

DELTA SCHOOL

PARENT/STUDENT HANDBOOK

2025 - 2026



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The background of the page features a large, faint watermark of the Delta School logo. The logo is circular with a yellow border. Inside the circle, the words "DELTA SCHOOL" are written in a blue, serif font, following the curve of the top half. Below the text, there is a stylized illustration of a graduation cap (mortarboard) with a tassel, positioned above an open book. The entire logo is set against a light blue background with a subtle pattern of leaves or laurel branches.

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On behalf of the administration of Delta School, we would like to extend a very sincere welcome. Delta School is a small comprehensive Pennsylvania Approved Private School in Northeast Philadelphia that represents many different racial and ethnic backgrounds.

Our vision is an expression of possibilities, with an achievable reality. Its purpose is to inspire those involved and other interested individuals to help us in making our vision a reality. This vision provides the basis from which the organization will determine priorities and establish targets for performance. Delta School's mission is to promote dynamic partnerships that allow administrators, social workers, parents, teachers, community members, and all students the educational and social options and techniques relevant to social growth and academic excellence.

The Delta School core values are aligned to the mission, vision, philosophy, and origin of core values, and are essential for the results-oriented organization focused on Performance Excellence by all stakeholders. The Core Values must be applied and integrated at all levels of the organization. The evidence for the Core Values is demonstrated in our daily actions, school-wide.

The mission of Delta School is to engage and prepare all students to become self-motivated, competent, life long, through a rigorous, standards-based education that integrates the arts with the tenets of self-development, community involvement, and social justice through problem-based projects. Will provide a high- quality integrated K-12 educational environment. Delta School proposes an instructional program aimed at a significant number of students achieving at below grade level with a primary focus of building today for tomorrow and the future. The curriculum will be drawn through the most innovative and proven standards-based pedagogy with balanced literacy approaches in all content areas.

The vision of Delta School ensures students will be self-motivated, creative, innovative thinkers, and problem solvers that are prepared to become trailblazers in the global workforce.

Brianne Sweeney, Director of Education

DELTA SCHOOL

2025-2026 CALENDAR

		<u>Student Days</u>	<u>Staff Days</u>
<u>AUGUST 2025</u>			
August 7	LAST (23 RD) DAY OF EXTENDED SCHOOL YEAR		
August 19-21	STAFF ORIENTATION / PROFESSIONAL DEVELOPMENT		
August 25	FIRST DAY OF SCHOOL - ALL GRADES	5	8
<u>SEPTEMBER 2025</u>			
September 1	SCHOOL CLOSED - LABOR DAY		
September 23	SCHOOL CLOSED - ROSH HASHANAH		
September 26	½ DAY STUDENTS / ACT 48 STAFF	20	20
<u>OCTOBER 2025</u>			
October 2	SCHOOL CLOSED - YOM KIPPUR		
October 10	SCHOOL CLOSED - FULL DAY PROFESSIONAL DEVELOPMENT		
October 13	SCHOOL CLOSED - INDIGENOUS PEOPLE DAY		
October 31	END OF 1 ST MARKING PERIOD	20	21
<u>NOVEMBER 2025</u>			
November 11	SCHOOL CLOSED - VETERANS DAY		
November 14	PARENT/TEACHER CONFERENCES/TRAINING (9:45AM-3:30PM)		
November 26	½ DAY STUDENTS / STAFF		
November 27-28	SCHOOL CLOSED - THANKSGIVING HOLIDAY	17	17
<u>DECEMBER 2025</u>			
December 12	½ DAY STUDENTS / ACT 48 STAFF		
December 23	½ DAY STUDENTS / STAFF		
December 24-31	SCHOOL CLOSED - WINTER RECESS	17	17
<u>JANUARY 2026</u>			
January 1	SCHOOL CLOSED - NEW YEAR'S DAY (WINTER RECESS CONT)		
January 2	SCHOOL CLOSED - FULL DAY VIRTUAL PROFESSIONAL DEV.		
January 5	STUDENTS RETURN		
January 6-17	KEYSTONE TESTING		
January 19	SCHOOL CLOSED - DR. MARTIN LUTHER KING'S BIRTHDAY		
January 20	END OF 2 ND MARKING PERIOD		
January 30	½ DAY STUDENTS / ACT 48 STAFF	19	20
<u>FEBRUARY 2026</u>			
February 6	PARENT/TEACHER CONFERENCES/TRAINING (9:45AM-3:30PM)		
February 13	ASSEMBLY PROGRAM - BLACK HISTORY MONTH		
February 16	SCHOOL CLOSED - PRESIDENTS DAY		
February 17	SCHOOL CLOSED - LUNAR NEW YEAR	18	18
<u>MARCH 2026</u>			
March 6	½ DAY STUDENTS / ACT 48 STAFF		
March 19	ASSEMBLY PROGRAM - WOMEN'S HISTORY MONTH		
March 20	SCHOOL CLOSED - EID-AL-FITR		
March 30-31	SCHOOL CLOSED - SPRING BREAK/GOOD FRIDAY	19	19
<u>APRIL 2026</u>			
April 1-3	SCHOOL CLOSED - SPRING BREAK/GOOD FRIDAY		
April 6	END OF 3 RD MARKING PERIOD		
April 17	PARENT/TEACHER CONFERENCES/TRAINING (9:45AM-3:30PM)		
April 21-30	PSSA TESTING	19	19
<u>MAY 2026</u>			
May 8	½ DAY STUDENTS / ACT 48 STAFF		
May 12-23	SPRING KEYSTONE TESTING		
May 25	SCHOOL CLOSED - MEMORIAL DAY		
May 27	SCHOOL CLOSED - EID AL ADHA		
May 29	MULTI-CULTURAL DAY	19	19
<u>JUNE 2026</u>			
June 3	GRADUATION - STUDENTS ½ DAY		
June 3	END OF 4 TH MARKING PERIOD		
June 9	LAST ½ DAY STUDENTS / ACT 48 STAFF		
June 10	LAST DAY FOR TEACHERS/STAFF	7	8

180

186

SPECIAL NOTES: * June 11TH-12TH AND 15TH-18TH reserved for snow make-up days if necessary
 * Early dismissal (½ Day) is 12:00 NOON for students only. Staff continue until 3:30PM
 * Snow closings: Delta School follows Philadelphia public schools for announcement

PARENT/TEACHER CONFERENCE & TRAINING DATES

2025 - 2026

November 14, 2025 (9:45AM-3:30PM)

February 6, 2026 (9:45 AM-3:30PM)

April 17, 2026 (9:45AM-3:30PM)

This handbook is designed to serve as a guide to help you to become acquainted with Delta School, its policies, procedures and guidelines, as well as understand the expectations that we have of you. It is expected that you will read this handbook and become knowledgeable of its contents. If it should become necessary to amend or delete any procedure or policy contained herein, a memo under separate cover will be issued at the appropriate time. The same will occur if it is necessary to include a procedure or policy not already addressed, herein. Additional information about many of the topics in this handbook, as well as information on many other topics about Delta School are available upon request. If we, or any member of the administration, can be of further assistance to you, please do not hesitate to ask.

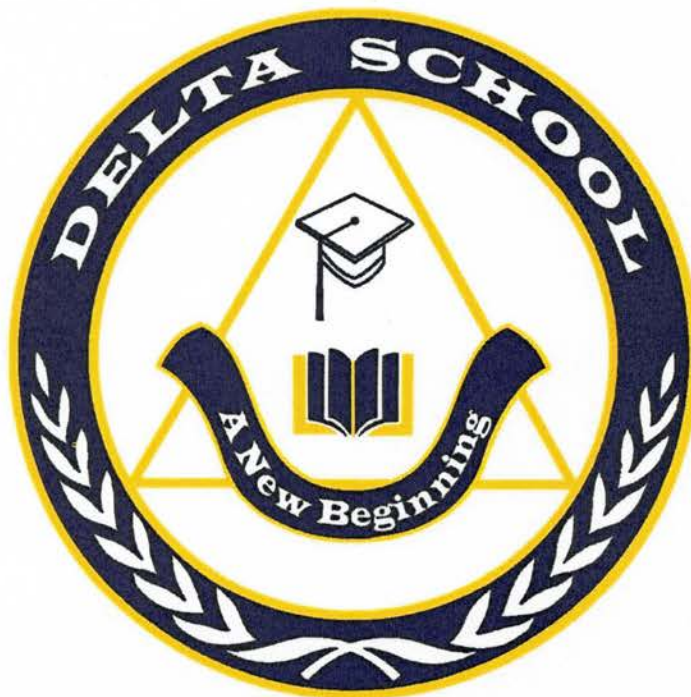
DELTA SCHOOL BACKGROUND AND PHILOSOPHY

Delta School, established in 1958, is a non-profit, nonsectarian, approved private school licensed in Pennsylvania for children between the ages of five to twenty-one. An approved private school is recommended when a student receives a classification of a learning disability, social, emotional or behavioral challenges, a neurological disorder and/or a diagnosis that places them on the autistic spectrum. Delta School, since it was founded, has been committed to excellence in special education while preparing students for advanced education, the world of work, and the global world.

Delta School's faculty and support staff believe in the importance of education and are committed to excellence in special education. Within each classroom, each student's work is individualized through personalized and specialized instruction and services. The expanded school curriculum focuses on positive behavior support, character education and study and organizational skills.

Delta School provides a safe, welcoming and compassionate school environment promoting an atmosphere that embraces diversity. The staff at Delta School have a profound respect for all the students as well as an appreciation of their individual talents.

It is the Delta's School's mission and vision to ensure that all students receive a Free and Appropriate Public Education. The administration, faculty and staff express their appreciation and thanks to the parents, sending school districts, board members and community for their ongoing support.



DELTA SCHOOL MISSION

Delta School offers individualized, comprehensive, services designed to meet student's educational, social and emotional needs. The program provides a new beginning for a child's education and is designed to encourage life-long learning.

DELTA SCHOOL core values represent the foundation that is central to our program and results.

DELTA SCHOOL is built upon core institutional values in which our teachers, students, families, support staff, and board members demonstrate a strong commitment toward our culture, curriculum, and desired outcomes.

Empowerment—DELTA SCHOOL will provide the right environment opportunities to nurture a set of skills and habits of mind that will empower students to make independent and responsible decisions.

Equal Access—DELTA SCHOOL believes that all students, regardless of ethnic, socioeconomic, cultural, or geographic backgrounds, should have access to first-class instruction and enrichment opportunities.

Innovative Curiosity—DELTA SCHOOL children and adults will have opportunities to consider new possibilities, take responsible risks, and explore creative solutions.

Authentic Experiences Foster true and the transfer of knowledge to provide authentic experiences that allow for meaningful and relevant real-life connections, reflection, and application.

Perseverance and Follow-Through— as problem solvers, DELTA SCHOOL expects relentless excellence and resilience to accomplish set goals and objectives. DELTA SCHOOL will not accept blame or excuses, but hard work and results, through resisting complacency and continually pushing and growing at all times.

Collaboration and Diversity—DELTA SCHOOL will embrace and celebrate individuality and differences, by valuing different perspectives and experiences that can identify opportunities to materialize a shared vision and common commitments.



DELTA SCHOOL Core Values represent the foundation that is central to our program and results.

Core Value #1

Provide a Shared Vision and Commitment to all Stakeholders for Continuous Improvement and Performance Excellence

Core Value #2

Ensure that all Goals, Objectives and Actions Support the Student and the Needs of the Student.

Core Value #3

Demonstrate Organizational and Personal and Provide Opportunities for School-Wide Continuous Organization and Personal growth.

Core Value #4

Value faculty, staff and partners by creating an environment for collaboration, creativity, innovation, and recognition.

Core Value #5

Demonstrate school-wide quickness in responding to student needs.

Core Value #6

Plan and align instructional programs with a focus on future needs.

Core Value #7

Encourage innovative strategies and processes to build capacity and knowledge.

Core Value #8

Demonstrate and encourage public and social responsibility and citizenship.

Core Value #9

Create value, accountability, and ownership in school-wide results.

Core Value #10

Continuously examine the needs of the school and collaboratively create key strategic goals and action plans.

PART I - GENERAL INFORMATION

COSTS OF EDUCATION AT DELTA SCHOOL

There are no charges for tuition or services for parents or student, if the student is an authorized Commonwealth placement and the latter is stated in the students' IEP.

DELTA SCHOOL EDUCATIONAL PROGRAMS

The organization of classroom assignments in the Delta School adheres to the guidelines and statutes set forth by Commonwealth of Pennsylvania, Department of Education.

Based on a student's age and special needs, Delta School assigns students to Elementary School, Middle School, and High School programs in grades K-12 receive:

- Autistic Support
- Emotional Support
- Life Skills Support
- Traumatic Brain Injury
- Other Health Impaired as per IEP Team Decision

Students who enter 9th grade begin to earn credit towards graduation and are considered high school students through grade 12. High School student programs focus more intensely on academic studies in conjunction with transition skills and training.

OTHER DELTA SERVICES

OCCUPATIONAL THERAPY/PHYSICAL THERAPY: concentrates on skills needed for everyday living and fine and gross motor skills (if designated in the student's IEP under "Related Services".)

SUPPLEMENTAL READING PROGRAMS: uses high interest materials for all reading levels based upon student's instructional level as stated in the IEP.

PHYSICAL EDUCATION/ADAPTIVE PHYSICAL EDUCATION: provides opportunities for all students to develop physically and socially through group activities including intramural sporting events or games.

ART ACTIVITIES: develops an appreciation of art through enrichment activities and hands-on projects.

SCHOOL TO WORK TRANSITION PROGRAM (School to Work): a sequential curriculum and planned learning activities that prepares students for employment.

SCHOOL TO WORK (Externship Program): provides students 14 years of age or over with work experience opportunities through interaction within the business community and the working world that includes direct job preparation.

COMPUTER EDUCATION: teaches keyboarding and employs computer assisted instruction. Smart Board technology is utilized in all classrooms.

SPEECH AND LANGUAGE THERAPY: provides individual and small group support for students who require skills in speech and language remediation (if designated in the student's IEP under "Related Services".)

OCCUPATIONAL THERAPY: provides therapeutic training for students who need assistance with the activities of everyday living.

COUNSELING: clinician meets with students providing them with social skill techniques for coping in various situations.

MUSIC THERAPY: clinician uses music interventions to accomplish individualized goals within a therapeutic relationship, while developing an appreciation of various areas of music through enrichment activities.

PSYCHIATRIC SERVICES: Service provided by a Board certified psychiatrist.

SCHOOL SCHEDULE

Students' school day officially begins at approximately 8:30 am and ends at 2:30pm. Each day is divided into periods of instruction based on the following schedule:

<u>2025 / 2026</u> <u>DELTA SCHOOL SAMPLE MASTER ROSTER</u>					
	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>	<u>FRIDAY</u>
P1	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM	HOMEROOM
P2	ELA	ELA	ELA	ELA	ELA
P3	MATH	MATH	MATH	MATH	MATH
P4	ACADEMIES	ACADEMIES	ACADEMIES	ACADEMIES	ACADEMIES
P5	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
P6	SCIENCE	SS	SCIENCE	SS	CIVICS
P7	GYM	HEALTH	GYM	HEALTH	COMPUTERS
P8	SEL	SEL	SEL	SEL	SEL

Individual students may be scheduled to leave their assigned classes to receive related services, enrichment, instruction or training.

EMERGENCY SCHOOL CLOSING

When the weather creates dangerous travel conditions, Delta School will be closed. Delta School follows the Philadelphia School District closings for extreme weather. School closings are also noted on the internet.

HEALTH & SAFETY POLICIES

Delta School has developed a safety plan to ensure the health and safety of Delta's students, faculty, and support staff while providing continuous instruction.

TRANSPORTATION

The school district of residence for your child provides free transportation for all children five years of age or older who are attending Delta School. Students coming to school later than 8:30am must check into the main office.

If a child is late and transported to school by a parent/guardian, they must both report to the main office. If a student is late because he/she has an early morning medical appointment, the student must bring a physician's note on the physician's letterhead, with the date/time of the appointment. Unexcused lateness will affect a students' record for the class the student is late for or misses.

HEALTH PROGRAM AND POLICIES

Parents/Guardians will be notified by the school nurse if their child has an injury or if they become ill during the school day. Parents/Guardians may be asked to take their son/daughter home.

The school's priority is our children's safety and welfare. If an accident or emergency circumstances are serious, the nurse will notify the Parents/Guardians 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/Guardian with all necessary information. If the Parent/Guardian cannot be reached, it is important that their designee, whose name had been given to the school, is prepared to act on their behalf.

Parents/Guardians must inform a designee what may be expected of him or her. Parents/Guardians must also make certain that all student records and emergency numbers are on file and up-to-date in the Nurse's office.

STUDENT INSURANCE

Delta School provides limited accident insurance for its students, for injuries arising at the school campus or during school-sponsored activities. Parents and guardians who wish to see a copy of the school's accident insurance policy (to view its terms) may contact the administrative office. Delta School does not guarantee that it will continue to maintain the above-referenced insurance, and expressly reserves the right to cancel its policy at any time without notice to parents/guardians. For additional insurance needs, parents/guardians must make arrangements through their own insurance agencies to purchase insurance in the event of accidental injury to their sons/daughters during the regular school term/year.

EMERGENCY CONTACTS

Please make sure that someone at the school can reach you or an emergency contact designee who will be responsible for your child in case of an emergency. Should the Parent/Guardian, for any reason, need to take their child out of school before the end of the school day, they must come into the office and sign him or her out. Your child will not be allowed to leave the school without notifying the Director of Education.

NURSING AND MEDICATION

Delta has a school nurse on duty that is available to address immediate physical problems or to administer first aid. During the school year, the nurse should be informed about any medical problems or recent changes in your child's health or the medications your child is taking.

Students may not keep on their person prescription or non-prescription medications while on Delta School campus. All prescription and non-prescription medications must be brought by the student to the nurse's office at the beginning of the school day.

Parents/guardians must send prescription medications to the school in original pharmacy containers clearly marked with the student's name, the name of the medication, and the dose to be given. The school nurse will only administer medications that are properly stored and labeled.

Minor problems such as an upset stomach, sprains or cuts will be treated in the nurse's office. If additional assistance is required for illness, injury or medications, the nurse will contact the Parents/Guardians. In such times, it is important that the nurse be able to reach you or your designated emergency person. Please keep information regarding your emergency contact person current and up-to-date in the nurse's office.

STUDENT DENTAL EXAMS

Pennsylvania law requires that students attending school in the Commonwealth receive periodic dental examinations at stated intervals:

Grade 3 (approximately age 9)
Grade 7 (approximately age 13)

If you have been supplied with a form for dental examinations, please have your child seen by a dentist.

STUDENT PHYSICAL EXAMINATIONS

Pennsylvania law requires that students receive periodic medical examinations at stated intervals:

\$ **Upon entry to school**
\$ Before beginning Grade 6 (approximately age 11)
\$ Upon entering Grade 11 (approximately age 16)

If we do not receive the results of your child's physical examination, we may have to notify the Department of Health.

STUDENT CHRONIC ILLNESS

Students with chronic illnesses will be admitted to Delta School if the school is able to give reasonable assurance of appropriate health care, and if reasonable accommodations can be made for such student.

Within the first two (2) weeks of school, the school Nurse will give each professional staff member a list of students who have chronic illnesses, along with appropriate steps to be taken and behaviors to be watched. The school's health curriculum will reflect educational units on critical illness. Confidentiality concerning issues of illness will be maintained.

SCHOOL BREAKFAST AND LUNCH

Delta provides breakfast and lunch for all students. Delta School is introducing “Nutrition Development Services”, managed by The Archdiocese of Philadelphia, Diocese of Camden, Nutrition Development Services, Inc. Delta Staff will provide a monthly calendar for all Students/Parents for the 2023-2024 School Year.

STUDENT PARTICIPATION AT DELTA

Delta School will provide educational and related services for your child as long as Delta School is the placement that can best meet your child’s educational, academic, social, physical and emotional needs. The Local Educational Agency (LEA), the child’s parent, and Delta School cooperate in making decisions regarding this issue.

If the Parent/Guardian has information that will be helpful to the school for the overall education of their child, they are requested to make the school/administrators aware of the information

INDIVIDUALIZED EDUCATIONAL PLAN (IEP)

By law (IDEA-2004), an Individualized Educational Plan must be developed for your child with your home school district and agreed upon by the Parent/Guardian. This IEP, as it is called, will establish the annual educational goals and the “short-term” objectives that Delta School will seek to achieve when teaching your child. It will be used to guide Delta School in the educational programs which emphasize:

- Broad, sequential, coordinated programs for the development of orderly academic and Career skills.
- Systematic programs of socialization to promote emotional development and social skills.

IEP conferences are scheduled yearly. Parent/Guardians attendance and participation is extremely important. Parents/Guardians will receive a date and time approximately two or three weeks in advance of the scheduled appointment.

PERMANENT RECORDS

Upon request, Parents/Guardians have the legal right to review or challenge the permanent record folder of their child. This folder contains academic and testing records of your child’s progress. Record folders are kept in the Delta school office. The Parent/Guardian must make a written request to review records which will be honored no more than forty-five (45) days after receiving the request.

PARENT RIGHTS

Under the law Parents/Guardians have several rights regarding the education of their child. The following is a brief explanation of these rights so that you may be fully informed when making decisions concerning the education of your child. A release form must be signed prior to your request.

- Upon your request you may review evaluations, tests and procedures;
- You may be advised of the results of all evaluations;
- You may review school records of your child at Delta School;
- You may deny or give access to your child’s records;

- You may request and be given a hearing by your school district;

CHANGE OF STATUS OR INFORMATION

If during the school year, you move from one school district to another; i.e., from Philadelphia to Bensalem, the new school district must be notified as to your child's placement at Delta. If not advised, the student's state reimbursed tuition may not be approved.

If during the school year, the Parents/Guardians address, phone number, emergency contact, or custodial responsibilities change **IT IS IMPERATIVE THAT DELTA SCHOOL BE NOTIFIED IMMEDIATELY.**

SCHOOL DISCIPLINE CODE/DISCIPLINARY RECORDS

Delta School's Discipline Code with rules of conduct.

All official disciplinary records for incidents involving the possession of a weapon or acts of violence shall remain in the student's permanent record (pocket) and **must** be transferred with the student to any public school within the Commonwealth.

CODE OF CONDUCT – SCHOOLWIDE POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

A Positive Behavior Interventions and Support (PBIS) Program has been introduced to faculty, staff and students and is being taught and implemented school-wide. This approach is an evidence-based framework for developing positive behaviors used in schools across the country to create a positive climate for learning. This program teaches behavioral expectations in the same manner as any core curriculum subject. These strategies work to extinguish negative behaviors and reinforce positive, appropriate behaviors. Together with this program character education, anti-bullying, social skills and organizational skills are being taught.

DELTA SCHOOL'S NON-DISCRIMINATION POLICIES

As of August 1975, Delta School's Board of Directors approved a formal non-discriminatory policy that remains in effect to this day. The School does not discriminate on the basis of race, creed, sexual orientation or gender. This is in respect to: (1) its selection, education and maintenance of students in the School and (2) its employment of professional, administrative and all other personnel. Delta personnel periodically receive special training or indoctrination to make sure that its non-discrimination policies are fully enforced.

DELTA SCHOOL HARASSMENT INTIMIDATION AND BULLYING POLICIES

Delta School maintains an educational environment in which bullying and harassment in any form is neither tolerated nor permitted.

DELTA SCHOOL THREAT ASSESSMENT POLICIES

Delta School adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community, and others.

OPEN COMMUNICATIONS

Delta School maintains an atmosphere of open communication. Any member of the Campus Administrative Team will be available to discuss a pertinent matter upon compliance with standard procedures.

SCHOOL-PARENT/GUARDIAN PARTNERSHIP

It is the hope of the administrators, faculty, and staff that we can all partner together to make your child's education a success. It is our belief that the skills and concepts taught in this program provides support for our children and positively affects their lives.

PART II: DELTA SCHOOL DRESS CODE

Delta School is dedicated to the growth and development of its students academically, socially and emotionally. Therefore, the school has adopted the following Dress Code with the intent of eliminating distractions from a students' growth in the school environment.

2025-2025 School Year – Dress Code Required

Shirts/Tops:

- Students must wear properly fitting polo style shirts (with a collar) that are appropriate for school. Shirts that are torn or contain inappropriate images reflecting violence, drugs, sex, profanity, etc., **will not be permitted at Delta School.**
- Shirts/tops are required without any images. Low cut, cropped, or extremely tight tops are not permitted. Hoodies covering heads **are not to be worn during the school day.**

Pants/Skirts/Dresses:

- Students must wear properly fitting bottoms that are appropriate for school. Jeans with holes, slits, frays or tears are not permitted.
- Solid colored twill bottoms/pants are preferred.
- Short skirts and short dresses are not permitted.
- Tights must be worn under a skirt or dress – never alone.
- During warm weather, shorts will be acceptable only if they extend to the knees.
- Excessive or sharp jewelry is not permitted.
- No leggings or tights

Footwear:

- Students must wear sneakers or shoes that are closed. Open toed footwear such as flip flops, sandals, etc. are not permitted.

Not Allowed:

- Hoodies, bandanas, sweat bands, hats, caps, or any type of head gear are not permitted. Head wear of any type of will immediately be taken from the student by behavior support, administration, teachers, or staff members. Headwear that is of a religious nature or is a medical necessity is permitted in school.

PART III: CELL PHONES/ELECTRONIC DEVICES/COMPUTER POLICIES

CELL PHONES

Students may NOT CARRY/UTILIZE CELL PHONES during the school day.

Students are not permitted to use personal electronic devices of any type, including cell phones, I-pods, headphones, or ear buds while on school grounds. Talking on cell phones, texting, music, videos, social media, etc. are NOT PERMITTED.

Electronic devices will be collected by the behavioral staff upon entry to the school on a daily basis. Cell Phones and electronic devices will be returned to the students at the end of the day. Violation of this rule may result in the device being released directly to the student's parent or guardian.

Delta School is not responsible for loss of or damage to students' devices while traveling to and from school.

RESPONSIBLE USE OF TECHNOLOGY

Students will be held responsible for the appropriate use of school technology and will be subject to consequences/disciplinary action for any violations. Students are required to be safe and responsible technology users. Smart Board technology, computers, laptops, and notebooks are intended for school use only. All classrooms have been equipped with Smart Board technology that must be utilized according to the teacher's directions and school policies.

All students will be subject to the student technology acceptable use policy and implement school/classroom procedures when using Delta School Technology. Violations may result in loss of access to technology and disciplinary action.

Student Responsibilities:

- Must use of appropriate language when using computers.
- Respect others. May not use obscene, bullying, threatening language/messages.
- Use resources responsibly. Must not search, retrieve, transmit, or save files unless instructed to do so by the teacher.
- Protect school property. Vandalism is prohibited. Students must not: access, modify or destroy equipment, programs, files or settings on any computer, Smart Board, or other technology resource. Students may not post photos or personal information and must always protect the security of the equipment.
- Follow all school policies regarding technology

PART IV: SCHOOL POLICIES

EDUCATIONAL PROGRAMS

Delta School provides its students, from first through high school, an education with a comprehensive range of programs including preparation for advanced study or the world of work. Pupils who complete the school's high school academic program graduate with a high school diploma. Several of the school's programs emphasize transition school-to-work training. Numerous students participate in a combined program of academic and transitional/vocational training.

In order to develop appropriate skills, competencies and behaviors in students, the school provides:

- A broad, sequential, coordinated program to encourage the development of academic, career, vocational and life skills.
- A systematic program of socialization, character development and anti-bullying to develop personal competencies and peer relationships.
- A comprehensive school-to-work program designed to prepare students for transition to the job market.

As required by federal and state mandates governing special education, Delta School provides its students with the programs and services that are delineated in their **Individualized Education Plans (IEP's)**, or (for students over the age 14) stated in their **Transition IEP's**. All IEP's are developed under the direction of their school districts of residence, i.e., their **Local Educational Agencies (LEA's)**. However, school personnel also contribute to the preparation of these plans, while representatives of other agencies may provide additional input. Participation by the students' Parents/Guardians is required in various IEP processes. They must give their approval to the students' annual IEP's before the school may proceed to implement the required goals, objectives and services.

IEP's developed for Delta students emphasize guided instructional objectives, criteria-referenced assessment, social skills development, and individualized prescriptive instruction. These approaches have been found to facilitate student learning, training and achievement. This process also provides a means of monitoring student progress.

The school provides extensive guidance and mental health services for student support, intervention in crisis situations, personal student counseling, and supportive and facilitative work with parents. These strategies may also be carried out to facilitate the activities of other agencies working to assist the school's students.

The school's faculty fully recognizes the importance of diagnosis for special education students, including attention to such differences as brain-injury, emotional disturbance and developmental delay which may have implications for their education and training. Therefore, Delta's instructional programs are individualized and taught based on diagnostic information provided by other agencies and specialists.

Most Delta students are assigned to full classroom instruction. However, some pupils may have special needs that also require small group and individual tutorial instruction.

The following provide individual and small group instruction for special needs students:

- **Speech Therapist:** Provides individual speech and language training to students who require assistance. The Speech Therapist also advises classroom teachers and parents/guardians concerning ways to facilitate pupils' language competencies.
- **Reading Specialist:** Provides assessment, remediation, and enrichment for students. The Reading Specialist also collaborates with teachers and parents/guardians concerning effective approaches and techniques to be utilized with pupils.
- **Occupational and Physical Therapists:** Provide special assistance in such areas as fine motor skills, activities of daily living, visual motor and visual acuity skills.

ADMISSIONS POLICIES

Students must be referred to the Delta School by their own Local School Districts (LEA's) or by intermediate units serving the districts where the student's Parents/Guardians reside. However, Delta School accepts application for *private pay* students as well. * Parents, social service agencies, and professionals who would like to have students attend Delta School should request consideration from the students' local LEA's.

Since referral of students to Delta School must proceed under the direction of local school districts (LEA's), each LEA must determine if the school is appropriate for the student being considered for placement. An LEA's decision regarding such placement is based on evaluations and tests carried out by its own personnel, as is required by the laws of both the Commonwealth of Pennsylvania and the U.S. Federal Government.

When an LEA determines that Delta School can provide an appropriate and effective education for a student and that it is an appropriate placement for her/him, it will proceed to prepare an ***Individualized Education Plan (IEP)*** for the student that the school must implement. The LEA is also responsible for the student's IEP re-evaluations, transition planning, and decisions concerning later school placement.

Upon a student's referral to Delta School, the LEA is required by law to provide the school with appropriate information pertaining to the student at the earliest possible time (e.g. test results and school records). The Delta School then proceeds with its own admission processes.

Prior to a student's referral to Delta School by an LEA, the Enrollment Coordinator manages the process involved in a student's acceptance and admission to the school. The Enrollment Coordinator proceeds by having copies made of the student-applicant's referral information for all appropriate personnel. The Enrollment Coordinator communicates with the referring LEA and the candidate's parents/guardians throughout the admissions process. The Administration work collaboratively to carefully study the student's school records, evaluations and all other pertinent history. If a decision is made to admit the student, the student and Parents/Guardians are invited to visit the school, learn about its programs, and when possible meet faculty and staff members and tour areas of the campus.

When necessary, the evaluations included in the referral packet may be supplemented by tests administered by Delta School's professional personnel. Such supplemental test results will also be considered in deciding whether to admit the candidate.

Delta School's decision regarding the admission of a candidate to the school is sent to the sending LEA and the candidate's parents/guardians. If Delta School decides to accept the student, her/his LEA will complete the procedures for placement at Delta required by state regulations.

Upon a student's acceptance to the school, the school's administrative/instructional staff proceeds to plan the student's program. All school instruction and behavior management goals, as stated in the student's IEP, must be addressed in the program planned for the student.

Many factors are considered when assigning a student to specific Delta programs and courses of study. They include:

- Reading and math test scores and other important academic information.
- Data about the student's general background, developmental levels in various instructional areas, past performance in other settings, and her/his social/emotional history.
- Specialized planning and programming when the student's post high school transition is to be addressed.

Therefore, the programs and activities ultimately adapted by the school for the student rely on careful study and strong professional commitment, to properly incorporate the student's individual educational, social and emotional needs.

***Private Pay:** Private pay students attend Delta School not with an LEA referral but via direct contract between a student's Parents/Guardians and the School. Students on private pay contracts receive all of the required services as set forth in their IEP (with the exception of the contract.) Private pay students and Parents/Guardians follow the same pertinent admissions procedures as described above. The tuition rate for private pay students is set annually by the CEO. Transportation for private pay students must be provided by the students' LEA.

CONFIDENTIALITY AND SCHOOL RECORDS

The school maintains two separate files for each student. These files consist of **Office Files** and **Health Files**. Information in both files is kept current throughout the student's enrollment, and is retained after the student leaves the school, in accordance with applicable law. More specific information regarding the school's policies on classification and maintenance of student data is contained within the school's Plan for Pupil Records.

Office Files: Students' office files are composed of several sections. They include:

- Application and Private School Assignment Papers
- IEP's
- Assessments
- Report Cards
- Progress Reports/Progress Monitoring

Under guidelines established in the Federal Government's **Student Confidentiality of Records Act**, only **appropriate, approved personnel** may review these files. These professionals include: administrators, teachers, specialists (reading, etc.) and mental health staff. Student files or information from student files may **not** be removed from the office. Professionals reviewing files are required to sign the Observation Form in the front of each file as well as the file review log in the front office.

Health Files: Students' health files are maintained by the school nurse and contain the student's name, address, telephone number, emergency numbers and pertinent medical information.

School Records Policy: In general, Delta School does not forward any information from a pupil's records to other educational institutions or agencies unless prior written consent is received from the **student's Parents/Guardians or from the student if he/she is eligible to authorize permission.**

However, certain information contained within a student's permanent record file may be released to other school officials and state officials in accordance with applicable law, and as set forth in the school's Plan for Pupil Records, **even without the consent of parents or students.** The school maintains records concerning all released information, as well as its receipt by those to whom it is forwarded. When information about a student is sent, it is done under the condition that the approved recipient who uses it will do so only for the purposes for which it was requested. Further disclosure to any other parties is forbidden without written consent of the Parents/Guardians or eligible students. **Release forms are provided for these purposes.**

STUDENT OBJECTIVES

Delta staff's ongoing goal for all students is the maximum fulfillment of their educational, personal, and social potential. The general objectives presented below are to assist the school and its students in achieving their goals. These objectives concern important areas of attitude and behavior and include:

- Learning to delay instant gratification to achieve goals that have purpose and meaning.
- Developing responsible behaviors.
- Maturing from dependency towards self-sufficiency.
- Progressing from uncooperative behavior towards appropriate and cooperative conduct in relation to peers and adults.
- Moving from self-centeredness towards cooperation with others.
- Changing attitudes of mistrust and fear to those of trust and confidence.
- Replacing negative or apathetic behavior with positive attitudes and behavior.
- Replacing negative attitudes towards authority with respect and cooperative attitudes.
- Gaining greater motivation and ability to achieve and succeed in school and life.
- Maximizing creative and positive use of leisure time.
- Progressing towards positive and responsible interpersonal and social relationships.

STUDENT ASSESSMENT

The school utilizes a multi-disciplinary team approach as part of student assessment. Documentation of student assessment data and instructional decisions are maintained in the school's student files.

EXTERNAL STUDENT EVALUATIONS

By law, evaluations and re-evaluations of Delta School students are to be initiated by the LEA that originally referred them to the school. The referral of a student to Delta School relies on LEA evaluations, which indicate that the school is an appropriate placement for the LEA's student. The LEA then subsequently re-evaluates the student every three years to determine that her/his placement in the school continues to be appropriate for the student. The LEA also may recommend changes as necessary to the student's program. Revaluations are done every two years for students with a secondary diagnosis of Intellectual and Developmental Disabilities. Reevaluations are done by each Student's LEA.

SCHOOL ATTENDANCE

Delta School's goals are for each of its students to be proficient or advanced when meeting their

educational, personal, and social goals. To achieve these goals students must attend school on a regular basis. In addition, student's need to be supported by a strong, collaborative effort between home and school. This combined effort will help assure that student's consistently attend school and are motivated to demonstrate an unwavering effort in the classroom.

Under Pennsylvania education law, all students at Delta School are required to attend school for 180 school days for each school year. Of course, absences will occur, and the state Department of Education has allowed for what are called "legal absences" such as: mental/physical illness, family emergency, death of a family member, medical appointments, authorized school activities, and educational travel with prior approval. All absences occasioned by the observance of the student's religion on a day approved by Delta Administrator as a religious holiday are also considered "legal." Other "legal absences" include required court appearances for a student involved with a county children and youth agency or juvenile probation office. The Delta School Campus Administrators will determine the validity of excuses. An absence will be considered "legal" **only** upon the receipt of a **written excuse** from the Parent/Guardian given to the student's teacher upon return to school. Without a **written excuse**, the absence will be recorded as an "illegal absence" until such time a written excuse is presented.

Whenever a student has **three (3)** days of consecutive absences, the student must have an excuse **written on the letter head of the student's doctor**. Furthermore, Delta School is required to report to the student's LEA when a student has been absent for more than three (3) days. Parents will be notified when the LEA has been so notified.

Delta Administrators may authorize special dismissals of students during the school day for what they determine to be legitimate reasons, such as medical or dental appointments, court appearance, family emergency, or for other important matters.

If a student violates the attendance policy, no grade will be received for that quarter.

HOMEWORK POLICY

Delta School believes homework is an important part of the educational process. It is the school's position that homework should be used to reinforce instructional work, thereby facilitating proficiency and growth. Delta teachers and Parents/Guardians are expected to encourage and assist students with their homework assignments to maximize in-school instruction and help develop responsible students. Homework will be given every Monday through Thursday and will be related to one of the core subjects being taught in the classrooms. Students should have a quiet area in which to complete homework assignments.

STUDENT LOCAL ASSESSMENTS

School exams and other assessments serve to monitor a student's achievement and provide motivational incentives. Exams are essential for the assessment of student's educational status and special educational needs. Student portfolios may also be used in this process and must be developed in ways that constructively guide and reinforce learning. Assessments/exams also enhance a teacher's planning, individualization of instruction and adjustment of course content to improve student learning.

Student's grades/accomplishments during school marking periods reflect their academic performance/participation in class, their test scores, and their achievement on school assignments. However, Delta teachers are sensitive to the fact that numbers, considered in isolation, only partially

reveal a student's school progress and performance. Therefore, a variety of academic assessments and performance indices will be considered in formulating students' grades. Every effort will be made to assure that a Delta students' grades genuinely reflect both their progress as well as areas requiring special attention or assistance.

Statewide Assessment: Delta School is a participant in the Pennsylvania State System of Assessment program (PSSA) as well as Keystone Assessments. The PSSA program is an attempt to align curriculum, instruction, and assessment with the PSSA and Pennsylvania's Academic Standards. At present, reading, mathematics, writing, and science/technology are being assessed in Pennsylvania. These regulations affect both the students and the professional employees of the Commonwealth and will be reviewed by the State Board of Education every four years.

An alternative system of assessment, the "PASA", has been designed for students with significant challenges who are unable to participate in the PSSA. Delta students who meet the state criteria will be administered this form of the assessment. The purpose of the PSSA/PASA is to:

- Provide student, parents/guardians, and educators with an understanding of pupil and school performance.
- Determine the degree to which school programs enable students to attain proficiency in academic standards.
- Provide results to schools for consideration in the development of strategic plans and instructional programs.

TRANSITION- "SCHOOL TO WORK" PROGRAM

The transition program is administered collaboratively with Delta's academic programs. However, it is particularly focused on **Career Preparation**. There are three components to this program:

ON-CAMPUS PROGRAMS: The components of these programs are designed for Delta students of all ages who may benefit from them. The emphasis is on campus activities that prepare the school's students for later transition to the world of work and a variety of careers. Several of the programs include, but are not limited to: a transition curriculum, individual class projects, the Delta Delegates Program, and the Delta School Beautification Program.

OFF-CAMPUS PROGRAMS: Delta students fourteen (14) years and older may participate in off-campus programs. They involve activities that expose the school's students to the world of work and higher education. There is a strong emphasis on field visits to a broad range of facilities and participation in related activities/services.

COMMUNITY INVOLVEMENT: This program is also intended for Delta students who are fourteen (14) years or older. It is a hands-on program that provides broad and intensive involvement with community services and agencies.

Other components of Delta School's transition programs include:

Workshop Environments/Activities for students twelve years of age and older.

STUDENT REPORT CARDS AND PROGRESS REPORTS

It is Delta School policy that parents/guardians are kept informed of how their students are progressing academically, socially, and behaviorally in school. The school year is based on a **quarterly system** with each quarter 45 days in length. A report card/progress report is sent home each quarter to explain the student's progress or lack thereof. The form Delta uses is cumulative. Therefore, at the end of the school year, the Parents/Guardians will be able to determine how the student has performed each quarter. All four quarterly report grades/progress reports will be noted on the final report distributed at the end of the year.

Parent/Guardian cooperation with the school and attention to your child's attendance and grades will help your child achieve the necessary goals for completion of her/his program and for graduation.

DELTA SCHOOL GRADUATION POLICY

Under the Pennsylvania Department of Education, graduation may be accomplished by the completion of the Pennsylvania Core State Standards or through the completion of IEP Goals under the auspices of the Individuals with Disabilities Education Act. As a result, the Pennsylvania Department of Education has stated that children with disabilities who satisfactorily complete a special education program developed by an Individualized Education Program team shall be granted and issued a regular high school diploma by the school district of residence (LEA) 22 Pa. Code Section 4.24 High School Graduation Requirements.

Delta School follows ACT 158, Pathways to Graduation. A students' requirements in their IEP will, therefore, take precedence in establishing graduation requirements. The Parents/Guardians and other members of the IEP team determine what is essential for your child to achieve to enter the post-high school world of advanced education, meaningful employment or further training. This will be the guiding determination for graduation from high school. To help each of our students in that most important goal, we at Delta School offer a comprehensive curriculum aligned with the Pennsylvania Common State Standards of Instruction with the appropriate accommodations, modifications and supplementary aides and services:

- **PA Core Standard Academic Areas**
 - English/Language Arts
 - Math
 - Science
 - Social Studies/History
 - Health/Physical Education
 - Art/Humanities
- **Electives**
 - Computers
 - Career Readiness
 - Social Skills/Interpersonal Skills. Character Development, Study/Organizational Skills
 - Languages
 - Academics
- **Work Transition Program**
 - On-Campus Programs

- Off-Campus Programs
- Community Involvement

From this wide array of subjects, our students receive their academic requirements, and an opportunity to choose from programs that will give them entry level skills for the work environment after they graduate. At age fourteen (14), each student begins his/her transition programming. This is the time for students to be guided by all members of the IEP Team toward the culminating final aspect of time at Delta School. It is a task we undertake collaboratively.

Culminating Project: Delta School seniors will be offered an opportunity to complete a culminating project whose purpose is to demonstrate the students' ability to analyze, synthesize and apply information as well as to communicate that information in a meaningful and comprehensive manner. A students' IEP goals will determine if they are exempt from this project.

Behavioral Standards: Poor and disruptive behavior cannot prevent a student from graduating if she/he has successfully attained the goals set forth in the IEP. However, **such poor and disruptive behavior will most certainly prevent a student from participating in graduation programs with his/her classmates.** Delta School sets forth the following as examples of criteria upon which such a decision would be made:

- Suspension for more than 2 days in an academic year.
- Attempts to bring contraband into Delta School, e.g., drugs, alcohol, weapons, etc.
- Receipt of 2 or more write-ups on school property or the bus for extreme events including but not limited to: physical aggression towards students or staff, destruction of property, elopement from school campus, or instigating fights.
- Receipt of 5 or more write-ups of any severity that include but are not limited to failure to forfeit electronic equipment and not adhering to the school dress code.
- Should a student not meet his/her educational/transitional requirements per their IEP and State guidelines, Delta School will not graduate the student until these guidelines and requirements are met or (per State Law) he/she reaches the age of twenty-one (21). In many previous similar situations, students have stayed with Delta School until the age of twenty-one (21), allowing for maximum educational benefit to ensure he/she becomes productive members of society.

STAFF SUPERVISION

All Delta School staff members must be present to supervise students when students arrive each morning and again in the afternoon at the time of dismissal. All instructional personnel must be at their classroom doors to supervise students as they move from place to place on the campus. All assistant teachers must escort their students to/from specialist's classrooms. Teachers, assistant teachers, and Behavior Support staff must maintain a visible presence in the hallway and/or on school grounds when students move to/from classes/buildings. Students can converse during such times, but rules regarding student behavior will be enforced. When the homeroom bell rings in the morning, all staff members must direct students in their immediate (hall) area to move to homerooms quickly and quietly. Students are expected to walk to the right side of the hallway at all times with quiet "inside" voices.

BUS CONDUCT

The importance of proper conduct while waiting for, boarding, riding, or exiting a school bus cannot be overemphasized. Any behavior that distracts the driver endangers everyone on the bus. In the interest of safety, all students must understand and comply with the rules governing boarding, exiting, and riding the bus. Once students are on the busses, liability for students' behavior is with the Bus

Company. **Violations of bus rules or incidents occurring while on busses shall be the responsibility of the bussing agency and thus the students will be subject to the bussing agency's disciplinary standards.** However, the Delta School also reviews all incidents received from the drivers and will determine whether situations warrant school disciplinary action as well.

STUDENT LATENESS

The following procedures will be followed whenever a student arrives late to class:

- Students who arrive late to class **must** present a written pass from the school office.
- If a student arrives late without a written pass, the student **must** be sent to the Delta Relax and Restore Room (with a paraprofessional) to obtain a pass.
- Teachers must give a consequence each time a student arrives late without an excuse accepted by the Delta Relax and Restore Room representative, e.g., time-out procedures, loss of a preferred activity, a Parent /Guardian conference when necessary.

CUTTING CLASSES

The following procedures apply to identifying and handling students who chronically cut classes:

- **Daily attendance** is taken by the teacher.
- Suspected cutters' names must be reported to the Campus Administrative Team.
- All teachers must take roll at the beginning of every period and check missing students against absentee list.
- Office personnel will verify students' classroom attendance or lack thereof.
- Students who cut class should not receive credit for the period's work (failing grade).
- Actions to be taken for repeated violations include Parent/Guardian contacts and conferences and/or in-school detention.

DELTA-SPONSORED STUDENT ACTIVITIES

Delta students participate in a variety of educational and recreational field trips and are accompanied by Delta staff and faculty members. Such excursions include visits to museums and community facilities/programs. Often field trips are intended to provide the school's older students with experiences relating to the world of work which have future employment implications. Such trips generally broaden the student's experiential background and reinforce the formal academic training that they receive in their classrooms at the Delta School. Educational and recreational programs are also brought to the school for student enrichment.

Students must have **signed permission slips prior to embarking on a school trip**. In addition, all faculty and staff must request permission from the Campus Administrative Team **before** they plan a trip requiring students to leave the school building. Students must **never** leave the school grounds without permission and they **must be accompanied by a school faculty or staff member at all times**. A student(s) may not leave the campus (as part of the gym or recreational programs) unless a properly signed permission slip is on file in the school office. Permission slips must be given to students and returned by them signed by Parents/Guardians **prior to each field trip**.

LEAVING DELTA SCHOOL CAMPUS

Students must not leave the campus unless **accompanied by school personnel and with appropriate parental written permission on file in the school office**. Any student who leaves the campus without school supervision/permission will be reported to the Campus Administrative Team who will determine

what action will be taken. Disciplinary measures will be taken if a student(s) does not follow school policies. Teachers may not give students permission to go off campus unaccompanied.

DISMISSALS

Students will **NOT** be dismissed from school without the presence of Parents/Guardians. If a person other than a Parent/Guardian asks to have a student dismissed, the school will not dismiss the student unless that person is listed as an emergency contact by the Parents/Guardians. In addition, the person must have a signed written note from the Parents/Guardians allowing the student to be dismissed to that individual. **Before the student is dismissed, that individual must present a valid form of identification.** Without a Parent/Guardians written permission allowing a student to be dismissed on his own, the Campus Administrative Team will not release the student from the school campus.

ABSENCES

Besides illness of the student, death in the family, or impassable roads, the Campus Administrative Team will use discretion in deciding if the student has a valid excuse for being absent. When a student has been absent for **three (3) consecutive days, an excuse from the family medical provider, on the provider's letterhead**, must be presented to the school nurse upon returning to school. Delta School is required to notify the student's LEA after he/she has three consecutive unexcused absences.

BEHAVIOR SUPPORT

The Behavior Support team is trained to process, support and extinguish negative student behaviors and promote positive, appropriate behaviors. A variety of innovative and effective programs have been developed and are utilized by Delta School personnel to constructively deal with student behavior/discipline. These programs and strategies are based on developmental models. They include: behavior support techniques, crisis intervention methods, contingency plans, positive reinforcement, and personal counseling.

Positive Behavioral Interventions and Support (PBIS) has been introduced to faculty, staff and students and is taught and implemented school wide. This approach is an evidence-based framework for developing positive behaviors used in schools across the country to create a positive climate for learning. This program teaches behavioral expectations in the same manner as any core curriculum subject. These strategies work to extinguish negative behaviors and reinforce positive, appropriate behaviors. The program focuses on three school wide expectations:

- ***Be Responsible***
- ***Be Safe***
- ***Be Respectful***

Delta staff members are not permitted to use punitive actions to bring about behavioral changes. Safe and positive restraint procedures, based on a least restrictive approach (as approved by the mental health experts) may on occasion be used to manage extreme behavior incidents. Such measures are utilized only when necessary, when other positive procedures have failed or when behavior difficulties require immediate response. Restraint measures are a last step taken in a series of preemptive steps. Preemptive actions must be used prior to and accounted for afterward whenever a situation has escalated and requires the use of restraint or restrictions. Such preemptive efforts require the cooperation of teachers,

counselors, and Behavior Support staff. Therefore, preventing, defusing and managing crisis situations with the appropriate restraint may be necessary. "Time-Out" in the Delta room may also be warranted.

Delta School personnel are **prohibited** from using the following measures:

- Corporal punishment.
- Verbal abuse (use of derogatory names, shouting or screaming at students).
- Prohibited seclusion (placement of a student in an area without egress).
- Denial of food or liquids.
- All use of mechanical restraints.

NOTE: Use of the Delta Relax and Restore Room, a restrictive procedure, must be made only with strict adherence to the guidelines stated in APPENDIX I. The Campus Administrative Team will periodically review the use teachers make of the Delta Room to assure the guidelines are followed.

NOTE: Delta School's Behavior Support Staff are trained in the appropriate methods of restraint. As the laws on this subject change, so too does the training for Delta School's Behavior Support Staff. For the safety and well-being of the student, they are always provided with the most current and effective training in safe and positive approaches for preventing and responding to a crisis.

INJURY REPORTS

Student safety is a primary concern for all Delta personnel. Staff must immediately submit injury reports to the School Nurse for **any** student injury

EMERGENCY MEDICAL ISSUES ARISING DURING SCHOOL HOURS

In all medical emergencies involving a student, whether life threatening or potentially life threatening, the Nurse will give immediate care. The Nurse, Campus Administrative Team and Director of Behavior Support will decide the necessity of calling the appropriate emergency response unit (e.g., rescue squad, fire/police department, emergency ambulance service, etc.) EMS personnel, not school personnel, will make the decision as to care and treatment, including whether the student requires hospitalization. Parents/Guardians are responsible for payment of all costs in connection with services provided by the EMS.

The school will make every effort to contact parents and advise them of the situation as soon as possible, but only after EMS has been contacted. **The school will not accept the refusal of either a Parent/Guardian or a student to accept medical treatment that has been recommended by EMS for a student.**

THREATS OF SUICIDE

Delta School takes all **threats of suicide seriously**. A suicide threat will be reported immediately to the Counselor/School Nurse/Campus Administrators, who will determine if it appears that a suicide attempt may be imminent. The Counselor/School Nurse will inform the School Administrators of their assessment of the seriousness of the threat. The Counselor/Nurse, in collaboration with the School Administration will have the student promptly transported to a hospital emergency department for evaluation for any threat of suicide deemed to be serious.

STUDENT SAFETY SCREENING (WAND DETECTOR)/PROPERTY SEARCH

For the safety of the entire school community, all students are subject to a safety screening (via “Metal Detection”). Personal belongings will also be searched upon entrance to any school building, program or conveyance. Desks and/or storage compartments provided by Delta School for use by students remain the property of Delta School and are subject to searches at any time. Safety screening will be done on a regular basis each day as the students exit the buses. Random searches of students’ personal property may also be made at any time of the day under the direction of the Director of Behavior Support. A metal detector at the bus entrance/exit will be utilized daily as well as a wand.

If a student attempts to avoid the use of metal detection, it will be considered sufficient cause to immediately detain the student and employ alternate means of searching the student and/or the student’s personal property. Whenever a pat-down or frisk becomes necessary, the Director of Behavior Support will be notified and will be present for such searches. However, in the event the Director of Behavior Support deems such a search would present an unsafe situation for staff and/or students, the Campus Administrative Team will immediately be notified.

In the event the wand indicates that dense metal is present on or about the student’s person, staff shall, if safely feasible, request the student to indicate what metal is causing the alarm and to remove such object for inspection. If the student then clears the detection process without activating the alarm, the detection process will terminate. If the student cannot be safely allowed to remove the offending metal, or refuses to remove it, the staff will consider such situations as constituting probable cause to conduct a pat-down or frisk of the student in order to locate the weapon/implement/device if one is present.

- If a weapon is found or a search is required that would present an unsafe situation for staff or students, the Campus Administrative Team will be notified and will follow Delta School’s policy on weapons.
- If drugs/alcohol of any kind or of any amount are found while searching a student and/or a student’s personal possessions, the drugs will be confiscated and given to the Campus Administrative Team who will follow Delta School Policy regarding drugs/alcohol.
- Any cigarettes, matches, lighters, glass bottles/sharp items or other items deemed inappropriate or unsafe at school that are found while searching a student and/or a student’s personal possessions will be confiscated by staff.

Any items confiscated during the screening or search of students and/or visitors will be given immediately to a member of the Campus Administrative Team who will follow Delta School Policy regarding the respective items.

STUDENT SMOKING

DELTA SCHOOL IS A SMOKE FREE CAMPUS.

Various federal, state, and local laws, as well as Delta School policy, prohibit the use or possession of **any tobacco product** by a student in the school or on campus grounds. A student found smoking in the school or on school grounds will have the cigarette extinguished immediately and the pack(s) of cigarettes confiscated. If the student is eighteen (18) years of age or older, their cigarette pack will be returned to Parents/Guardians at the school.

STUDENT THEFT

Students caught in the act of stealing the property of other students, school property, or staffs' property, will be reported to the Campus Administrative Team who will determine the appropriate disciplinary actions to be taken. In addition, Parents/Guardians will be notified.

PREJUDICE/BIGOTRY

Delta School will not permit any display of prejudice or bigotry. Delta employees must pay vigilant attention to all such displays of inappropriate and negative comments/remarks. If prejudice or bigotry is expressed in a classroom, the teacher must emphasize the unfairness and hurtful results of such displays. The Campus Administrative Team and the student's counselor **must** be notified of **all** displays of prejudice and/or bigotry. Corrective action will be taken by the school.

Delta Schools' Administration, Faculty and Support Staff members thank all Parents/Guardians for their support and cooperation. We look forward to a productive, positive, and fun school year.