Delta Elementary School
2026-2027
Student & Family Handbook

Mrs. Jennifer Middleton, Principal
Dr. Lonny Hughes, Assistant Principal

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Website: https://www.deltaelementary.com/
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Dear Families,

Welcome to the new school year at Delta Elementary School! We have a very dedicated faculty and staff who work together to provide the best education possible for your children. Our goal is to provide a firm foundation for their success today and in the future. Please remember that your support is very important to the success of our school program.

This handbook is designed to provide you with information concerning the operational and educational policies of Delta Elementary School. Parents are also expected to review the Baldwin County Board of Education Parent & Student Handbook and Student Code of Conduct which may be found in English and Spanish on the Baldwin County Public School website. Please familiarize yourselves with the contents of this resource and discuss the information with your child. Our school website and Facebook page are updated often and are useful sources of current information. It is our hope that this information and direction will help your child become a happy, well-adjusted, and successful student and answer many of the questions that you may have.

At Delta Elementary School, parents are urged to support their child's learning at home. You can get involved with your child's education in many ways:

- *Connect with your child's teacher through email, the ParentSquare app, etc.*
- *Make sure your child is prepared for school each morning.*
- *Unless your child is too sick for school, please have your child attend each day and stay the whole day.*
- *Check, sign, and discuss your child's "Communication Folder" each night.*
- *Encourage your child to complete his/her homework each night.*
- *Reach out to your child's teacher to schedule a phone call and/or conference as soon as a problem arises.*
- *Volunteer as a Parent Teacher Organization (PTO) member*.

If you have any questions, please feel free to contact us at (251) 937-3657.

Sincerely,

Jennifer Middleton, Principal

STUDENT

DELTA ELEMENTARY

FAMILY SCHOOL

MOTTO

Delta Elementary - Learning to Achieve

VISION

Delta Elementary strives to be a model school where all learners are equipped with the academic and life skills that will give them limitless opportunities in their chosen paths.

MISSION

The mission of Delta Elementary School is to develop, in every child, academic excellence and a sense of responsibility. Our parents and teachers will work together to provide a safe and secure, positive environment filled with high expectations for all.

OUR COMMITMENT

Ensure that all students learn at high levels.

R.E.A.L. EXPECTATIONS

With support from their families and school, all Delta Elementary students will:

***R*espect everyone with words and actions.**

***E*ngage in all learning opportunities.**

***A*chieve academic and personal goals.**

***L*ead others to success.**

Delta Elementary School
Baldwin County Public School System

GUARANTEE OF FREE APPROPRIATE EDUCATION

The Board guarantees the right to a free appropriate education for all school age persons regardless of disability. The school system will arrange and provide for free evaluation services for any student who is suspected of having a disability and of needing personalized educational accommodations and/or related services. Parents may contact the office of Special Services, 251-972-6860, or contact the local campus Section 504 Coordinator for additional information and/or to request that their child be referred for an evaluation.

Any person having inquiries concerning the Board's compliance with regulations concerning students or individuals with disabilities under the IDEA, Section 504, and/or the ADA should direct their concerns to the following individuals:

IDEA concerns:
Ms. Dawn Frenette
Office of Special Services
Special Services Coordinator
251-970-7324

Section 504 concerns:
Ms. Dionne Dunton
Instructional Support Supervisor
District Section 504 Coordinator
251-970-7322

ADA concerns:
Baldwin County Public School System
Assistant Superintendents
Safety, Prevention, and Support
251-937-0308

ACCESS TO BALDWIN COUNTY PUBLIC SCHOOL BOARD APPROVED POLICIES

Valuable information about district policies and information may be found by using the link below:

- BCBE Board of Education Policy Manual - Board of Education at bcbe.org
- BCPSS Parent/Student Handbook & Code of Conduct - Parent Info at bcbe.org

ACCESS TO SCHOOL BUILDINGS AND GROUNDS - BOARD POLICY 4.1

BOE Policy 4.1.1 Security Measures Authorized - *The Superintendent, principals, and facility administrators are authorized to take reasonable and lawful measures to protect against personal injury, trespass, vandalism, theft, and like threats to personal safety, property damage, and financial loss to or on Board property or at school functions and activities. The Superintendent should be made aware of any extraordinary or special measures that may be proposed in anticipation of or in response to any unusual security threat or risk (e.g., unusual surveillance, assignment of additional security personnel).*

BOE Policy 4.1.2 Access Restrictions Authorized - *The Superintendent, principals, and facility administrators are authorized to regulate and restrict access to Board schools, buildings, and facilities in order to maintain appropriate security, minimize disruption and distraction within the learning environment, or to avoid a potential risk of harm to a student or employee. To that end, the Superintendent, principals, and facility administrators are authorized to implement building-level requirements and procedures governing access to Board owned or controlled buildings, grounds, property, events, and activities by school and non-school personnel, including family members and relatives, vendors, attorneys, and other visitors, and to adopt "check-in" and "check-out" requirements and procedures for students and employees.*

AFTER SCHOOL CHILD CARE

Delta's After School Child Care program is open until 5:30 daily. If you are interested in this program, please go to AfterSchool Care / Homepage on Baldwin County Public School System's website for more information. After School Care students report to the cafeteria each afternoon after the dismissal bell. No student will be allowed to return to their classroom after they are released from the classroom. We are preparing our students to be responsible citizens and to prepare them for the future.

ANNOUNCEMENTS

The school day and announcements begin at 7:45 am. This is how students will be notified of school news and other pertinent information. Students benefit from being on time to class so that they can participate in morning announcements and morning meetings.

ARRIVAL AND DISMISSAL

Morning Arrival Procedures:

- All K-6th grade students are expected to **arrive on time to school between 7:15 and 7:45 a.m**, as instruction begins at 7:45 am.
- Cars and buses use the same north entry drive at the front of the school.
- **Cars and buses use a single drop-off line. Cars should NEVER pass other cars or the buses**.
- Cars and buses use the same drop-off space at the front office walkway.
- K-6th grade car riders **may not be dropped off before 7:15 am**, as there will be no supervising teachers before 7:15 am. Students must remain in cars until directed to unload by the teacher(s) on duty.
- If a bus enters the drop-off area first, cars are to stop behind the bus and wait for the bus to unload. Cars may not pass a bus when the "stop" sign is out and lights are flashing.
- Students are expected to **exit from the right (passenger side) of the vehicle** and walk down the sidewalk to the school's front office doorway.

- Students are marked tardy after the tardy bell rings at 8:00 am.
- **Tardy students (starting at 8:00 am) must be escorted inside the school building by the accompanying adult**.
- **PreK parents/guardians will park in the side parking lot** making sure not to block the fire hydrant or dumpsters. They will **sign-in children at the back door of the cafeteria between 7:45 and 8:00 am.** If you are dropping off other siblings in the carline, please drop off your K-6th grade students in the front of the school first and then drive around to park in the side parking lot to walk your PreK student to the cafeteria's back door. Late PreK students should be walked in and signed in through the front office.
- Student safety will always be the priority of all faculty and staff members. Always be courteous and respectful.

Morning Arrival Schedule:

- **7:15-7:55 am**: Morning **K-6th grade carline** drop-off at the front office entry**.**
- **7:15-7:30 am: Buses arrive** and drop off students at the front office entry.
- **7:15-7:40 am: Breakfast is served for K-6th grade** students who take their places in line by 7:40 am.
- **7:40 am**: **Teachers pick up students from the gym and cafeteria**.
- **7:45 am**: **PreK students may be walked** to the back door of the cafeteria for morning sign-in.
- **7:45-8:00 am**: **PreK students eat Breakfast.**
- **7:45 am**: **School starts** - K-6th grade students are to be on campus; Morning announcements and instruction begin.
- **7:50 am**: **Morning Meetings** begin.
- **8:00 am**: Students who are not in class are **marked tardy** to school.

Afternoon Dismissal Procedures:

- **PreK parents/guardians will park in the side parking lot** making sure not to block the fire hydrant or dumpsters. They will **sign-out children from the back door of the cafeteria between 2:45 and 2:55 pm**. If you are picking up other siblings from the carline, please pick up your PreK student first and then drive around to the K-6th grade carline to wait for their dismissal beginning at 2:55 pm.
- K-6th grade cars and buses use the same north entry drive at the front of the school.
- **Buses will line up ahead of the car line beginning at the south corner of the front of the school**.
- K-6th grade cars will line up in a double line stopping at the "intermediate entrance" to the school.
- K-6th grade cars who arrive earlier than the three school buses should **leave room for buses to pass through the center of the car line area**.
- Buses and cars will be loaded by faculty/staff on duty. **Buses will leave first, and cars will be released once all three buses are loaded and clear the school drive**.

Afternoon Dismissal Schedule:

- **2:00 pm:** Parents must **call/email the office at or before 2:00 pm for transportation changes.**
- **2:15 pm: No early dismissals after 2:15 pm.** Approved early dismissals may be granted between 11:30 am and 2:15 pm.
- **2:30 pm**: K-6th grade students with **dismissal changes will be called to the office** to receive passes.
- **2:40 pm:** All PreK students prepare for dismissal.
- **2:45 pm**: **PreK students will begin dismissal** from the back door of the cafeteria and must be picked up by 2:55 pm.
- **2:50 pm**: All K-6th students prepare for dismissal.
- **2:55 pm**: K-6th grade **car riders will be dismissed.** All car riders must be picked up by 3:15 pm.
- **3:00 pm**: K-6th grade **bus riders will be dismissed.**
- **3:05 pm**: K-6th grade **After School Program students will be dismissed**.
- **4:00 pm:** School Office phones are closed.
- **5:30 pm:** After School Program closes.
- Student safety will always be the priority of all faculty and staff members. Always be courteous and respectful.

ATTENDANCE & TARDIES FOR STUDENTS

Daily student attendance is expected between 7:45 am, when announcements begin, and 2:55 pm, when the first group of students is dismissed. Per Board Policy, a student may not exceed nine (9) parent excused absences per academic year. Students arriving to school at/after 8:00 am, must check in through the office with a parent/guardian and receive a late pass.

See the **BALDWIN COUNTY BOARD OF EDUCATION POLICY MANUAL** on the district website for complete attendance expectations and policies. Information is also included in the Baldwin County Public Schools Parent/Student Handbook & Code of Conduct..

PowerSchool Attendance: All teachers report attendance digitally each morning. A code must be entered for an explanation as to why a student is absent, late, or checks out. In all instances, students are required to return to school with a note from a parent, legal guardian, or doctor explaining the reason for the absence, tardiness, or early dismissal from school within three days of the student's return to school. Parents/guardians may check attendance marks and codes through the PowerSchool Parent Portal. Please call the office for assistance if you are unable to access PowerSchool. Each student who has zero absences and no more than three excused tardies/early dismissals during a quarter of attendance will receive a Perfect Attendance Award.

Early Check-Outs: If a student misses more than half of a school day, a full absence will be accumulated. Students should not check out before 11:30 am, if they are to be considered present for the day. Although we prefer that your child stays at school all day, we realize that

there will be times when you will need to pick up your children early. Please ring the bell with your identification and let the office know who you are checking out and the reason. You will be asked to sign the check-out log and identify the check-out reason on the log. A code must be added to all check-ins and outs which are all considered tardies. Office staff will send for your child. Your child will be released to you at the door. Our aim is to ensure that there are as few distractions as possible in the classroom. Early dismissals are not permitted after 2:15 pm.

To keep all students safe, parents/guardians must check students out through the front office. Only those whose names appear on a student's contact list with permission to check out a child will be allowed to sign out a student. The office staff cannot allow older brothers or sisters to check out a child without prior written permission from the parent. Any family member who is given permission to check out your child must be an adult, 18 years or older. When a child's transportation needs to be changed, the parent or legal guardian must send a note/email, or call the office by 2:00 pm. If both of the child's parents do not reside at the same address, we will need a note from both parents to ensure that both are aware of the transportation change. This note will go on file in the office and a pass will be given to your child. Students will NOT be allowed to ride home on a different bus due to limited space for the assigned students.

Unexcused Absences: A student's parent or guardian shall be given written notice when a student accumulates two (2) unexcused absences. After a third unexcused absence, administration will hold a Parent Conference to discuss attendance and truancy. Any student with five (5) unexcused absences during the school year may be referred to Early Warning Intervention with the Attendance Supervisor. In addition, absences are unexcused if the student and parent fail to provide the excused absence written statement with required information to the school officials within three (3) days (including the return date) of the student's return to school.

BCBE ANTI-HARASSMENT/BULLYING POLICIES

Delta Elementary will not tolerate threatening or bullying behavior. Please review the Baldwin County Board of Education Parent & Student Handbook and Student Code of Conduct which may be found on the BCPSS website under the Parent/Student Information tab. Discipline measures will be applied for any student who demonstrates bullying behavior as described in Board Policy.

Bullying is defined as a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. The policy includes bullying based on real or perceived personal characteristics as follows: race, sex, religion, national origin, disability, sexual orientation, gender identity, and/or marital status. To constitute bullying, a pattern of behavior may do any of the following:

- Place a student in reasonable fear of harm to his or her person or damage to his or her property.
- Have the effect of substantially interfering with the educational performance, opportunities, or benefits of a student.
- Have the effect of substantially disrupting or interfering with the orderly operation of the school.
- Have the effect of creating a hostile environment in the school, on school property, on a school bus, or at a school sponsored function.
- Have the effect of being sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for a student.

Bullying complaints may be submitted to the teacher, counselor, or principal when the actions of another student are consistent with bullying behaviors described above.

BUS TRANSPORTATION

Due to the number of students riding our buses, the office will not grant permission to ride a bus that is different from a student's assigned bus. The purpose of school bus transportation is to transport students from home to school and back again safely. Buses will only transport students to their designated stops matching their home addresses. Please contact the office if you have questions about your child's assigned bus route.

The Baldwin County Public School Board approved a **Bus Transportation Code of Conduct** January 2026. This document added more detailed behavior expectations and increased sanctions for discipline infractions. It may be found on the BCPSS website.

Bus Expectations: Students are to remember that buses are like classrooms and that the bus drivers are to be obeyed just as the teachers are obeyed in the classrooms. On the bus, students will:

1. Obey and cooperate with the bus driver.
2. Be seated in your assigned seat immediately after boarding and remain seated.
3. Be courteous to fellow pupils and the bus driver.
4. Keep aisles clear at all times.
5. Refrain from fighting, harassing, or attempting to fight other students or the driver.
6. Refrain from using profane or obscene language.
7. Keep hands, head, and objects inside the bus and to yourself.
8. Refrain from eating, drinking, or chewing gum/candy on the bus.
9. Refrain from smoking, vaping, or using tobacco products.
10. Refrain from bringing weapons of any kind on the bus.
11. Keep all electronic devices powered off and stored in backpacks. (Personal devices/cell phones are not permitted on buses.)

12. Refrain from using any device to capture video or audio recordings.
13. Refrain from using headphones, earbuds, or blue-tooth devices.
14. Help take care of the bus and keep it clean.
15. Refrain from committing careless or willful acts which may cause damage to the bus or injury to others.
16. Ride to and from school on the bus assigned to your home address.
17. Get on and off at their assigned stop.
18. If asked by the driver, provide full name and address.

As bus transportation is a privilege, students may be prohibited from riding the bus for behavior/discipline incidents. Administrative responses to discipline referrals for violation of bus expectations and rules may include, but are not limited to the following:

1. First Offense: Suspended from riding the bus for up to 20 school days;
2. Second Offense: Suspended from riding the bus for up to 40 school days;
3. Third Offense: Suspended from riding the bus for the remainder of the school year and expulsion from school.
4. Serious Offenses: Committing one serious offense may include up to 1 year suspension from the bus and expulsion from school.

CONDUCT/BEHAVIOR EXPECTATIONS

Students enrolled in Delta Elementary School should take pride in their school and display respect for others. The faculty and staff members of Delta believe that every individual is responsible and accountable for his/her own actions. Students' behaviors should reflect standards of good citizenship and cause their teachers, parents, and the community to be proud of them. Teachers, students, and parents will work cooperatively to encourage appropriate behavior.

Research studies indicate that student learning in the classroom is greatly influenced by the following: the teacher's classroom management plan and implementation; the students themselves - how well they monitor their own thinking and strive to reach academic goals; and the home and families. Effective classroom management is prevention, rather than intervention. Consequently, we believe that students should be taught the rules and procedures or the expectations for how to conduct themselves in the learning environment.

Expectations, also known as rules of conduct, are short lists of behaviors that are expected for particular areas of the school. These behavior expectations are vital to creating a safe and secure environment for our students. Breaking a rule or expectation requires an immediate response from the supervising teacher or staff member. The teacher will respond appropriately to reteach expectations. The teacher will notify the parent if an expectation is consistently not met so that a plan for improvement can be made.

Delta Elementary School Expectations (Rules)

R.E.A.L. School-Wide Behavior Expectations:

1. Respect everyone with words and actions.
2. Engage in all learning opportunities.
3. Achieve academic and personal goals.
4. Lead others to success.

School-Wide Cafeteria Behavior Expectations:

1. Walk in a silent line in and out of the cafeteria.
2. Use respectful table manners.
3. Use a soft voice to talk to those sitting at the table to your left or right.
4. Stay in your seat at your assigned table.
5. Clean up and put all trash in the proper trash cans.
6. Sweep under tables and clear table tops.

School-Wide Work Habits Expectations:

1. Prompt: Be on time and where you belong.
2. Prepared: Bring all materials and be ready to learn.
3. Positive: Choose a positive mental attitude.
4. Participate: Follow directions the first time and be an active learner.
5. Productive: Complete all tasks on time and with high quality.

School-Wide Restroom Behavior Expectations:

1. Enter the restroom silently.
2. Respect the privacy of others.
3. Flush the toilet after using it.
4. Wash your hands properly.
5. Dispose of paper products appropriately.
6. Take care of personal needs and leave as quickly as possible.

School-Wide Hallway Behavior Expectations:

1. Remain silent in the hallways.
2. Form a straight line and face forward.
3. Walk in a line and to the right.
4. Keep hands, feet, and objects to yourself and off of walls.
5. Walk to and from your destination without delay.

School Ground Expectations (Playground, Snack Areas, etc.):

1. Show respect with what you say and how you express yourself.
2. Listen and follow directions the 1st time.
3. Take responsibility for what you say and do.
4. Obey all safety procedures for the specific area.
5. Keep school grounds clean by throwing away all trash.
6. Stay with your teacher in an approved area at all times.

DIGITAL DEVICES

Personal Digital Devices

Research suggests that cell phones and digital communication devices negatively impact student performance. **At Delta, the possession and use of personal, wireless communication devices by students is prohibited on school grounds or while students are being transported on a school bus.** Devices include, but are not limited to, personal tablets and computers, personal cell phones, pocket pagers, email devices, walkie talkies, or any other personal electronic communication devices. Also, any kind of wristwatch that allows a student to communicate with others should not be worn or used by students while at school or on a school bus.

As dictated by Alabama School Law, cell phones are not allowed to be possessed or used by students on a school campus or during school transportation services. To adhere to this law, we urge all parents and students to leave all personal, wireless communication devices at home. If a student must bring a device to school, he or she will be expected to store the device in a school-approved and secured storage box during school hours.

All students shall have no expectation of privacy in any electronic device possessed by a student in violation of this policy. Students bringing electronic devices to school do so at their own risk. The Baldwin County Board of Education assumes no responsibility for lost, damaged, or stolen electronic devices brought to school by students. **Violations of this policy shall result in the immediate confiscation of the electronic device. Refusal to turn over an electronic device to an administrator will result in immediate suspension, pending further potential discipline, and a parent conference. Confiscated electronic devices shall be securely stored in the school's office until retrieved by the parent/guardian. Any electronic device not retrieved within 30 days shall be subject to disposal.**

School-Issued Chromebooks

Delta students must adhere to the BCPSS Technology Acceptable Use Policy (AUP).

- The purpose of the Baldwin County Board of Education is to provide an effective, challenging, and engaging education for every one of our students.
- Every K-6th grade student will be issued a Chromebook and will be responsible for its care and acceptable use.
- Per District policy, each student may take their Chromebook home as assigned unless the parent provides a written request for the Chromebook to remain at school.
- The intended use of technology is to a.) enhance the educational experience of students by direct interaction with technology, and to b.) indirectly enhance the educational experience of students by allowing faculty and staff to access and process important information in a timely and efficient fashion.
- The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the BCPSS.
- Users should not have any expectation that their use of technology resources, including files stored by them on the BCBOE's network, or data services, will be private and will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that penetration of such security will not occur.
- Internet activity can and will be monitored, along with other aspects of technology usage.
- In accordance with the requirements of the Children's Internet Protection Act (CIPA), all district computers that can access the Internet will be filtered via web filtering appliance or application. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this policy. Use of proxies is strictly prohibited!
- Use of any and all technology resources is a privilege and not a right. Inappropriate or suspected inappropriate use will result in a cancellation of those privileges, pending investigation.
- Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary or legal action.
- Users of BCBOE technology and infrastructure must be aware that Baldwin County Public Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources.
- Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Chief Technology Officer.

DISCIPLINE

Students are under the jurisdiction of school rules any time they are on campus, participating or attending any school activity, or in route to and from school events on school buses or school contracted vehicles. If behavior expectations are not met after they have been clearly explained and taught to students, consequences for violations will be implemented. Major violations will be immediately referred to the administrator for further action. The following chart outlines possible offenses and their classifications.

Offense Category	Minor or First-Time Infractions Class I (Addressed by Faculty with Progressive Discipline)	Chronic Minor Infractions Over Time & Major Incidents Class II (Referred to Administrator)
Possible Offenses	Disobedience/Noncompliance Minor Defiance Failure to Follow Directive Refusal to Complete Assignment/Task Disengaged/Not Attending to Task Inappropriate/Profane Language (Nondirect) Minor Disorderly Conduct Minor Disruption of Teaching/Learning Disrespect/Back-Talking/Showing Attitude Rolling Eyes/Smacking Lips Meanness/Rudeness to Others Annoying/Irritating Others Disrupting/Obstructing Learning for Others Unwanted Touch (Not inappropriate) Minor Inappropriate Display of Affection Horseplay/Roughhousing/Pushing Minor/Isolated Incident of Harassment or Intimidation Minor/Isolated Incident of Bullying Behavior Dress Code Violation Minor Dishonesty Waste/Misuse/Minor Destruction of Materials, Supplies, or Property Unauthorized Use of School Property Littering on School Property Presence in an Unauthorized Area Wasting Time Out of Classroom such as in Restrooms, Hallways, etc. Electronic Device Visible Possession/Usage Inappropriate Use of School Technology Minor or First Violation of Technology Acceptable Use Agreement	Chronic Minor Offenses Repeated Over Time Repeated Minor or Severe Defiance of Authority Repeated Minor or Severe Insubordination Repeated Minor or Severe Disorderly Conduct Repeated Minor or Severe Disruptive Behavior Direct Use of Profanity/Vulgarity/Racial Slurs Sexual Language/Minor Sexual Harassment Repeated Mild, Moderate, or Severe Harassment/Bullying Making Threats/Intimidating Others Fighting or Physical Contact Causing Injury Verbal Altercation with Another Inappropriate Touch (Private Area, Choking, Slapping, Hitting, Kicking, Biting) Indecent Exposure Elopement/Leaving Room without Permission Cheating Providing False Information/Reports Significant Vandalism/Destruction of Property Larceny/Theft/Possession of Stolen Property Gang Activity/Gang Display or Solicitation Gambling Inappropriate Use of Technology/Device Related to Sexual/Vulgar Content Use of Technology/Device to Capture Unapproved Images/Videos of Others Weapon Possession/Usage Using/Selling/Possessing Matches/Lighters Possessing/Using Unauthorized Medications Vaping/Electronic Cigarette/Tobacco Substance Abuse/Drugs Possession of Unauthorized Items

Classroom Discipline Actions Prior to Office Referral:

First time Class I or minor offenses will be addressed by the classroom teacher. The following actions are to be implemented and documented by the teacher before an office referral is recommended:

1. Student Conference with Reteaching/Modeling of Expectation
2. Parent Phone Call
3. Parent Conference
4. Counselor Consultation
5. Behavior Plan Development and Implementation (Tier 2 Intervention)
6. Office Discipline Referral to Administrator

Major or Severe Behavior Infractions/Code of Conduct Violations will result in an immediate referral to the office/administrator.

Office Discipline Referral Consequences:

Chronic behaviors that have already been addressed by the teacher and major offenses/violations will result in an office discipline referral. Suspension may be used as an immediate sanction if a Class II or III Code of Conduct violation is deemed severe by the administration. The following sanctions will be taken by an administrator in response to chronic/repeated minor offenses and most moderate offenses listed in the Code of Conduct. The administrator reserves the right to combine sanction items on the list as needed.

1. Verbal Warning / Student Conference with Administrator
2. Parent Phone Call / Parent Conference with Administrator
3. Extended Loss of Privileges (May include loss of participation in special events, such as a field trip, field day, or celebration)
4. Student Behavior Contract and Implementation - Tier 3 Intervention/Counselor Participation
5. Temporary Removal from Classroom (with Administrator or Admin-Assigned Faculty/Staff)
6. Student Suspension from School
7. Other Sanction(s) as approved by the Baldwin County Board of Education

As violations increase in seriousness and/or frequency, the severity of possible sanctions increases.

DRESS CODE POLICY

All Delta Elementary School students must adhere to the Baldwin County Public School System Dress Code Policy for elementary students. Repeated violations of the Dress Code Policy will result in an office referral and consequences.

Specific School Dress Code Guidelines

All Attire:

a. No pictures, emblems, or writings on clothing that:
b. Are lewd, offensive, vulgar or obscene,
c. Advertises or depicts tobacco products, alcoholic beverages, drugs or any other illegal substance, or
d. Contains fighting words or incites criminal activity; or
e. Can reasonably be expected to cause a material or substantial disruption of, or interference with, normal school operations.

Tops:

a. Tops that reveal the body in an inappropriate manner are not permitted. This includes but is not limited to mid-driffs, crop tops, bare at the sides, sundresses, “spaghetti strap” type tops, racer backs, off-the-shoulder tops, low-cut front or low-cut tops.
b. No cut off/crop tops. (No midriff can be showing).
c. No sleeveless garments.
d. No see-through garments.
e. Designed so that the neckline does not reveal cleavage.
f. Designed to cover all undergarments.
g. Fit properly - no oversized or overly tight tops.
h. No tank top/undershirt can be worn as a shirt.

Shorts:

a. Length should be at fingertip/hand or mid-thigh, whichever is longer.
b. Fit properly - no oversized or tight shorts.
c. No spandex, biker, or see-through shorts.
d. Must be hemmed and not rolled up.

Dresses:

a. Length should be at fingertip or mid-thigh, whichever is longer.
b. Splits may not exceed (3) inches above the top of the knee.

Pants:

a. Proper fit - no sagging or baggy fit: worn at the waist.
b. No see through or spandex legging pants.
c. Pants that are too tight or allow for exposure of undergarments are not permitted.
d. Leggings, yoga pants, and other tight fitting, spandex or lycra-based pants must be worn with an acceptable top that covers the private areas of the body.
e. Leggings/tights may be worn only under shirts and dresses of appropriate length so that the buttocks and private area are covered.
f. No holes in jeans in inappropriate areas (length rule); Pants or Jeans may only have holes at the knee or below. Pants or Jeans that have holes above the knee are not allowed unless there is material beneath the holes.
g. Sweatpants and warm-up suits will be allowed.

Shoes:

a. Must be worn at all times; fastened properly.
b. *Classes may require certain shoes and/or prohibit certain shoes for safety reasons. Ex. P.E., Chemistry.
c. No bedroom slippers.
d. **For elementary school students no open-toed or open-heeled shoes may be allowed for safety reasons (i.e., <u>no Crocs</u>).**

Accessories:

a. Students may not wear hats or head coverings in school buildings or on school premises. This includes but is not limited to bandanas, athletic headbands, headscarves/hair wraps, hoodies, and other forms of headgear or hair covering.
b. Exceptions include:
    - Headgear used as part of a uniform such as the JROTC cap, band uniform hats, and athletic headgear worn with a uniform on the playing and practice fields are allowed.
    - Religious purposes, which have been approved prior to wearing.
    - During extreme cold weather, students will be allowed to wear toboggans outdoors on campus.
c. Other than safety-related accessories for safety related purposes, accessories such as masks, hats, caps, sweatbands, or other head covering will not be worn in the school building.
d. No gang related clothing/items will be allowed.

Dress Code Exemptions:
All students enrolled in the Baldwin County Public Schools shall be required to dress in accordance with the adopted dress code policy. A student may be exempted from complying with the policy in the following instances:

a. When noncompliance derives from financial hardship;
b. When noncompliance derives from the student's particular disability or health condition that requires a departure from the dress code; or
c. When noncompliance derives from a student's sincerely held religious belief.

If the parents or guardians desire not to have their child comply with any portion of the Baldwin County Board of Education dress code policy for the reasons stated above, or due to special extenuating circumstances related to an item listed above, the students' parents or guardians must secure an exemption from their child's school principal. Parents or guardians should supply a written explanation to the school principal as to why an exemption should be granted. If the outcome of the principal's determination is not to the parent or guardian's liking, the parent or guardian may submit a written exemption request to the Superintendent, or his or her designee. Additional grounds for an exemption may be allowed at the principal's discretion.

EMERGENCY PROCEDURES - SAFETY PLAN

As required by the State of Alabama and Baldwin County Public School System, Delta has emergency procedures in place to address possible threats to the school. Procedures for evacuation/fire, inclement/severe weather, shelter-in-place, secure perimeter, lockdown, and medical alerts are carefully reviewed and revised each summer and throughout the school year to ensure the safest plan is in place for our faculty, staff, visitors, and students. All faculty/staff will participate in annual safety training for these procedures before the return of our students. Students will engage in practice activities to learn procedures when they return from summer break and throughout the year. Routine drills will be implemented to provide practice opportunities school-wide. Safety is our first priority at Delta Elementary.

FAMILY ENGAGEMENT - VOLUNTEER OPPORTUNITIES

Our goal is to increase family engagement throughout the school year. All parents are encouraged to attend and participate in our Delta PTO, Parent Advisory Council (PAC), and Continuous Improvement Plan (CIP) Committee meetings. These meetings occur throughout the school year and will be announced via our yearly Parent/Family Calendar and School Newsletters.

The Delta Parent Advisory Council (PAC) and Continuous Improvement Plan (CIP) Committee meetings are times to come to Delta and meet with administrators and other stakeholders. During these meetings, Continuous Improvement Plans and Title I budgets are discussed and revised. We will also evaluate situations affecting our school and community and propose ways to address the varying situations. If you are unable to meet during the scheduled times, please contact the office or the principal to set a time that is mutually acceptable.

Participation in Success Day Celebrations, Academic Nights, and other family events will help strengthen the home-school connection. Students enjoy having their families on campus and learning about their needs and accomplishments. Please join us for these special events. They will be announced via School Newsletters and through email notifications.

We also want to encourage parents to participate in volunteer opportunities. Our PTO is a wonderful way to volunteer. Other areas that may benefit from parental/caregiver support include: shelving library books; checking in/out library books; grounds maintenance; making copies for teachers; compiling homework packets for students; supporting teachers (please contact the teachers to determine the needs for their classrooms); reading to students or allowing students to read to you; practicing math facts with students; and assisting with hands-on projects with classes (project-based learning).

FIELD TRIPS

Field trips are considered to be an extension of classroom learning. You will be notified in advance of the date a trip will be taken, the cost of the trip, and the deadline for payment. Often, the deadline is several weeks before the actual date of the trip. All families are expected to utilize the My School Bucks platform to pay for all school-related activities. For most events, reservations and payments are necessary to ensure seats. Payments are to be made by the deadline date. **Refunds cannot be given after arrangements and reservations have been made**.

Things to Remember About Field Trips:

- The permission form and money must be sent in by the deadline date.
- A permission slip signed by a parent or guardian is required for all field trips.
- Parents/guardians are expected to pay for field trips through My School Bucks.
- Field trip payment that is not applied through My School Bucks must be sent separately than all other monies.
- If writing a check is necessary, make it payable to Delta Elementary School. You must include your full address (no P.O. BOX), Driver's License #/State, a working telephone number, student's first/last name/PIN #, and homeroom teacher on the check.
- Brothers and sisters cannot accompany a sibling on a field trip.
- Chaperones will be chosen by the teacher and must be parents/guardians of the child participating.
- Once bus arrangements and reservations have been made, refunds cannot be given. Refunds cannot be given for illness, injury, funeral, suspension, tardies, withdrawal, change of mind, etc.

Chaperones: The following statements are rules regarding chaperones on field trips. Please abide by the policies of Baldwin County Board of Education. Our emphasis is on the safety and well being of each student.

- Chaperones are expected to be with the students at all times, including during transportation by bus or other means, unless there are conditions known and approved by the Principal prior to the trip.
- Chaperones are to adhere to Baldwin County Public Schools' Policy for **drug free, smoke free, vape free and weapon free** campuses including school grounds/parking lots. A field trip is an extension of the school campus.
- A chaperone must be parents/guardians of a student who is attending the field trip.
- Field trips are designed and planned for school age children in a particular class or group. Adults (other than the chaperones) or children outside the class or group may not be transported or allowed to participate.
- Cell Phones & Electronic Devices – Chaperones are expected to provide attention to students in the class or group without distractions or personal responsibilities that could result in a child being harmed or lost. Please use cell phones only for an emergency. No pictures of children, other than your own, may be taken or posted on social media sites.
- Discipline – If a student is misbehaving and you have asked them to stop, please inform the classroom teacher. Please do not take disciplinary actions on your own.
- Chaperone Attire – Chaperones should be appropriately dressed in casual and comfortable attire for the trip. Inappropriate attire would include bikini tops, crop tops, short-shorts, or any other revealing attire.
- Chaperone Language – Chaperones are expected to refrain from inappropriate language, topics, or discussion of other students.
- Adults who do not adhere to expectations will be asked by the principal to refrain from participation in subsequent field trips.

Field Trip Bus Transportation: If a child is listed on the bus manifest, they *must* ride to and from the event on the transportation specified for the field trip. If a parent does not wish for their child to ride the bus on the return trip, a written statement to that effect must be presented to the office at least 48 hours before the trip and noted on the District's bus manifest form. One copy of the manifest form is kept on the bus and one copy is kept in the school office. The purpose of the manifest form is to provide identification of passengers on the bus in the event of an accident.

Access Restrictions per Baldwin County Board of Education Board Policy are also in effect during field trips.
BOE Policy 4.1.2 Access Restrictions Authorized - *The Superintendent, principals, and facility administrators are authorized to regulate and restrict access to Board schools, buildings, and facilities in order to maintain appropriate security, minimize disruption and distraction within the learning environment, or to avoid a potential risk of harm to a student or employee. To that end, the Superintendent, principals, and facility administrators are authorized to implement building-level requirements and procedures governing access to Board owned or controlled buildings, grounds, property, events, and activities by school and non-school personnel, including family members and relatives, vendors, attorneys, and other visitors, and to adopt "check-in" and "check-out" requirements and procedures for students and employees.*

HEALTH SERVICES - ILLNESS/INJURY - IMMUNIZATIONS - MEDICATION

The School Nurse is available to students who are ill, injured, or have a health concern. Students must have a pass from a teacher to come to the Health Room/First Aid Room except in case of an emergency. The school nurse will inform parents of injuries if/when they occur. Please call the school office if you have any health service needs.

All immunization cards have an expiration date. When the card expires, the student must present a new card in order to remain in school. Students will not be allowed to attend school without an up-to-date immunization card. Please contact the school office if you have questions about immunization requirements. Additional Health Services information may be found on the BCPSS page for general information and links for parents.

Medications given at school require a medication authorization form to be completed by the physician and the parent for any medications. All medications must be delivered to the school by a parent/guardian and must be in the original, unopened container with clear, current instructions. All medications must be checked in and approved by the Registered Nurse.

The goal of the school system regarding the administration of medication during school hours is to assist students in maintaining an optimal state of wellness, thus enhancing the educational experience. Minor illness should be treated at home by the parent/guardian. For example, a student with a cold severe enough to require frequent medication should remain at home. Medication prescribed for three times a day should be given at home – just before leaving for school, upon returning home in the afternoon, and at bedtime. The only exception to this schedule is for medication that must be given before or along with meals.

Parent's Responsibility for Medications

- The parent/guardian and physician must sign the Baldwin County Public School's School Medication Prescriber/Parent Authorization form granting permission for a child to receive any type of medication at school.
- The parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle container. The pharmacist will label an additional prescription bottle for your child upon request at the time the prescription is filled. Do not **UNDER ANY CIRCUMSTANCES** send any medication to school in a ziplock bag or container other than the original container. It will not be given.
- The parent/guardian and physician must provide the school with a new signed statement if medication orders are changed during the school year.
- The parent/guardian or the parent designated responsible adult shall deliver medication to the school personnel designated by the principal.

- The parent/guardian shall give the first dose of a new medication at home in case of a possible allergic reaction.
- The parent/guardian shall pick up the student's medication at the end of the school year. All medications not picked up will be destroyed.
- Please provide medication in the smallest container available.

School's Responsibility for Medications

- The principal shall designate specific personnel who shall ensure the right student gets the right medication in the right dosage by the right route at the right time and is documented in the right way.
- The trained school personnel assigned to administer medication will follow the medication procedures and administer medication in a safe setting.
- If your child has a chronic illness and is taking medications, a physician's signature will be required on the School Permission Medication Form.
- In the event of an allergic reaction or an emergency situation involving medication, the school will handle the problem as any other medical emergency.
- The designated school personnel will give over the counter medication to a student using the same guidelines. A School Medication Prescriber/Parent Authorization form must be filled out and signed and the medication must be in the original unopened container.
- The school personnel will administer sample medication provided from a physician only if it is in a properly labeled container and according to written directions from the physician.
- The school personnel will refuse to administer medication when there is <u>any</u> discrepancy; i.e., label different from instruction or contents, label is unclear or label torn. This medication <u>will not</u> be given until clarification is obtained.
- The school personnel and parent/guardian must count all controlled drugs when they are received.

Student's Responsibility for Medication

- Students will not deliver medications to the school.
- Students must have a doctor's order to carry emergency medication, i.e. inhaler or EpiPen.
- Students who have doctor's orders to have medication on their person, i.e. asthma inhaler or EPIPen, will not share medication with other students.
- Students will notify teachers/school personnel at the onset of any distress or allergic reaction.

HOMEWORK

The following philosophy and procedures have been established for homework at Delta Elementary School:

- Every teacher will send home a communication folder/binder. This should be signed each day by the parent or caregiver.
- Students are strongly encouraged to read for at least 30 minutes each night and practice math facts for at least 15 minutes each night in accordance with our Title I School-Parent/Caregiver Compact.
- Teachers may assign additional recommended homework on a regular basis. The homework may be in the form of independent practice, extension, enrichment, and study.
- The assignment(s) will be clear and specific with the student's understanding of directions and time frames checked at the time assignments are made.
- The assignment will have clear and reasonable time requirements for completion.
- The assignment will vary in frequency and difficulty from grade to grade to meet individual needs.
- Parents should contact the teacher if homework becomes a struggle for the student/family.

INTERVENTION & TITLE I TUTORING

The Problem Solving Team (PST) holds regularly scheduled meetings with the classroom teachers to discuss student performance. The team serves as support for all classroom teachers who have concerns about student performance or a student who is at risk of not meeting the state academic achievement standards.

All students performing below grade level on state assessments, benchmark assessments, weekly assessments and/or on progress monitoring assessments will be monitored by the team. Intervention plans will be developed to address specific academic and/or behavior needs. If a student is in need of intensive interventions, a letter will be sent home to the student's family. We will use Board approved screening tools, STAR Reading (K-6), iReady Math (grades K -6), STAR Curriculum Based Measures (CBMs), Envision Math Intervention, Open Court Intervention, Do the Math, Phonics First, SPIRE, and/or other District-approved programs adopted to monitor student progress and provide intervention instruction. With Title I Federal funding, Delta will use funds to enhance intervention services for students in need of intensive interventions during the school day. Teachers will work with students in small groups within the regular classroom to provide interventions.

As a Title I School, we will also provide Extended Day Tutoring outside of the regular school day (after school) for students identified as at-risk of not meeting grade level standards. Priority for Extended Day Tutoring will be given to Grades 1-3 in Reading due to the Alabama Literacy Act requirements. Families will be notified after the first nine weeks of school if their children qualify for this Federally funded program.

MEALS (BREAKFAST/LUNCH)

Our cafeteria/lunchroom offers well-balanced free meals to students on a daily basis. Student wellness is a priority at Delta Elementary School. Should lunch be brought from home, carbonated beverages, energy drinks, teas, and candy are not allowed as part of a child's lunch or snack. Please Note: **Fast Food and sugary treats should not be brought to students while they are at school.**

BOE Policy 7.13 Student Wellness - *In furtherance of its commitment to fostering healthy nutritional and physical activities that support student achievement and that promote the development of lifelong wellness practices, the Board endorses nutrition education and physical education and activity.*

For more information regarding BCPSS's rules and directives regarding the implementation of the Board's student wellness policy on nutrition and physical activity, please find the complete information on the Student Wellness Policy on the district website.

School Breakfast & Lunch:

All Baldwin County Public School **students have access to free breakfast and lunch meals every school day.** Lunch forms are not required to secure free meals this year as the system continues to qualify for system-wide free school meals with the State of Alabama. Lunch counts will be taken every morning in each class before 8:10 am. Teachers will then report their lunch count to the cafeteria manager. Our cafeteria manager will use the count to prepare the correct amount of food for each lunch wave. Please help your child decide each morning whether they will order a school lunch when they get to school each day. If a child brings their lunch from home and does not submit a lunch request to their teacher that morning, the child will not be able to change his/her mind and request a lunch tray upon entering the cafeteria at lunch time. Please contact the school nurse if you have a child with food allergies and need to develop a health plan to encompass dietary restrictions and/or precautions.

PARTIES - SPECIAL SNACKS - STUDENT BIRTHDAYS - WELLNESS POLICY

TWO classroom parties/celebrations may be planned by the teacher per year: Christmas and End of Year. Teachers will notify you of details for these two events. Parents/guardians are welcome to attend these two events, but siblings and other family members may not attend due to space and safety reasons. Parties are generally planned for the last 60-90 minutes of the school day. All food items must be store-bought and pre-packaged for safety. Be mindful of student allergies and communicate with the teacher about any needed safety protocols if a food-safe environment is needed. Visitors must check in at the front office and receive a visitor's badge before walking to classrooms at the time of the party/event. Event dates and times will be determined by the principal and announced by the teachers.

Special snacks may be planned by the teacher and pre-approved by the principal throughout the school year for class incentives and for various holidays. Please do not send in special snacks unless this request is communicated by the teacher. All food items must be store-bought and pre-packaged for safety. Be mindful of student allergies and communicate with the teacher for any needed safety protocols if a food-safe environment is needed. Special snack times are not attended by parents and do not last more than 30 minutes.

Parties and distribution of sweets/cake/cupcakes/homemade treats are PROHIBITED for student birthdays. Cake and cupcakes do not meet our District-wide Wellness Policy and are not permitted during regular school days. However, parents may ask the teacher for pre-approval and send pre-packaged healthy snacks to the school for all the students in the class. Parents may also purchase school ice cream through My School Bucks for the entire class if desired since our ice cream meets Wellness Policy standards. The teacher must be notified in advance of birthday treats/snacks because they must be cleared by the teacher due to student allergy concerns and wellness policy restrictions. The instructional day cannot be affected by birthday treats/snacks.

Regular school day treats/snacks distributed to students in honor of another's birthday must always meet our **Wellness Policy guidelines**. Example snacks that usually meet standards are listed below:

- unsweetened applesauce
- fruit cups packed with 100% juice
- packs of raisins or unpeeled bananas/oranges
- small packs of carrots and ranch dip cups
- fat-free, low-sugar yogurt cups
- fat-free, low-sugar pudding cups
- whole-grain crackers/pretzels
- baked whole-grain chips; low-salt popcorn
- 8 oz of 100% fruit juice
- school-purchased ice cream

BOE Policy 7.13 Student Wellness - *In furtherance of its commitment to fostering healthy nutritional and physical activities that support student achievement and that promote the development of lifelong wellness practices, the Board endorses nutrition education and physical education and activity.* For more information regarding BCPSS's rules and directives regarding the implementation of the Board's student wellness policy on nutrition and physical activity, please find the complete information on the Student Wellness Policy on the district website.

Pencils, erasers, bookmarks, or other small non-food items may also be given out to the students in honor of a child's birthday. Please ensure that parents send enough for every student in the class. If student party invitations are distributed at school, every child in the classroom must receive an invitation. **No wrapped gifts, balloons, or flowers are to be delivered to school.**

PAYMENT METHODS

My School Bucks: This application is the preferred payment method for Delta Elementary School. With the My School Bucks Application, you can create a free account and easily make payments online and on-the-go.

Cash: Students may bring cash to pay for school expenses, but exact change must be provided and sealed in a labeled envelope. Please do not combine payments for more than one item or child in one envelope. Each envelope should be separate and clearly labeled for every child and for each individual payment. The school is not responsible for lost or misplaced cash.

Checks: Checks should be written for the exact amount required. Also, each student in separate classes or grades must have a separate check written for each purchase. For example, the parent will need to write one check for her kindergarten student and a separate check for her third grade student. A system wide policy has been adopted for the collection of checks with insufficient funds presented to the schools. Envision Payment Solutions is the company Baldwin County Board of Education has contracted with to collect these fees. To be an accepted form of payment, checks must contain at least the following information:

- Full Name of account owner
- Street Address (No P.O. Box)
- Home Phone # with area code
- Work Phone # with area code
- Driver's License # with State
- Student's Full Name
- Homeroom Teacher's Name

PHYSICAL EDUCATION

All students are expected to participate in Physical Education. Students may be excused due to illness or injury for up to three (3) days with a written statement from their parent/guardian. After three (3) days, a written excuse from the student's physician will be required. Please make sure that notes of excuse are written to the classroom teacher and the Physical Education teacher, as both teachers are required to keep notes on file. The State of Alabama requires physical fitness testing. All students are expected to participate unless a written physician's statement has been provided.

POWERSCHOOL - GRADES

Please be aware that parents may access their child's grades through PowerSchool, our Student Information System. It is important to monitor your child's progress on a regular basis. Please notify the school office if you need assistance with gaining access to your child's PowerSchool account.

PROGRESS REPORTS

Progress reports are sent home in order to allow parents to be aware of their child's progress. At minimum, teachers will send home progress reports at mid-quarter. Teachers will notify parents when progress reports are sent home. Please reach out to your child's teacher if you have any questions or concerns. The teacher is your first point of contact for any grading issue.

REPORT CARDS - PROMOTION - RETENTION

Students will receive report cards after the end of each quarter. Teachers will notify parents when Report Cards are sent home. Please reach out to your child's teacher if you have any questions or concerns. The teacher and principal are responsible for the decision to promote or retain a student. The decision is based on the student's performance during the school year and the criteria established by the Board of Education. Parents are notified through a Notice of Academic Status whenever a student is being considered for retention. This notice will list areas of concerns and ask parents to set up a conference to discuss what needs to be done to address those concerns.

SCHOOL HOURS

School phones are generally answered beginning at 7:15 am. Official school hours for students are 7:45 am to 2:55 pm. The tardy bell rings at 8:00 am. If you use private transportation, you should arrive no earlier than 7:15 am. Car riders must be picked up by 3:15 pm. The office phone closes at 4:00 pm.

SCHOOL VISITORS AND SCHEDULED CONFERENCES

Visitors: The faculty and staff members at Delta Elementary School welcome parents, guardians, and other interested members of the community to visit the school during planned events or by scheduled appointments. Visitors are required to ring the bell at the front door, show a form of photo ID, and register in the school office to receive a pass to enter the building. **Please do not go directly to your child's classroom.** The teacher will come to the office to escort you to your meeting area. For events, our office staff will direct you to your event location at the appropriate time. If you are visiting for a reason other than a scheduled school event, please communicate with your child's teacher or call the office to request a time to visit or to meet with a faculty or staff member. Same day appointments are rarely possible, but every effort will be made to schedule appointments as soon as time allows for all involved individuals.

Scheduled Conferences: School conferences are a vital part of a child's education. Conferences are usually held during each teacher's daily planning time but may be scheduled before or after school hours if necessary and as the teacher is available. Please send a message to your child's teacher to schedule a conference time, or you may call the school office to leave a message for the teacher. **Visiting your child's classroom during instructional time to speak to the teacher is NOT permitted as this takes away from students' learning.**

SNACKS & SCHOOL PURCHASED ICE CREAM

Students may bring snacks from home or purchase ice cream from the school. Our school ice cream meets District Wellness Program criteria. **Ice cream money will be collected through My School Bucks under Delta's School Store. Ice cream is $1.00 each.** Parents may pay for ice cream by the week, month, or year. Our bookkeeper carefully documents and monitors student ice cream credits and orders. Students will not be allowed to call home for ice cream money, so it is important to plan ahead to pay for ice cream. Candy, gum, teas, energy drinks, and carbonated beverages are not allowed at school for break or as part of lunches. **Water is the only permissible liquid that can be consumed by students during the school day outside of school-provided milk and juice products.**

STUDENT EMERGENCIES

If a student becomes seriously ill or injured while at school, home contact will be made as specified by the parent/guardian in the school emergency contact information registered in PowerSchool. Every effort will be made to contact the parents as soon as possible. Please keep the school informed of any changes in work, home, or emergency numbers. If a parent or emergency contact cannot be reached when a child is experiencing an emergency, any and all emergency services will be contacted to care for your child. Safety will always be our first priority. Parents who need to contact students because of an emergency at home should call the office or come to the school. The office will send for the student.

STUDENT RECORDS AND CUSTODY

Parents must notify the school regarding any child custody information that may affect the release of academic or health records. If a student is not to be released to a non-custodial parent, please state this in writing and provide proper legal documentation. A student will be released from school only to their legal guardians unless the parents have notified the school otherwise.

TELEPHONES

School phones are for business use only and are often busy throughout the day. It is best to send messages by handwritten note or email before the school day begins or during the first part of the school day. However, we will do our best to answer and return phone calls throughout the day. It is customary to allow 24 hours for a return phone call, so please be patient if phone calls are not immediately returned. Parents/guardians who must make a transportation change must do so before 2:00 p.m. Late afternoon transportation email messages may not make it to the teacher in time. It is always best to call the office for transportation changes as soon as you are able to do so but no later than 2:00 pm. Outside of emergency situations, transportation changes will not be accepted after 2:00 pm.

TESTING & PROGRESS MONITORING INFORMATION

Standardized testing will be used to progress monitor and evaluate student learning. STAR Literacy/Reading, iReady Math, and Forefront Math Screeners will be used as benchmark assessments for all students two to three times per year. The ACAP State Assessment will be used to summatively evaluate student learning for the school year. Dates and tests are subject to change throughout the school year.

- K-6 STAR Literacy/Reading and iReady Math - These are web-based, computer-adaptive assessments used to monitor progress throughout the school year. Students will take both assessments at least three times per year (August/December/May).
- K-5 Forefront Numeracy or Fractional Reasoning Screeners - This is an assessment that will be given two to three times throughout the school year to identify students who may need additional support in math.
- K-6 STAR Reading and Math CBMs - These are curriculum-based measures used to progress monitor students in specific areas of literacy and mathematics. Data will be used to guide decisions for instruction and intervention.
- 2-6 ACAP - This is a required State web-based assessment which evaluates Reading/Language (Grades 2 - 6), Math (Grades 2 - 6), and Science (Grades 4 and 6). The assessment will be administered during the state testing window beginning March 2027 to April 2027. Additional information will be provided as we get closer to the testing window.

TITLE I SCHOOL-WIDE PROGRAM

Delta Elementary is a Title I School. Title I is a Federal program designed to help students in our nation's schools. In accordance with the *Every Student Succeeds Act (ESSA)* and Title I, our goal is to help all children be successful at school. Schools in communities that meet Title I School-wide criteria use Title I funds to benefit the entire school. We use Title I Federal funds, along with other local and state funding, to support initiatives that will directly benefit school-wide student achievement. Some of the benefits we may offer students with Title I funds are:

- After-School Reading and/or Math Tutorial Program
- Tutoring by Certified Intervention Teachers during the school day
- Parental Engagement Workshops, Academic Nights, and Communications
- Teacher Professional Development to Enhance Instruction
- Supplemental Resources for Students

Title I Parents Right To Know: As a parent of a student enrolled in a Title I school, you have the right to know the professional qualifications of the classroom teachers and instructional assistants who instruct your child. Federal law allows you to ask for the following information about your child's classroom teachers and requires the district to give you this information in a timely manner:

- whether the teacher is certified to teach the subjects and/or grade levels the teacher is teaching,
- whether the teacher's certificate is a waiver or substandard certificate,
- the teacher's academic major, graduate degrees, if any, and the teacher's certification area,
- whether your child is provided services by paraprofessionals and, if so, their qualifications.

If you would like to receive this information, please contact your child's school to request this information.

Title I Parental Involvement Plan: Every Title I school must develop an Annual Parental Involvement Plan. Near the end of the last school year, our Parent Advisory Council (PAC) met to discuss and revise our Parental Involvement Plan. The following plan was developed:

Delta Elementary School
2026-2027 Parental Involvement Plan

School Motto - *Delta Elementary - Learning to Achieve*
Title I, Part A – *Every Student Succeeds Act of 2015*

Delta Elementary, with Title I being an integral part of its education plan, encourages parental involvement. Parents are considered vital to the strategic planning process and to its successful implementation. The School realizes that the parent is the child's first and most important teacher and that a parent's continued involvement is essential for the success of the child. Delta Elementary School's Parental Involvement Plan was developed to assure an active partnership between the school and parent/caregiver. The plan will be reviewed each year at the Federal Programs Advisory Meeting. A parent will represent each of the Baldwin County Public Schools on the Federal Programs Advisory Council. Members of the advisory council will be encouraged to provide suggestions and methods for improving the plan.

Parents Involved in the Planning Process

Parents are invited each year to review the District's Title I Plan and are encouraged to make recommendations and address concerns regarding the plan. Parents are also included in the planning process at their local schools when developing each schoolwide plan. All schools receiving Title I funds conduct a survey each year to determine the needs of the parents. Parent workshops are based upon the results of the survey. These workshops are intended to improve student achievement. Parents are provided methods and materials to help their children with the learning process at home.

The Baldwin County Public School System reserves one percent of its Title I allocation for parental involvement. In addition, funds are used from each school's budget to provide meaningful workshops for parents. Funds are also used to inform parents through school newsletters and event calendars.

Delta Elementary has developed a Parental Involvement Plan that follows the guidelines and meets the requirements of ESSA Section 1116. This plan outlines how the school system will collaborate with parents to meet the guidelines of Sec. 1116 and make every effort to give parents an opportunity to participate in their children's education. Listed below are some of the parental involvement goals:

- Increase the number of parents participating in their children's education
- Involve parents in the decision-making process for the school system
- Inform parents of the progress of their children
- Involve parents in assessing their children's performance

The chart below outlines the goals of implementing parental involvement At Delta Elementary. The complete Continuous Improvement Plan with the Parent Involvement Plan included may be accessed at deltaelementary.com under the ACIP link once completed.

Goal	Activities	Person Responsible	Desired Outcome(s)
Increase number of parents participating in their children's education	• Encourage extra reading at home; Read to/with student; Ask student to summarize book or chapter • Review agenda/folder, papers, graded work, STAR Parent Report, etc.; Sign and return when requested • Encourage extra math fact practice • Attend programs, meetings, etc. • Utilize Parent Resource Room	Parents/Caregivers Administrators Leadership Team Instructional Coach Counselor Teachers	• Increase reading scores • Increase math scores • Make decisions as a team • Increase parent engagement and understanding of student performance and progress
Involve parents in the decision-making process	• When possible, attend Quarterly Parent Advisory Council Meetings • Complete Surveys and Inventories	Parents/Caregivers Parent Advisory Committee Administrators Leadership Team	• Provide appropriate services to support student learning and family engagement • Make team decisions using stakeholder input
Inform parents of student progress	• Report Cards • Progress Reports • STAR Reports, iReady Reports • Conferences/Messages • Quarterly Success Days	Parents/Caregivers Administrators Leadership Team Instructional Coach Counselor Teachers Students	• Increase awareness of students' strengths and areas of focus • Increase Achievement • Increase students' ownership of learning
Involve parents in assessing their children	• Google Classroom • Open Court Reading/StudySync ELA • enVISION Math • Freckle ELA & Math/Reflex Math • SAVAS Science • Discovery Education • Gallopade/Cengage Social Studies	Parents/Caregivers Administrators Leadership Team Instructional Coach Counselor Teachers Students	• Increase student performance • Increase awareness of students' strengths and areas of focus • Increased awareness of Curriculum and Learning Expectations

Title I School-Parent Compact: Every Title I school must develop an Annual School-Parent Compact. Near the end of the last school year, our Parent Advisory Council (PAC) met to discuss and revise our Compact. The following Compact was developed and will be presented to all parents/caregivers during beginning of school year meetings. All members including the parent/caregiver, student, teacher, and principal will read and sign the agreement. Our mission is to share the responsibility for student success and work as a team to help every student achieve.

Delta Elementary School-Parent/Caregiver Compact 2026-2027

Delta Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA) (participating children), agree that this compact outlines how the parents and/or caregivers, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents/caregivers will build and develop a partnership that will help children achieve the State's high standards. This school-parent/caregiver compact is in effect during the school year 2026-2027.

School Responsibilities Delta Elementary School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student achievement standards. Specifically, the school will:
   - Provide instruction utilizing high-quality curriculum and strategies.
   - Follow State and local curriculum/pacing guides and hold collaborative planning meetings for educators.
   - Maintain high expectations for our students and show commitment to our profession through continuous growth and professional development.
   - Provide necessary equipment and textbooks at school as determined by BCBOE Digital Plan and Curriculum Department.
   - Provide guidelines and enforce acceptable use of technology equipment as stated in the Digital Acceptable Use Policy.
   - Provide students and parents/caregivers opportunities to receive Chromebook/Technology training as needed.
2. Hold parent/caregiver-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. We will adhere to the following:
   - Parent/Caregiver Conference – Teacher(s) and administrator are available for conferences upon request of the parent/caregiver via telephone, video, and/or face-to-face as determined appropriate and in compliance with local and state laws and mandates.
   - Family meetings will be held face-to-face and/or virtually and may continue as deemed appropriate to maintain the health and safety of all Stakeholders.
   - Minimum of 1 Parent/Caregiver-Teacher Conference per year for each child attending Delta Elementary School prior to the end of 1st semester.
3. Provide parents/caregivers with frequent reports on their children's progress. Specifically, we will provide:
   - Daily/weekly parent/caregiver communication folders/agendas/ParentSquare messages sent home.
   - Progress reports from STAR and other assessments utilized to determine academic growth.
   - Grading period Progress Reports sent home each mid-term and Report Cards sent home every 9 weeks.
4. Provide parents/caregivers reasonable access to staff. Parents/Caregivers may expect to:
   - Contact your child's teacher(s) for available conference times for videoconferencing, telephone conferences, or face-to-face meetings when issues cannot be handled through other means before school (7:00-7:15), after school (after 3:15), during enrichment/p.e. times, or agreed upon appointment times. Emails and phone calls should be returned within 72 hours unless an emergency arises.
   - Contact the principal if there are problems meeting with other staff members.
   - Reach the Principal by email (jmmiddleton@bcbe.org). Meet with the Principal by phone (251.937.3657), face-to-face, or virtually as scheduled during agreed upon times.
5. Provide parents/caregivers opportunities to volunteer and participate in their child's activities.
   - Parents/caregivers are welcomed to volunteer and participate in school and classroom activities, making copies, reading centers, shelving library books, straightening shelves in the library, and beautifying the school grounds. Please coordinate with your child's teacher or contact the office if you have a suggestion on how you can assist at our school. All Delta Advisory Meetings and important events will be announced via BlackBoard emails, Facebook, and/or posted on our webpage deltaelementary.com.
6. Ensure regular two-way, meaningful communication between family members and school staff, and to the extent practicable, in a language that family members can understand.
   - Communications, to the extent practicable, will be provided in a language family members can understand; through utilization of ESL Liaison, coordination of additional meeting times if necessary, translations for written communication, and ESL Teacher support.

Parents/Caregiver Responsibilities We as parents/caregivers will support our child's learning in the following ways:

1. Monitor attendance and minimize missed instructional time. This includes checking in late, checking out early, as well as daily attendance; any instructional time missed is a concern.
2. When possible, encourage your child to complete extra practice activities (recommended homework) each week-night to support learning in the classroom.
3. Monitor the amount of time your child spends watching television, gaming/online (minimize screen time), and on all electronic devices, as well as ensuring age-appropriate viewing and games; Avoid allowing your child to access their electronic devices without supervision. Read and enforce the BCPSS Digital Acceptable Use Policy.
4. When possible, support your child through: volunteering in your child's classroom, library, school grounds; attending school events via streaming or face-to-face; reading to/with your child 30 minutes daily; checking and/or signing the agenda/communication folder/binder; monitoring your child's behavior reports and providing guidance for appropriate behavior choices; encouraging and modeling positive habits; practicing math facts daily; and supporting your child's education via Google Classroom especially when any instructional time is missed.
5. Participate, as appropriate, in decisions relating to your child's education. Provide input through meetings and/or completion of surveys (paper/pencil or online).
6. Promote a positive use of your child's extracurricular time.
7. Stay informed about your child's education and communicate with the school by promptly reading all notices from the school or the school district (either received by your child or through phone calls, text messages, or by email) and responding as appropriately.
8. Serve, to the extent possible, on advisory groups, such as Title I Parent Advisory Council, Title I Continuous Improvement Plan Committee, and/or Delta Counselor Advisory Council, and provide input on surveys. Attend at least 1 parent/caregiver-teacher conference prior to the end of first semester.

Student Responsibilities As students, we will share the responsibility to improve our academic achievement and achieve the State's high standards. We will:

1. Come to school every day ready and willing to learn, work hard in classes, and complete homework.
2. Complete and return class assignments every day and ask for help when needed. When possible, complete extra practice activities (recommended homework).
3. Complete missed work/assignments/tests upon return to school when absent from school by utilizing Google Classroom and/or asking for missed assignments. Three days from the absence is the deadline for submissions.
4. When possible, read an extra 30 minutes each day outside of regular school assignments and practice math facts 15 minutes daily.
5. Protect and maintain BCPSS devices by carrying closed computers/chromebooks with two hands and/or case handle when in transit/transition.
6. Give my best effort on every test/assessment/task/difficult situation everyday.
7. Read, know, follow, and comply with BCPSS Code of Conduct, Delta Family Handbook, and classroom rules while having a positive attitude toward self, others, school, and learning.
8. Develop positive habits to support my success.
9. Give to my parents or caregiver all notices and information received from school every day.
10. Believe that I can learn and be successful in school.

Parent/Caregiver's Signature and Date	Student's Signature and Date
Teacher's Signature and Date	Principal's Signature and Date Jennifer Middleton 8/10/2026

VISITING DELTA - THINGS TO REMEMBER

1. Please remember Delta Elementary is a **drug-free, smoke free, weapon free zone, this includes the parking lot, school grounds, and school sponsored events.**
2. Visitors are required to ring the bell at the front door, show a form of ID, and register in the school office to receive a pass to enter the building for a scheduled conference or activity.
3. Parents/guardians may not bring fast food or treats to students for lunch.
4. Teachers must not be interrupted during the instructional portions of the day.
5. Visitors may only go to the area of the school where they have been granted permission to visit.
6. Refrain from using student restrooms during your visit. Visitor restrooms are available in the office.
7. Unless you are under the supervision of and have the permission of a school employee, refrain from talking with students for whom you are not listed as a contact.
8. Visitors must sign out in the office when the visit is completed.
9. Visitors are expected to conduct themselves in a respectful and courteous manner at all times.
10. Argumentative or disrespectful behavior toward any school employee will not be tolerated. If confrontation arises, conversation will end and may be rescheduled for another time so that composure can be regained.
11. Repeated acts of disrespect or discourteous behavior may result in restriction from campus visits.
12. The building principal is authorized by the Board of Education to regulate and restrict access to schools, buildings, and facilities in order to maintain appropriate security, minimize disruption and distraction within the learning environment, or to avoid a potential risk of harm to a student or employee.