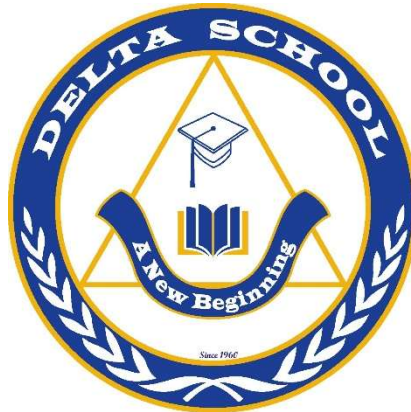




THE DELTA SCHOOL FAMILY AND STUDENT HANDBOOK 2026-2027

ADMINISTRATIVE OFFICE
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SCHOOL CAMPUS
3515 WOODHAVEN ROAD
PHILADELPHIA, PA 19154
PHONE: 215.635.5904
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CENTRAL ADMINISTRATION OFFICE

Chief Executive Officer	Dr. David Weathington
Chief Financial Officer	Ms. Anna Jungclaus
Deputy Chief Executive Director	Dr. Maria Kreiter
Business Manager	Ms. Natasha Davis
Executive Advisor to the CEO	Ms. Maryann Dwyer
Director of Academic Instructional Technology	Ms. Christine Troilo

SCHOOL ADMINISTRATION

Director of Education	Ms. Brianne Sweeney
Executive of Strategic Planning and Compliance	Dr. Stephanie Bowens
Director of Research and Assessment	Dr. Linton Williams
Assistant Director of Clinical Services	Mr. Joshua King
Manager of School Culture & Climate	Mr. Todd Cook
Director of Facilities	Mr. Louis Burkett
JAG Coordinator	Mr. Naseer Durham
School Nurse	Ms. Mirlene Jacob
Technology & Transportation Coordinator	Mr. Michael Herman
Operations Coordinator	Ms. Ashlee Smyth
School Resource Officer	Mr. Kevin Bernard
School Receptionist	Ms. Christine Boden



DELTA SCHOOL 2026-2027 CALENDAR

				STUDENTS	STAFF
AUGUST 2026				TOTAL AUGUST	6 10
THUR	AUGUST		6 Last Day ESY Extended School Year		
MON-TUE-WED-THUR	AUGUST	17-18-19-20	STAFF ONLY - ORIENTATION & P D (ACT 48)		
MON	AUGUST	24	FIRST DAY SCHOOL - ALL GRADES		
SEPTEMBER 2026				TOTAL SEPTEMBER	20 20
MON	SEPTEMBER	7	CLOSED - LABOR DAY	26	30
MON	SEPTEMBER	21	CLOSED - YOM KIPPUR		
OCTOBER 2026				TOTAL OCTOBER	20 21
FRI	OCTOBER	9	STAFF ONLY - PROFESSIONAL DEVELOPMENT (ACT 48)	46	51
MON	OCTOBER	12	CLOSED - INDIGENOUS DAY		
THUR	OCTOBER	29	*END OF SEMESTER 1*		
NOVEMBER 2026				TOTAL NOVEMBER	17 17
WED	NOVEMBER	11	CLOSED - VETERAN'S DAY	63	68
FRI	NOVEMBER	13	PARENT - TEACHER CONFERENCES		
WED-THUR-FRI	NOVEMBER	25-26-27	CLOSED - THANKSGIVING HOLIDAY		
DECEMBER 2026				TOTAL DECEMBER	14 14
BREAK	DECEMBER	21-22-23-24-25-28-29-30-31	CLOSED - WINTER BREAK	77	82
JANUARY 2027				TOTAL JANUARY	19 19
WINTER BREAK	JANUARY	1	CLOSED - WINTER BREAK	96	101
MON	JANUARY	4	STUDENTS-STAFF RETURN		
STATE TESTING	JANUARY	4-5-6-7-8-11-12-13-14-15	KEYSTONE TESTING JANUARY 4 THROUGH JANUARY 15		
FRI	JANUARY	15	*END OF SEMESTER 2*		
MON	JANUARY	18	CLOSED - MARTIN LUTHER KING DAY		
FEBRUARY 2027				TOTAL FEBRUARY	18 19
FRI	FEBRUARY	5	PARENT - TEACHER CONFERENCES	114	120
FRI	FEBRUARY	12	STAFF ONLY - PROFESSIONAL DEVELOPMENT (ACT 48)		
MON	FEBRUARY	15	CLOSED - PRESIDENT'S DAY		
FRI	FEBRUARY	19	ASSEMBLY - BLACK HISTORY MONTH		
MARCH 2027				TOTAL MARCH	17 17
WED	MARCH	10	CLOSED - EID-AL-FITR DAY	131	137
FRI	MARCH	12	ASSEMBLY - WOMEN'S HISTORY MONTH		
SPRING BRTEAK	MARCH	22-23-24-25-26	CLOSED - SPRING BREAK		
APRIL 2027				TOTAL APRIL	22 22
TUE	APRIL	6	*END OF SEMESTER 3*	153	159
FRI	APRIL	16	PARENT - TEACHER CONFERENCES		
STATE TESTING	APRIL	26-27-28-29-30	PSSA TESTING		
MAY 2027				TOTAL MAY	19 19
STATE TESTING	MAY	10-11-12-13-14-18-19-20-21	KEYSTONE TESTING MAY 10 THROUGH MAY 21	172	178
MON	MAY	17	CLOSED - EID-AL-ADHĀ		
FRI	MAY	28	ASSEMBLY - MULTI CULTURAL DAY		
MON	MAY	31	CLOSED - MEMORIAL DAY		
JUNE 2027				TOTAL JUNE	8 9
WED	JUNE	2	1/2 HALF DAY STUDENTS ***GRADUATION***	180	187
FRI	JUNE	4	*END OF SEMESTER 4*		
THUR	JUNE	7-8-9-10	1/2 HALF DAYS STUDENTS		
THUR	JUNE	10	LAST DAY STUDENTS		
FRI	JUNE	11	LAST DAY STAFF		
				180	187

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Delta School Student and Family Handbook

2026–2027 School Year

Welcome to Delta School

Delta School’s CEO, Administrators, and all members of the faculty and staff welcome our students and families to the 2026–2027 school year. The Delta team is committed to providing a comprehensive, supportive learning experience that prepares students for the demands of the future while fostering academic, social, and emotional growth.

Our core culture is built upon a multi-tiered system of support: **Positive Behavioral Interventions and Supports (PBIS)**. Every member of our school community is guided by three simple, powerful expectations:

Be Safe—Be Responsible—Be Respectful

Act as if what you do makes a difference. It does.

— William James

Vision Statement

Vision: To engage and prepare all students to become self-motivated, competent, lifelong, integrated thinkers and problem-solvers who are equipped to become trailblazers in the global workforce.

We achieve this by providing a high-quality, integrated educational environment that delivers a rigorous, standards-based curriculum, blending the arts with self-development, community involvement, and social justice through problem-based projects.

This vision is an expression of achievable possibilities. Its purpose is to inspire stakeholders to help make this vision a reality, providing the foundation from which the organization determines priorities and establishes performance targets.

School Mission Statement

Mission: To promote dynamic partnerships that provide administrators, social workers, parents, teachers, community members, and students with the relevant educational and social options, strategies, and techniques necessary to foster continuous social growth and academic excellence.

Core Values & Characteristics

The Core Values are essential for a results-oriented organization focused on performance excellence for all stakeholders. They are applied at all levels, demonstrated in daily actions school-wide, and integrated into continuous improvement evaluation processes.

Value 1: Empowerment

Definition: Delta School provides the environment and opportunities to nurture a set of skills and habits of mind that empower students to make independent and responsible decisions.

Value 2: Equal Access

Definition: All students, regardless of ethnic, socioeconomic, cultural, or geographic backgrounds, must have full access to first-class instruction and enrichment opportunities.

Value 3: Innovative Curiosity

Definition: Delta School children and adults are provided consistent opportunities to consider new possibilities, take responsible risks, and explore creative solutions.

Value 4: Authentic Experiences

Definition: Fostering the deep transfer of knowledge to provide authentic experiences that allow for meaningful, real-life connections, reflection, and practical application.

Value 5: Perseverance and Follow-Through

Definition: As problem-solvers, Delta School expects relentless excellence and resilience to accomplish set goals. We do not accept excuses, but value hard work and results, actively resisting complacency to continually push for growth.

Value 6: Collaboration and Diversity

Definition: Embracing and celebrating individuality and differences by valuing diverse perspectives and experiences to materialize a shared vision and common commitments.

Characteristic	Definition & Focus
Shared Vision	Provide a shared vision and commitment to all stakeholders for continuous improvement and performance excellence.
Student-Centric	Ensure that all goals, objectives, and actions directly support students and their individual needs.
Continuous Growth	Demonstrate organizational and personal commitment to provide opportunities for school-wide continuous organizational and personal growth.
Faculty & Staff Value	Value faculty, staff, and partners by creating an environment for collaboration, creativity, innovation, and recognition.
Rapid Response	Demonstrate school-wide quickness and agility in responding to student and stakeholder needs.
Future-Focused Alignment	Plan and align instructional programs with a focus on future economic, workforce, and educational needs.
Capacity Building	Encourage innovative strategies and processes to build internal capacity and knowledge.
Social Responsibility	Demonstrate and encourage public and social responsibility, community ethics, and citizenship.
Accountability & Ownership	Create value, accountability, and clear ownership in school-wide results.
Strategic Collaboration	Continuously examine the needs of the school and collaboratively create key strategic goals and action plans.

School Schedules & Operations

Daily School Schedule

The Delta School instructional day officially begins at **8:30 AM** and ends at **2:30 PM**. Students are admitted to the building starting at 8:35 AM and must report directly to their assigned areas.

Student Entry and Security Screening Protocol

To ensure the safety and security of all students, staff, and visitors, Delta School enforces a strict, universal morning entry and screening process effective August 2026.

- **Main Entrance Restriction:** All students must enter the building through the main entrance only. The gymnasium doors will remain locked and secured during arrival hours.
- **Cell Phone Collection:** All cell phones and personal electronic communication devices will be collected upon entry without exception. Devices are logged and stored in a secure location until the end of the school day, at which point they will be returned to students at dismissal.
- **Metal Objects:** Students must remove all metal objects from their pockets and person and place them in the designated trays provided at the checkpoint.
- **Property Inspection:** All backpacks, book bags, purses, and other carried items are subject to a physical search and inspection by authorized personnel.
- **Magnetometer Screening:** Each student will be individually screened using a magnetometer before entering the main academic environment.
- **Breakfast Distribution:** Following successful security clearance, students may proceed to the food distribution table, which is located in the hallway near the School Store.

Screening Station Setup and Staffing Requirements

The entrance area is organized into a structured three-station checkpoint to optimize safety and student flow:

- **Station Setup:** Three checkpoint tables will be positioned in the entrance area—one table on each side of the entrance doors, and one table placed at the end of the screening zone.
- **Sorting Trays:** Each table is fully equipped with three designated trays for collecting student belongings and metal objects.
- **Staffing Deployment:** A minimum of one staff member is permanently assigned to each table. Staff at the first two tables oversee the collection of metal objects, device logging, and bag inspection process. The staff member at the final table is responsible for operating the magnetometer and supervising individual student screening.

Emergency Weapon Discovery Protocol

If a weapon is discovered during the screening process, staff must immediately execute the following emergency chain of command:

1. **Immediate Notification:** Contact Kevin Bernard (School Resource Officer) immediately. In his absence or if he is unreachable, immediately notify Dr. David Weathington.
2. **Law Enforcement Engagement:** Local law enforcement will be notified immediately without exception.
3. **Confiscation and Safety Isolation:** The item will be secured, and the student will be isolated under close supervision pending administrative and legal intervention.

Lateness

Students arriving after **8:45 AM** must enter through the front doors, report to the main office to receive an admittance slip, and be recorded as present. The counselor or designee will support the late safety protocol and escort the student to their classroom. Continued lateness interferes with instruction and will be addressed by administration.



If a child is late and transported to school by a Parent/Caregiver, due to a medical appointment, the student must bring a physician's note on the doctor's letterhead, with the date and time of the appointment. Unexcused lateness will affect the student's attendance record.

Emergency School Closings

When inclement weather creates hazardous travel conditions, Delta School follows the emergency closing and early dismissal decisions of the **School District of Philadelphia**. Closings are broadcast on local news stations and posted on the Delta School website. In the event of an unscheduled early dismissal or school closure, the main office will notify parents and caregivers as soon as possible via our School Messenger System. Please be sure your contact information is up to date in our school office.

Visitors

To ensure campus security, all visitors must report directly to the school office, present photo identification, and wear a visible visitor's badge at all times.

- **Professional Visits:** Intensive Case Managers, Behavior Specialists, Children and Youth workers, or mental health professionals must arrange visits in advance through the student's assigned School Social Worker or designee.

Attendance & Early Dismissals

Regular attendance is mandatory and required by the Compulsory Attendance Laws of Pennsylvania until age 18, with a legal right to attend public school until age 22.

Reporting Absences & Appointments



If a student is sick or has an appointment, parents/caregivers must contact the school office at **215.635.5904 before 8:15 AM**.



Written Excuses: A written excuse signed by a parent/caregiver—stating the student's name, dates, and reason for absence—must be submitted immediately upon return.

- **Consecutive Absences:** If a student is absent for **three or more consecutive days**, a formal certification from a physician or medical agent is required.
- **Unexcused Absence Limit:** Accumulating **eight (8) or more unexcused absences** violates school policy. Unless supported by official medical documentation, academic grades may be withheld if a student exceeds eight absences in any single marking period.

School Attendance Improvement Plan (SAIP)

If a student misses more than three consecutive days without a medical excuse, develops a pattern of chronic absenteeism, or exceeds **10 cumulative (total) absences**, Delta School will notify the student's local education agency (LEA) / home school district.

A member of the Delta Clinical Team will coordinate a meeting with the family and the LEA to develop a collaborative **School Attendance Improvement Plan (SAIP)**. The SAIP aims to assist the student in improving daily attendance, coordinate resources for the caregiver, and document systemic efforts to promote educational success. Continued truancy despite a SAIP may result in a referral to a truancy hearing officer.

Early Dismissal Procedures



Requests for early dismissal (prior to 2:00 PM) must be submitted to the school office in writing, explicitly listing the date, time, reason, and the name of the authorized adult. Photo identification is strictly required to release any student, and departures must be signed out through the main office logbook.

Virtual Instructional Days

Under guidance from the Pennsylvania Department of Education (PDE), the Delta School is permitted to use technology or other appropriate means to provide instruction to students on days when a school building is prevented from opening.

These days include a disease epidemic, hazardous weather conditions, law enforcement emergencies, inoperability of a school building, and other temporary circumstance rendering the school building unsafe for use.

Conditions from PDE include:

- 1 . Attendance must be taken.
- 2 . Hours of instruction must be recorded.

All rules and regulations regarding compulsory attendance and truancy apply to virtual instruction, and are counted toward the 180 days or instructional hours' requirement.

Campus Policies & Safety Standards

Positive Behavioral Interventions and Supports (PBIS)

The Delta School implements **Positive Behavior Interventions and Supports (PBIS)** using **Delta Dollars**, an evidence-based, trauma-informed PBIS framework. This multi-tiered system establishes clear expectations, prosocial lessons, and an active rewards system to guide student behavior.

- **Tier 1 (Universal Supports):** Applies to all students across all school settings and is designed to meet the needs of approximately 80% of the student population.
- **Tiers 2 & 3 (Targeted & Intensive Intervention):** Layered supports provided to students who require individualized behavioral, clinical, or adaptive strategies.

Staff members address behaviors through minor and major infraction guidelines. Prosocial actions are celebrated and rewarded through **Delta Dollars** at the School Store, while behavioral infractions receive progressive, therapeutic consequences aimed at teaching self-regulation.

A comprehensive guide to our school-wide expectations and implementation of this program is detailed in our **Delta School PBIS Implementation Guide**.

Staff Supervision

Delta School staff members are present to supervise students when they arrive each morning and again during dismissal. All instructional personnel maintain supervision protocols as aligned in our Delta School PBIS Implementation Guide.

Hallway Supervision & Safety Norms

For safety reasons, students must be accompanied by teachers or staff at all times inside and outside the school building. Students may not leave classrooms or playground areas unescorted.

- When transitioning through corridors, students must walk and keep to the right side of the hallway.
- Students are not permitted in administrative offices or front hallways unless explicitly requested by an administrator.
- Staff escorts remain with students for the entirety of elective “specials” (art, gym, etc.) and clinical or therapeutic sessions.

Physical Safety & De-escalation (CPI)

Delta School is committed to a proactive, prevention-focused approach to behavior support. All staff maintain annual certification in Crisis Prevention Intervention (CPI) and respond to behavioral crises using the least restrictive, therapeutic intervention appropriate to the situation. Relationship-based, non-physical de-escalation strategies are prioritized to promote safety, preserve student dignity, and reduce the need for restrictive interventions.

Emergency restraints are used strictly as a last resort when a student's behavior poses an immediate danger to themselves or others. Any use of a physical restraint triggers immediate notification to caregivers and the LEA, is logged with the Pennsylvania Department of Education, and requires an IEP team meeting within 10 school days (unless the parent agrees to waive the meeting).

Cell Phones & Electronic Devices Policy

Students are **prohibited from carrying or using personal electronic devices** inside school buildings or on school grounds. This includes cellular phones, smartwatches, headphones, earbuds, tablets, laptops, e-readers, and chargers, unless specifically identified in the child's IEP.

- **Daily Collection:** All devices must be surrendered to behavioral staff during the morning security search checkpoint. They are secured in a locked location and returned at dismissal.
- **Non-Compliance:** Failure to surrender a device will result in immediate confiscation, and the device may be released *only* directly to a parent or guardian. Repeated violations will trigger an IEP team review.
- **Search and Privacy:** Students have no expectation of privacy regarding electronics brought onto campus. If there is reasonable suspicion of a rule violation, an administrator may authorize a search of the device after notifying the Parent/Caregiver.

Delta School assumes no liability for lost, stolen, or damaged personal electronic items.

Contraband Prohibitions

Contraband includes any substance or material prohibited from campus by school policy, whether brought intentionally or unintentionally. All contraband will be permanently confiscated and safely disposed of. Items will **not** be returned to students or parents, and safety violations will result in law enforcement notification. Prohibited items include, but are not limited to:

- Firearms of any kind (including BB guns, pellet guns, replica firearms, and look-alike weapons).

- Knives of any type (including pocketknives and box cutters), tools, razor blades, needles, or piercing kits.
- Vapes, electronic cigarettes, tobacco products, lighters, matches, and related devices.
- Narcotics, illegal drugs, drug paraphernalia. prescription/OTC medications without authorization.
- Alcohol or substances causing impairment.
- Weapons of any other kind (brass knuckles, tasers, slingshots, pepper spray, chemicals).
- Explosives, fireworks, torches, magnets, laser pointers, or combustible materials.
- Gang-related materials, gambling paraphernalia, and pornographic materials.

Dress Code Standards

Students must wear properly fitting attire appropriate for an educational environment.

- **Shirts/Tops:** Properly fitting polo-style shirts with a collar are preferred. Tops must be free of images, words, or graphics. Low-cut, cropped, or exceptionally tight tops are prohibited. Clothing depicting obscenities, violence, sex, profanity, alcohol, or illegal substances is forbidden.
- **Pants/Skirts/Dresses:** Solid-colored twill bottoms or pants are preferred. Jeans with holes, slits, frays, or tears are not permitted. Skirts and dresses must reach mid-thigh or the knee. Shorts are acceptable in warm weather only if they extend to the knee. Tights must be worn under skirts or dresses, never as standalone pants. Undergarments must never be visible.
- **Footwear:** Closed-toe shoes or sneakers must be worn. Open-toed footwear, flip-flops, slippers, and sandals are strictly prohibited for safety reasons.
- **Headgear:** Outerwear, coats, hoodies, hats, bandanas, caps, and athletic sweatbands may not be worn inside the school building. Locker or classroom storage is provided. *Exceptions are granted strictly for documented religious or medical reasons.*

Note: Students out of compliance upon arrival will be provided appropriate school-approved clothing for the day. Repeated non-compliance will be addressed progressively by the Director of Education and PDE Certified School Administrator.

Technology Acceptable Use Policy

All communications and activities transmitted across Delta School network resources are public, non-private, and subject to regular review and filtering in accordance with the **Children's Internet Protection Act (CIPA)**. An Acceptable Use Agreement must be signed by both the student and parent/caregiver annually.

Strict Prohibitions

Network resources, smart boards, school laptops, and tablets must **never** be used to:

- Access or view sites containing pornography, nudity, violence, criminal acts, gambling, illegal weapons, or drug use.
- Bypass school internet filters or access unauthorized personal email, social media, or chat rooms. *Students should never post photos or personal information.*
- Engage in bullying, cyberbullying, harassment, hate speech, or inflammatory language.
- Participate in commercial, for-profit advertising, political lobbying, or illegal activities.
- Intentionally access, alter, or destroy passwords, files, configurations, or equipment belonging to other users or the school.



All Parents/Caregivers must complete the Parent Consent for Media, Animal Therapy, and Technology Acceptable Use Form attached to this handbook to authorize participation in these activities and return to Delta School.

Violations will result in disciplinary action under the Code of Conduct, and potential legal liability.

Student Code of Conduct & Disciplinary Matrix

Behavioral infractions are handled progressively, ensuring that students receive targeted interventions to teach prosocial coping strategies.

The Student Code of Conduct is a summary and the definitions of disciplinary infractions of our established PBIS expectations.

Delta School's core culture is an evidence-based, prosocial multi-tiered system of support: School-Wide Positive Behaviors and Supports (PBIS). Delta School's PBIS program establishes a clear set of expectations for our school community with lessons, interventions, and rewards to guide students to prosocial behaviors. However, incidents that involve actions and behaviors that violate school expectations will result in disciplinary consequences.

Delta School's behavior expectations include being safe, being responsible, and being respectful. Our PBIS Staff Handbook defines what behaviors look like in all settings of the school (classroom, transitions, hallways, bathrooms, cafeteria, assemblies, transportation, recess). All education staff are required to model PBIS behaviors for students.

In alignment with the Delta School's Positive Behavioral Interventions and Supports (PBIS) program, student behavior is viewed through the lens of minor and major behavioral infractions. The Level of infraction determines the level of consequence.

Each year, we review important aspects of our PBIS program during our virtual Parent Town Hall meetings for parents and caregivers to fully support expectations at home.

School students receive corrective consequences for behavioral and code of conduct infractions. Consequences are issued in a least restrictive and progressive manner.

For all behavioral infractions, students receive interventions to teach and reinforce prosocial behaviors. However, students who violate our safety protocols, defined below, will receive disciplinary actions.

Levels of Behavior Infractions

Level 1 (Minor Distracting Challenging Behavior):

Noncompliant behaviors that do not interrupt overall peer learning, but are considered socially unacceptable behavior that violate the school expectations. Addressed immediately via staff redirection, and students comply. No disciplinary consequences are assigned, but students lose daily PBIS skill points.

Level 2 (Minor Disruptive Challenging Behavior):

Continued behaviors that moderately interfere with classroom function or relationships. Students comply when addressed via prompt hierarchies and brief therapeutic interventions like the *Relax, Refocus, and Return (R2R)* process. No disciplinary consequences are assigned, but students lose daily PBIS skill points.

Level 3 (Major Disruptive Challenging Behavior):

Severe behaviors that significantly disrupt the environment but do not pose immediate physical danger. Results in formal disciplinary actions, typically including **In-School Suspension (ISS)**, clinical intervention, parent notification, and mandatory re-entry safety planning.

- Parents are notified
- Law enforcement is notified.
- In-School Suspension (ISS).
- A safety plan will be required, including person searches.

- Students will be required to work through the R2R process and academic work during ISS.
- Students will participate in repairing the relationship and the environment (restitution, community service).
- Clinical and Climate Staff will begin re-teaching and problem-solving or PBIS expectations.
- Students must comply with PBIS expectations and exit Safety Freeze, before resuming in the school program.

Level 4 (Major Dangerous Challenging Behavior):

Dangerous actions that are harmful, health-threatening, or life-threatening to the student or others. Results in **Out-of-School Suspension (OSS)**, mandatory law enforcement involvement, environment/relationship restitution, and a comprehensive therapeutic re-entry safety plan. Parents and students are financially liable for property damage exceeding \$500.

- Parents are notified.
- Law enforcement is notified.
- Out-of-school suspension (OSS), followed by a therapeutic intervention as part of the re-entry process.
- A safety plan will be required upon re-entry to school, including person searches.
- Students will be required to work through the R2R process and academic work.
- Students will participate in repairing the relationship and the environment (restitution, community service).
- Clinical and Climate Staff will begin re-teaching and problem-solving or PBIS expectations.
- Students must comply with PBIS expectations and exit Safety Freeze, before resuming in the school program.
- For damages over \$500, parents and student will be liable for payment
- Contraband will be confiscated and will not be returned to parent or student.

Behavior Definitions

For all behavioral infractions, students receive interventions to teach and reinforce prosocial behaviors. However, students who violate our safety protocols, defined below, will receive disciplinary actions.

Alcohol, Use/Possession of

Defined as a student observed in possession of or using alcohol.

Arson

Defined as a student observed burning property.

Bomb Threat/False Alarm

Defined as a student observed providing a verbal, written, or physical threat to commit any act likely to result in death or serious injury to persons or property, including but not limited to pulling a fire alarm.

Bullying/Cyberbullying

Defined as observing a student with a power differential over peer(s), repeatedly delivering verbal, written or technology-based messages of intimidation, teasing and /or taunting that places peer(s) in reasonable fear of substantial harm to his or her emotional or physical well-being.

Combustibles, Use/Possession of

Defined as a student observed using or in possession of combustible substances/objects with or without intent.

Defiance/Insubordination/Non-compliance

Defined as a student completely refusing to follow staff directions in a manner that places any student in a dangerous or potentially dangerous situation or significantly interferes with the learning of others.

Disrespectful Sexual Activity

Defined as observing a student engaging in behavior of an inappropriate sexual nature that places the student or peers in a potentially dangerous situation or significantly interferes with the learning of others.

Drugs, Use/Possession of

Defined as a student is observed in possession of or using illegal drugs/substances or has unauthorized possession or use of prescription or over-the-counter medications.

Fighting

Defined as two or more students observed to be mutually participating in physical violence.

Harassment

Defined as a student repeatedly delivering verbal, written, or technology-based disrespectful messages that violate the rights of staff and/or peers, and places student or peers in a potentially dangerous situation or significantly interferes with the learning of others, including disrespectful statements to a staff and/or peer about his/her gender, ethnicity, sex, race, religion, disability,

physical features, or other protected class.

Lying/Cheating

Defined as observing a student having signed another person's name without that person's permission (i.e., forgery) or claiming someone else's work as their own (plagiarism) or making false accusations against a staff member or peer.

Major Threat

Defined as a student observed making specific threats to harm self or others, including engaging in suicidal behavior, suicidal or homicidal threats, threatening to cause harm to oneself or others.

Out of Area/Inappropriate Location

Defined as a student is observed to be off school campus without permission.

Physical Aggression

Defined as when a student is observed engaging in actions involving serious physical contact with another student or staff member which may cause bodily injury or harm to another person.

Property Damage

Defined as a student observed to deliberately engage in property destruction, including destroying or defacing school property resulting in the need to repair or replace the property.

Technology Violation

Defined as a student observed soliciting, using, or sending obscene materials or unauthorized access to secure accounts.

Tobacco, Use/Possession of

Defined as a student observed using tobacco or is underage and in possession of tobacco.

Theft

Defined as observing a student in possession of, having passed on to someone else, or being responsible for removing someone else's property of any value.

Weapons, Use/Possession of

Defined as a student observed using or in possession of weapons or other objects capable of causing bodily harm, including but not limited to pellet gun, BB gun, pocketknife, brass knuckles, taser, chain, slingshot, pipe, screwdriver, gun.

Disciplinary Action Matrix

Level	Infraction	ISS Days	OSS Days	Law Enforcement (LE)
Level 1	Minor Dress Code Violation / Minor Tardy (5+ min) / Minor Tech Violation (failure to turn in phone or visiting unapproved site)	—	—	—
Level 2	Minor Defiance (verbal refusal) / Minor Disrespect / Minor Disruption / Minor Elopement / Minor Physical Contact (no intent to harm) / Property Misuse	—	—	—
Level 3	Bullying or Cyberbullying (<i>1st Offense</i>)	1	—	—
Level 3	Bullying or Cyberbullying (<i>2nd Offense</i>)	2	—	—
Level 3	Bullying / Cyberbullying / Chronic Truancy (<i>3rd+ Offense</i>)	3+	—	—
Level 3	Harassment (<i>1st Offense</i>)	1	—	—
Level 3	Harassment (<i>2nd Offense</i>)	2	—	—
Level 3	Harassment (<i>3rd+ Offense</i>)	3+	—	—
Level 3	Defiance / Insubordination / Serious Non-compliance	1	—	—
Level 3	Disrespectful Public Sexual Activity	3+	—	YES

Level	Infraction	ISS Days	OSS Days	Law Enforcement (LE)
Level 3	Theft / Lying / Cheating / Forgery	1	—	—
Level 3	Technology Violation (accessing/soliciting obscene materials)	2	—	—
Level 4	Fighting (<i>Mutual participation, no injuries</i>)	—	1	—
Level 4	Fighting (<i>Resulting in student or staff injuries</i>)	—	3+	YES
Level 4	Physical Aggression (<i>Serious unprovoked contact, no injuries</i>)	—	1	—
Level 4	Physical Aggression (<i>Resulting in student or staff injuries</i>)	—	3+	YES
Level 4	Property Damage (<i>Under \$500</i>)	—	1	—
Level 4	Property Damage (<i>Over \$500; restitution required</i>)	—	3+	YES
Level 4	Arson	—	3+	YES
Level 4	Combustibles (<i>Possession only</i>)	—	1	—
Level 4	Combustibles (<i>Possession and active use</i>)	—	3+	YES
Level 4	Weapons (<i>Possession or active use</i>)	—	3+	YES

Level	Infraction	ISS Days	OSS Days	Law Enforcement (LE)
Level 4	Bomb Threat / False Fire Alarm	—	3+	YES
Level 4	Major Threat (<i>Homicidal, suicidal, or serious threat to harm</i>)	—	3+	YES
Level 4	Out of Area / Elopement off school campus	—	1	—
Level 4	Alcohol (<i>Possession only</i>)	—	1	—
Level 4	Alcohol (<i>Active use or under the influence</i>)	—	2	YES
Level 4	Drugs (<i>Possession only</i>)	—	1	—
Level 4	Drugs (<i>Possession, use, or distribution</i>)	—	3+	YES
Level 4	Tobacco / Vape Products (<i>Possession or use</i>)	—	1	—

Note: 2- and 3-day suspensions (both ISS and OSS) include clinical interventions, outside support coordination, and potential mental health evaluation recommendations. Violations of city, state, or federal law will result in a direct release to the local police department.

Students identified with Intellectual Disabilities (ID) potential suspensions are reviewed as a case-by-case basis, as dictated by the child's IEP.

Health, Nursing, and Medications

Delta School has a certified school nurse on duty to manage medical needs, evaluate acute illnesses, and administer emergency first aid. To maintain a safe and controlled environment, **students are strictly prohibited from carrying any medication on their person or in their bags.**

The school's priority is our children's safety and welfare. In an emergency situation, the nurse will notify Parents/Caregivers as soon as possible. It is the Delta school's obligation to call for emergency services to give a child appropriate care. If emergency personnel determine that a child needs to be taken to a hospital, the school will provide the Parent/Caregiver with the information. If the parent/caregiver cannot be reached, the school will contact the designee from Parent Contact Form's designee, to act on their behalf.



It is the Parent/Caregiver's responsibility to ensure that all student records and emergency numbers are on file with the school and up-to-date in the Nurse's office. Please complete the 2026-2027 Student Information Form attached to this Handbook and return to Delta School.

Standard Prescription and Non-Prescription Medications

Whenever possible, families should coordinate with physicians to schedule medication intervals outside of school hours. If medication must be administered during the school day, the following guidelines apply:

1. **Forms:** The child's physician must complete the *Authorization for Prescription Medication Form*, and a parent/caregiver must sign the school consent document. Non-prescription (OTC) medications also require explicit written doctor's orders.
2. **Delivery:** All medication must be delivered directly to the school nurse or a school administrator by a parent/caregiver.
3. **Packaging:** Medication must arrive in its original pharmacy container, clearly displaying the current date, the student's name, medication name, dosage, and administration instructions. The nurse can only accept up to a 30-day supply at one time.
4. **Logging:** Every dose administered is logged systematically in the student's medical chart and the school's master Prescription Medication Log.



Parents/Caregivers must complete the Informed Consent for Non-Prescriptive Medication Treatment Form attached to this handbook and return to Delta School.

Emergency Medication Protocol

For life-threatening medical conditions (e.g., severe allergies, bee stings, diabetic shock), emergency medications (EpiPens, Glucagon, etc.) can be securely stored in a locked cabinet within the Healthcare Office.

- The physician must complete a *Medication Form* paired with an *Emergency Action Plan*.
- When an emergency medication is administered, the school will immediately **call 911**, contact the parent/caregiver, and log the event on the daily medication charts.

Student Dental Examinations

Pennsylvania law requires that students attending school receive periodic dental examinations as stated intervals. If you have been issued a form for dental examinations, please have your child seen by a licensed dentist.

Student Physical Examinations

Pennsylvania law requires that students receive periodic medical examinations at stated levels. The Nurse will notify Parents/Caregivers and the Department of Health if students are not up to date with physical examinations.

Emergency Procedures and Evacuation

The Delta School is committed to maintaining a safe environment for all students and staff. Emergency drills are treated as serious instructional tools to ensure a high level of preparedness in the event of an actual emergency.

Delta School ensures students and staff regularly practice emergency procedures.

An updated Emergency Response Guide detailing specific crisis scenarios and annual Emergency Response Team assignments is maintained in the Administrative Office and the main building front office.

In the event of an evacuation, Parents/Caregivers will be notified via our School Messenger program. Families will be notified of procedures and protocols.

**Parents/Caregivers can contact the Administration Building
in the event of an evacuation at 215.637.8235.**

Special Education Services

Individualized Education Program (IEP) Meetings

Annual IEP meetings are conducted to evaluate a student's progress and update their specialized goals, accommodations, and Specially Designed Instruction (SDI). The Delta School has a comprehensive IEP implementation protocol that aligns with all regulations, timelines, and best practices.

- **Team Members:** The mandatory IEP team consists of the parents/legal guardians, at least one special education teacher/provider, an LEA representative authorized to allocate school resources, other stakeholders as designated in the child's IEP, and an individual qualified to interpret evaluation implications.
- **Parent and Caregiver Involvement:** Parents and legal caregivers/guardians are vital components of the team. Caregivers are welcome to bring advocates, friends, or agency representatives, and must notify the Director of Education in advance if doing so.
- **Interim Meetings:** An IEP review can be requested at any time during the school year by a PDE certified school administrator, teacher, or parent/caregiver if they feel the current plan is not meeting the student's developmental, behavioral, academic, or secondary transition needs.
- **An IEP meeting if a child's behavior necessitates** the use of an emergency physical restraint. All restraints are reported to the LEA and are reported to the Pennsylvania Department of Education (PDE).

Reevaluation Process

To ensure services match the student's current functional levels, formal reevaluations occur **at least once every two years**. The process begins with a collaborative data review. If the team recommends additional testing to clarify academic achievement or related developmental needs, parental consent will be formally requested prior to administering evaluation instruments.

General School Information

Food Services & School Wellness Policy

Delta School participates in the **National School Lunch Program**. All students receive a daily nutritious breakfast, lunch, and snack at **no financial cost**.

- **Wellness Restrictions:** In accordance with federal guidelines, our school wellness policy limits excess sugar, sodium, and fat content while prioritizing whole grains to optimize physical well-being and academic capacity.
- **Food Allergies:** Families must inform the program of food allergies. Staff will follow allergy care plans and take reasonable precautions to help prevent exposure to know allergens.
- **Packed Lunches:** Students may bring a packed lunch from home. However, to preserve health standards, a strict “**no sharing**” policy for food and snacks is enforced across campus. Students are required to wash their hands before and after lunch periods.

Financial Fees & Student Cash

Delta School operates a completely free program for enrolled pupils. Families are **never charged** for essential school supplies, breakfast, lunch, snacks, school photographs, elective activities, program dues, or special events. **Students do not need to bring cash to school at any time.**

Communication School to Home

The Delta School teachers use Class DoJo to inform Parents/Caregivers about current lessons, homework assignments, and other classroom information. An email invitation to join Class Dojo is sent to parents from Delta School.

Homework Policy

Homework serves to reinforce material taught in the classroom. Assignments are given on a regular basis, **Monday through Thursday**. Teachers are available during the school day to provide structural support, and caregivers are encouraged to help students establish a quiet, dedicated study area at home.

Report Cards & Progress Reports

Report cards are issued and mailed home **four (4) times per academic school year**. These reports evaluate academic subjects, enrichment programs (computers, art, physical education), and social-emotional behavioral adjustments. Along with standard report cards, families receive progress

reports documenting progress made toward their child's specific IEP goals. High school families (grades 9–12) will receive formal warning notices if a student is at risk of failing a subject prior to the final issuance of report cards.

Field Trips

- **Curriculum-Based Field Trips:** Educational off-campus excursions are scheduled as core extensions of classroom instruction. Standard behavioral expectations apply, and students must return a signed permission slip to participate. *Phone permissions are not accepted.*
- **PBIS Incentive Trips:** Separate reward outings may be earned using accumulated *Delta Dollars* through the school store. Families will be notified in advance if their child qualifies for an incentive trip, and a signed permission slip is mandatory.



When an approved Field Trip is scheduled, Parents/Caretakers will receive a detailed Field Trip Permission Form. Failure to complete the Permission Form will prevent students from attending off campus trips.

Transportation Regulations

Free daily busing is provided by each student's Local Education Agency (LEA). Safe bus transit requires total student cooperation.

- **Safety Rules:** Disruptive, dangerous, or loud behaviors that divert a driver's attention are safety violations and subject to immediate disciplinary actions under the Code of Conduct.
- **Boarding Protocols:** Students must follow staff directions, boarding and exiting transport vehicles in a single, orderly line. At dismissal, students remain in their classrooms until their assigned bus is announced, at which point behavior support staff and teachers safely guide them to vehicles.

Animal Assisted Therapy Activities

The Delta School continues to partner with organizations that specialize in educational activities to support our special education programs, including animal assisted therapy.

Parents/Caregivers must authorize their child to participate in these special activities.



All Parents/Caregivers must complete the Parent Consent for Media, Animal Therapy, and Technology Acceptable Use Form attached to this handbook to authorize participation in these activities and return to Delta School.

Student Records and Confidentiality

Under guidelines established in the federal Student Confidentiality of Records Act, only appropriate and approved personnel may review these files. Professionals reviewing the file must document the date in the child's folder.

The school's policy on classification and maintenance of student Delta is contained within the school's Plan for Pupil Records.

Upon request, Parents/Caregivers have the legal right to review or challenge the permanent record of their child by making a written request to review records. The Delta School will honor the request no later than 45 days after receiving the written request.

Home Language Survey

The Pennsylvania Department of Education requires the identification of each student's home language to ensure proper instructional support and compliance with state regulations.



Please complete the Home Language Survey Form attached to the handbook and return to Delta School.

Family Educational Rights and Privacy Act (FERPA)

FERPA is a federal law protecting the privacy of student educational records. These rights belong to parents/caregivers and transfer automatically to the student when they reach the age of 18.

- **Right to Inspect:** Parents/Caregivers have the right to inspect and review educational records within 45 days of submitting a written request to the Director of Education or PDE Certified School Administrator.
- **Right to Amend:** Parents/Caregivers may submit a written request to the Director of Education to amend records they believe are inaccurate, misleading, or in violation of privacy. If denied, the school will advise the family of their formal hearing rights.
- **Disclosure Exceptions:** Personally identifiable information may be disclosed without prior consent to school officials with a legitimate educational interest (such as teachers, supervisors, or contracted therapists), and to external educational institutions where the student intends to enroll, or to satisfy legal subpoenas and health/safety emergencies.
- **Complaints:** Complaints regarding an alleged failure to comply with FERPA requirements can be filed:

**Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901**

Alternately, complaints may be made online/via email. Download and complete the [SPPO Complaint Form](#).

Once completed, you can email it directly to FERPA.Complaints@ed.gov

Media, Photos, Video, and Audio Recording

The Delta School video records or photographs school activities including images of staff and students for educational, promotional, or informational purposes in print or digital media (including school websites and social media platforms). Delta School can only use the images or audio of a student for these purposes only with Parent/Caregiver permission.



All Parents/Caregivers must complete the Parent Consent for Media, Animal Therapy, and Technology Acceptable Use Form attached to this handbook to authorize participation in these activities and return to Delta School.