-

The goal of the Delhi Charter School In-School Suspension (ISS) program is to punish a student for misbehavior/rule infraction without requiring him/her to miss any instructional days. ISS will hold a student accountable for classroom assignments while rehabilitating his inappropriate social behavior. ISS is not always the first resort to a behavior problem or a minor rule infraction. Its purpose is to correct a student's maladaptive behavior, whether it is repetitive minor rule infractions or major rule infractions, while avoiding an out of school suspension.

Any In School Suspension will be viewed the same as an out of school suspension, per Delhi Charter Policy (C 19). An ISS Coordinator will supervise ISS under the Headmaster's direct supervision. The ISS student to staff ratio will not exceed 8 to 1, at any time. Referring teachers are required to send current assignments with the student when applicable. The ISS Coordinator will be responsible for assisting and/or monitoring the student with the completion of his/her assignments. The ISS Coordinator will also be responsible for providing the student with ISS assignments, which will relate directly to his/her maladaptive behavior.

Students placed in ISS will also be provided with behavioral counseling by the school based counselor and/or Headmaster. The ISS Coordinator will require that each student placed in ISS will complete hand written positive behavior rules and consequences. ISS will provide each participant the opportunity to process his/her individual behavior with techniques to avoid such future consequences.

ISS Program Guidelines

The following rules shall be observed during the time that a student is placed in the In School Suspension program:

1. Any classroom teacher, the Headmaster, shall have the authority to refer a student to the ISS program on a Formal Discipline Referral Form.
2. The Headmaster or designee and/ shall have the sole authority of assigning a student to ISS
3. Students may be assigned to ISS for the remainder of a school day, for an entire day, or days, based on the severity of the behavioral/rule infraction and/or his/her behavior while in ISS.
4. Students assigned to ISS are required to complete all classroom assignments and behavioral processing assignments. Failure to do so will result in more time in ISS and/or out of school suspension as recommended by the ISS Coordinator and approved by the Headmaster.
5. Students assigned to ISS will receive their school lunch in the ISS room and lose all recess and concession privileges while in ISS.
6. Students placed in ISS will not participate in any extra- curricular activities for 1 week beginning the 1st day of ISS.
7. Students placed in ISS will not perform any type of physical work and/or activity.

8. At no time are any parents or guardians of students placed in ISS allowed in the program room.

In School Suspension Rules

1. Students will enter the ISS room without talking or making any noise.
2. No talking allowed among students; no noise allowed during ISS.
3. Students will raise their hand and keep their hand raised in order to be recognized to speak by the ISS Coordinator.
4. No refreshments or snacks allowed in ISS outside of school provided snacks or medical requirements.
5. All students in ISS are required to complete classroom assignments and behavior processing assignments prior to release from ISS; unless such release from ISS is approved by the Headmaster.
6. Students are required to sit at "attention" while in ISS. Sitting at attention requires the student to sit up straight in his/her chair at all times with both feet flat on the floor. Leaning forward, resting head on hand, or laying head on desk is not allowed at any time while in ISS.
7. Students who become ill while in ISS will be referred to the office for verification of such illness (fever, vomiting); however, the student will be required to complete their ISS after the illness subsides or upon his/her return to school.

In School Suspension Referral Process

The classroom teacher, Teacher/Director, or Headmaster or designee may refer students to the ISS. All referrals will be submitted to the Headmaster or designee on the Formal Discipline Referral Form. Assignment to the ISS shall be the sole authority of the Headmaster, or in his absence, his designee. All assignments to ISS will be made to the ISS Coordinator on the ISS Placement Form. All dismissals from ISS will be documented on the ISS Placement Form and a copy forwarded to the referring and/or receiving teacher.

Any student may be referred to the ISS program for repetitive minor rule infractions (not necessarily on the same day), major rule infractions, or serious rule infractions (see Policy Manual C05, pages 3 & 4). Students who are placed in ISS for serious rule infractions shall be reported to the DCS Board of Directors by the Headmaster or designee for possible expulsion from Delhi Charter School. In all cases where parent conferences are requested by the referring teacher, ISS Coordinator, Teacher/Director, or Headmaster, parents/guardians must attend the conference prior to their child being released from ISS and returned to the regular classroom. A parent's refusal to attend such a conference will result in their child being referred to the DCS Board of Directors for possible expulsion.

All student assignments to ISS will be documented on the ISS Placement Form by the ISS Coordinator. A copy of such documentation will be given to the student's parent, referring teacher, and maintained in the student's cumulative record. The ISS Coordinator will also maintain a record of all students assigned to ISS and the outcome of such an assignment. This documentation will be maintained in a locked file in the ISS room.

Section VII – Copy of Registration Forms

On the following pages, you will find copies of all forms signed at the beginning of this school year. Your signed copies are currently on file with Delhi Charter School. Please use these copies to reference, as needed.

DELHI CHARTER SCHOOL
SCHOOL-PARENT CONTRACT

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

school-parent contract is in effect during the duration of student's enrollment at DCS.

School Responsibility

Delhi Charter School will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet the state's student academic achievement standards as follows:

    - The school will provide high quality curriculum and instruction that promotes individual growth, and do so in a supportive, safe and effective learning environment which follows the state's course of study. Individualized, small group and whole group instruction will be utilized.
    - Hold parent-teacher conferences during which this contract will be discussed as it relates to the individual child's achievement.

2. Provide parents with frequent reports on their children's progress. Specifically, the charter school will provide reports as follows:

    - Report cards are handed out at the end of every nine week period.
    - Progress reports are sent home in Gator Folders on every Wednesday of the week. Parents must sign the Gator Folder sheet (this is a chart that indicates the date, number of test papers being sent home, space for parent signature, and space for a comment) each week and send it back to school in the folder.

3. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:

    - The school's website page allows parents to email teachers with concerns regarding their child's progress.
    - Teachers are provided a conference/planning period each day in which the parents can make appointments to meet with the teachers.
    - Parent Teacher Organization
    - School Messenger

4. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities, as follows:

Parents are asked to participate 5 hours per child, with maximum of 10 hours during the year for two or more children. The following are activities which provide opportunities to meet these requirements: serve on committees, teach Character Counts, read to a class, assist a teacher in special class performances or events, assist as a chaperone of field trips, serve as a PTO officer or attend monthly PTO meetings, assist with school fundraisers or special school activities, serve as a room mother and assist with class parties, work in a concession, assist with clerical duties. These are only suggestions and other activities may also qualify.

Parent Responsibilities

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

1. To abide by all policies, rules and regulations of the school which the Board of Directors and/or the school's management have established and/or approved.

2. To support Delhi Charter School and its faculty, staff and Board of Directors and to take concerns, complaints or issues relevant to my child(ren)'s education directly to school officials, and to refrain from posting negative comments about the school, the faculty, staff or Board of Directors on internet sites or social media networks.

3. To accept that as a parent/guardian, I (we) have the primary responsibility for the education of my (our) child(ren) and to work with school officials to accomplish the educational objectives that have been determined appropriate for my (our) child(ren).

4. To attend all parent/teacher conferences that are scheduled, and to reschedule any such conferences that I (we) am unable to attend at such times as are convenient for the teacher.

5. To instill in my (our) child(ren) the importance of punctuality and daily attendance at school and to make every effort to see that my (our) child(ren) is in school each and every day except when extreme circumstances dictate otherwise.

6. To purchase uniforms and/or to otherwise provide that my child(ren) complies with the school dress and grooming standards without exception.

7. To participate in the Delhi Charter School Parent Activities scheduled throughout the year, including but not limited to, PTO meetings, fundraisers, sporting events, special programs, recognition and awards ceremonies, etc.

8. To encourage my child(ren) to abide by and adhere to all rules and regulations that are imposed as a part of the school's discipline and/or behavioral

requirements, to support teachers when discipline is necessary, and to assist school officials in their efforts to establish high standards of student conduct.

9. To accept the decision(s) of school officials and/or the Board of Directors regarding such discipline as may be determined appropriate relative to my (our) child(ren) when school rules are violated by my (our) child(ren).

10. To encourage my (our) child(ren) to reach his/her academic potential, and to maintain a strong commitment and enthusiasm for learning.

11. To read and use information sent home by Delhi Charter School that is intended to assist parents in their efforts to better understand the academic subjects and/or topics being taught in the classroom.

12. To assist my (our) child with all homework assignments, and to check the homework folder and/or notebook following each school day.

13. To provide a suitable time and place within the home for my (our) child(ren) to complete homework assignments.

14. To limit television watching and video games during the week and to allow more time for reading, studying and rest.

15. To assist school officials in making certain that each child who attends Delhi Charter School understands that he/she shall be required to:

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

I (We) understand that by not fulfilling my (our) obligations to the Delhi Charter School and to my (our) child(ren), my (our) child(ren)'s achievement potential will be hindered. I (We) understand that deliberate refusal to work with officials of Delhi Charter School concerning matters pertaining to my (our) child(ren) could result in my (our) child(ren) not being allowed to enroll in Delhi Charter School in subsequent years. I (We) recognize that the Board of Directors has the authority to remove any student from the school if that student's attendance jeopardizes the goals and objectives of the school.

I (We) also recognize that my (our) child(ren) has been admitted to Delhi Charter School as a part of a particular class of students, and that should my (our) child(ren) fail to remain a part of that class due to unacceptable academic performance or for any other reason, he/she may not be allowed to continue as a student unless space is available in another class in which my (our) child(ren) would be eligible to participate. I understand that Delhi Charter School is a limited capacity school due to the requirements of its contract with the Board of Elementary and Secondary Education. I understand that due to the limitation on the number of students that can be served, every student who applies for admission may not be admitted. If space is not available in another class in which my (our) child(ren) is eligible to participate,

I (we) understand that I (we) must determine an alternative school in which to enroll my (our) child(ren). If I (we) find it necessary to enroll my (our) child(ren) in another school, I (we) acknowledge that I (we) can reapply for my (our) child(ren)'s admission to the school under the regular procedures.

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

We, the students and parents of Delhi Charter School, understand that be signing this agreement, we are agreeing to its terms for the duration of our enrollment at DCS.

DELHI CHARTER SCHOOL INTERNET ACCEPTABLE USE AGREEMENT

Delhi Charter School believes it is necessary for all persons to become aware of acceptable use of computers. Any person using computers or other electronic information resources shall be required to use such equipment and resources in a responsible, legal manner. DCS retains the right to monitor all computer usage and files for compliance with all regulations and/or procedures.

The Internet is a vast global computer network that provides access to major universities around the world, governmental agencies, other school systems, arid commercial providers of data banks. Delhi Charter School shall establish appropriate guidelines for exploring and using Internet resources to enhance learning and teaching activities. DCS shall consider sites as unacceptable if they offer access or exposure to any harmful materials or information, such as sites that contain obscene, pornographic, pervasively vulgar, excessively violent, or sexually harassing information or material. Sites that contain information on the manufacturing of bombs, or other incendiary devices, shall also be prohibited.

Delhi Charter School promotes compliance with the Children's Internet Protection Act (CIPA) and all student activities must meet the requirements and restrictions of DCS. However, DCS encourages the use of Internet resources approved by the instructors for legitimate scientific and educational purposes.

It shall be the Agreement of the Delhi Charter School that any use of the Internet that adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of Internet privileges, suspension of the student, or other appropriate disciplinary action. Delhi Charter School does not condone the use of the Internet for any illegal or inappropriate activities and shall not be responsible for any such use by students. Parents shall be made aware that Internet usage is only partially controllable by supervision. Students Internet usage will require direct supervision by a teacher or other professional designated by the teacher for Internet use during school hours; however, students may be required to use the Internet in an unsupervised situation outside of school.

USE OF INTERNET REGULATIONS

Some Delhi Charter School classes require access to the Internet by students and staff The Internet is a very exciting educational tool that can greatly benefit instruction and learning. Research, collaborative learning, and exchange of educational ideas and information are regularly pursued on the Internet DCS believes that there are appropriate regulations to maximize effective educational use of the Internet and minimize abuse of the opportunity being provided to our schools. Ethical, efficient and legal use of any network is the key to a successful linkage with the Internet. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

l. Users must demonstrate honesty, integrity, and respect for others at all times. Appropriate etiquette and language shall be required.

2. Students participating in online classes are required to have an e-mail account. E-mail is not guaranteed to be private on the Internet. Therefore, only appropriate teacher and student messages shall be allowed.

3. No personal photographs, personal addresses, personal phone numbers, or last names will be permitted in student use of the Internet.

4. Illegal activities, including copyright or contract violations shall not be permitted. The Internet may not be used for financial or commercial gain.

5. Threatening, profane, or abusive messages shall be forbidden.

6. No activities shall be allowed which may damage or interrupt equipment or any networking system.

7. Any attempt to alter, harm or destroy the data of another user of the Internet, or any network on the Internet shall be forbidden.

8. No user is permitted to upload, or create, a computer virus on the Internet or any networking system.

9. A user shall not attempt to access any Internet resources or entities not previously authorized by the teacher.

10. Invading the privacy of another user, or using their account, shall not be tolerated.

11. Posting personal messages outside of classroom content shall be forbidden.

12. Sending or posting anonymous messages shall be forbidden.

13. Perusing or otherwise accessing obscene or pornographic material, or using profanity in messages shall be forbidden.

14. Perusing or otherwise accessing information on manufacturing bombs or other incendiary devices shall be forbidden.

15. Product advertising, political lobbying, or sending messages involving illegal activities shall not be permitted. Violations shall be reported to the teacher when evidence of such is encountered on the Internet

16. Students will work within the confines of the school's infrastructure or any approved outside services for messaging, bulletin/discussion board use, and virtual chat (unless directed elsewhere by the instructor).

17. When a security problem is detected, it shall be reported immediately to the teacher. The problem shall not be demonstrated to other users.

18. Suspension may result for a user who accesses, sends, receives, or configures electronically any profane or obscene language or pictures. The student shall also be held to local rules and consequences.

We, the students and parents of Delhi Charter School, understand that be signing this agreement, we are agreeing to its terms for the duration of our enrollment at DCS.

CHROMEBOOK AGREEMENT

Student and parents/guardians agree to be responsible for the care of any assigned devices and understand that the device belongs to Delhi Charter School. Students and parents/guardians also understand that they are responsible for lost or broken devices and agree to pay repair or replacement costs.

Website and Social Media Guidelines

Think before you act because your virtual actions are real and permanent!

- Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.

- Follow the school's code of conduct when writing on line. It is acceptable to disagree with other's opinions; however, do it in a respectful way. Make sure that the criticism is constructive and not hurtful. What is inappropriateness in the classroom is inappropriate online.

- Be safe online. Never give out personal information, including, but not limited to, last names, home numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.

- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.

- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. It is good practice to hyperlink to your sources.

- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.

- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.

We, the students and parents of Delhi Charter School, understand that be signing this agreement, we are agreeing to its terms for the duration of our enrollment at DCS.

Statement of Purpose and Intent

Participation in school sponsored extra-curricular activities at Delhi Charter School is a privilege. Students participating in such activities carry a responsibility to themselves, their parents, fellow students and school to set the highest possible examples of conduct, which includes avoiding the use of illegal drugs.

Drug use of any kind is incompatible with participation in extra-curricular activities at Delhi Charter School. For the safety, health and well-being of students, the Board of Directors of Delhi Charter School has adopted the attached *Extra-Curricular Activity Participant Drug Policy* and the *Student Drug Testing Consent Form* for use by all participating students at the school.

Each student participating in an extra-curricular activity at Delhi Charter School shall be provided with a copy of the *Extra-Curricular Activity Participant Drug Policy* and *Student Drug Testing Consent Form*, which shall be read, signed and dated by the student, parent or custodial guardian and principal before such student shall be eligible to practice or participate in any extra- curricular activities. The students and parents/custodial guardians shall consent to the student being tested for illegal drugs by providing a urine sample and/or oral swab sample as follows:

1. As part of an annual physical or for eligibility for participation;
2. As chosen by a random-selection basis; and
3. At any time requested based upon reasonable suspicion.

No student shall be allowed to practice or participate in the activity governed by the policy unless the student has returned the properly signed Student Drug Testing Consent Form. This form remains in effect for the entire school year.

I understand after having read the *Student Drug Testing Consent Form,* that out of care for my safety and health, the Delhi Charter School enforces strict rules relative to the use of illegal drugs by students of the school. As a student participant in a Delhi Charter School extra-curricular activity, I realize the personal decisions I make regarding the consumption of illegal drugs may affect my health and well-being, as well as endanger those around me and reflect adversely upon any organization with which I am associated. If I choose to violate school policy regarding the use of illegal drugs at any time, I understand I will be subject to disciplinary action as outlined in the school's policies. This Student Drug Testing Consent Form is in effect during the duration of student's enrollment at DCS.

Student's Signature _____ Date _____

I/We have read and understand the *Student Drug Testing Consent Form.* I/We desire that the student named above participate in an extra-curricular activity at Delhi Charter School, and hereby voluntarily agree to be subject to the terms of such participation as specified within the school's policies. I/We accept the method of obtaining urine samples and/or oral swabs, the testing and analysis of such specimens and all other aspects of the program as may be determined appropriate by the Board of Directors of Delhi Charter School. I/We further agree and consent to the disclosure of the facts relative to the sampling, testing and results of any drug test conducted by the school, or by those acting on behalf of the school and as provided for in this program.

Parent's Signature _____ Date _____

SCHOOL PHOTO RELEASE

As a parent or guardian of this student, I hereby consent to the use of photographs/videotape taken during the course of the school year for publicity, promotional and/or educational purposes (including yearbooks, publications, presentation or broadcast via newspaper, internet or other media sources). I do this with full knowledge and consent and waive all claims for compensation for use, or for damages.

We, the students and parents of Delhi Charter School, understand that be signing this agreement, we are agreeing to its terms for the duration of our enrollment at DCS.

STUDENT HANDBOOK ACKNOWLEDGEMENT

**** Please sign and return this form to your child's homeroom teacher immediately to indicate that you have received this Handbook.**

Parents must notify the school within 24 Hours of changes in any of the information provided below.

Student's Name: _____

Student's Address: _____

Date of Birth: _____ Phone Number: _____ Sex: _____

Race (Circle all that apply): White Black Hispanic Native American Other: _____

Mother's/Guardian's Name: _____
Mother's Address: _____
Mother's Home Phone: _____
Mother's Cell Phone: _____
Mother's Work Phone: _____

Father's/Guardian's Name: _____
Father's Address: _____
Father's Home Phone: _____
Father's Cell Phone: _____
Father's Work Phone: _____

Emergency Contact's/Guardian's Name: _____
Emergency Contact's Address: _____
Emergency Contact's Home Phone: _____
Emergency Contact's Cell Phone: _____
Emergency Contact's Work Phone: _____

By signing below, I hereby confirm that I have received a copy of the DCS Handbook and understand that the responsibilities expected of parents and students, the policies, procedures, rules, regulations and practices as stated in this document, and that all students will be held accountable for their behavior and may be subject to disciplinary actions listed in this handbook. I also acknowledge that I have received, read, and understand the contents of this document.

Parent/Guardian's Signature and Date: _____

Student's Signature and Date: _____