



2023-2024

Student & Family Handbook

Jennifer Middleton
Principal

Address: 10251 White House Fork Road Ext.
Bay Minette, Alabama 36507

Phone: (251) 937-3657

Website: <https://www.bcbe.org/delta>

Facebook: <https://www.facebook.com/DeltaElementaryGators/>

Dear Families,

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

This handbook is designed to provide you with information concerning the operational and educational policies of Delta Elementary School. Parents are also expected to review the Baldwin County Board of Education Parent & Student Handbook and Student Code of Conduct which may be found on the Baldwin County Public School website under the Parent Information tab, <https://www.bcbe.org/domain/59>. Please familiarize yourselves with the contents of these resources and discuss the information with your child. Our school website and Facebook page are updated often and are useful sources of current information. It is our hope that this information and direction will help your child become a happy, well-adjusted, and successful student and answer many of the questions that you may have.

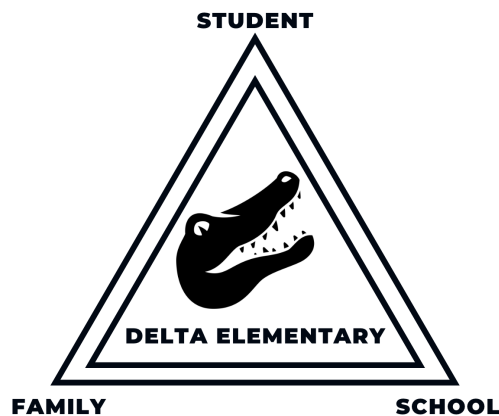
At Delta Elementary School, parents are urged to support their child's learning at home. You can get involved with your child's education in many ways:

- *Connect with your child's teacher through email, the Remind app, etc.*
- *Make sure your child is prepared for school each morning.*
- *Check, sign, and discuss your child's "Communication Folder" each night.*
- *Make sure that your child completes his/her homework each night.*
- *Reach out to your child's teacher to schedule a phone call and/or conference as soon as a problem arises.*
- *Volunteer as a Parent Teacher Organization (PTO) member.*

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

Sincerely,

Jennifer Middleton



MOTTO

Delta Elementary - Learning to Achieve

MISSION

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

R.E.A.L. VISION

With support from their Families and School, all Delta Elementary Students will:

- Respect others with words and actions.**
- Engage in all learning opportunities.**
- Achieve academic and personal successes.**
- Lead the way for themselves and others.**

GUARANTEE OF FREE APPROPRIATE EDUCATION

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

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

IDEA concerns:

Ms. Dawn Frenette
Office of Special Services
Special Services Coordinator
251-972-6860

Section 504 concerns:

Ms. Patrice Davis
Office of Prevention and Support
Intervention Supervisor/Section 504 Coordinator
251-972-8550

ADA concerns:

Ms. Denita Hill
Office of Prevention and Support
Supervisor of Prevention and Support
251-937-031

ACCESS TO BALDWIN COUNTY PUBLIC SCHOOL BOARD APPROVED POLICIES

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

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

ACCESS TO SCHOOL BUILDINGS AND GROUNDS - BOARD POLICY 4.1

BOE Policy 4.1.1 Security Measures Authorized - *Visitors to the school campus must obtain permission through the principal's office before entering the school building or going on school grounds. Principals are authorized to implement building-level requirements and procedures governing access to the school building and regarding activities attended by school and non-school personnel, including family members, relatives, vendors, and other visitors in order to maintain appropriate security, minimize disruption and distraction within the learning environment, or to avoid a potential risk of harm to a student or employee.*

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

AFTER SCHOOL CHILD CARE

Delta's After School Child Care program is open until 5:30 daily. If you are interested in this program, please go to <https://www.bcbe.org/Page/123> for more information. To register please visit <https://www.ezchildtrack.com/parentportal>.

After School Care students will report to the cafeteria each afternoon after the dismissal bell. No student will be allowed to return to their classroom after they are released from the classroom. We are preparing our students to be responsible citizens and to prepare them for the future.

ANNOUNCEMENTS

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

ARRIVAL AND DISMISSAL

Morning Arrival Procedures:

- All K-6th grade students are expected to arrive on time to school between 7:15 and 8:00 a.m.
- Cars and buses use the same north entry drive at the front of the school.
- Cars and buses use a single drop-off line. Cars should not pass other cars or the buses.
- Cars and buses use the same drop-off space at the front office walkway.
- K-6th grade car riders **may not be dropped off before 7:15 am**, as there will be no supervising teachers before 7:15 am. Students must remain in cars until directed to unload by the teacher(s) on duty.
- If a bus enters the drop-off area first, cars are to stop behind the bus and wait for the bus to unload. Cars may not pass a bus when the "stop" sign is out and lights are flashing.
- Students are expected to exit from the right (passenger side) of the vehicle and walk down the sidewalk to the school's front office doorway.
- Students are marked tardy when or after the tardy bell rings at 8:00 am.

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

Morning Arrival Schedule:

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

Afternoon Dismissal Procedures:

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

Afternoon Dismissal Schedule:

- **2:00 pm:** Please do not contact the office after 2:00 pm to change student transportation plans.
- **2:15 pm:** Early dismissals are strongly discouraged after this time unless an emergency situation arises.
- **2:30 pm:** K-6th grade students with dismissal changes will be called to the office to receive passes.
- **2:40 pm:** All PreK students prepare for dismissal.
- **2:45 pm:** **PreK students will begin dismissal** from the back door of the cafeteria and must be picked up by 2:55 pm.
- **2:50 pm:** All K-6th students prepare for dismissal.
- **2:55 pm:** K-6th grade **car riders will be dismissed.** All car riders must be picked up by 3:15 pm.
- **3:00 pm:** K-6th grade **bus riders will be dismissed.**
- **3:05 pm:** K-6th grade **After School Program students will be dismissed.**
- **4:00 pm:** School Office phones are closed.
- **5:30 pm:** After School Program closes.
- Student safety will always be the priority of all faculty and staff members. Always be courteous and respectful.

ATTENDANCE & TARDIES FOR STUDENTS

Daily student attendance is expected between 7:45 am when announcements begin and 2:55 pm when the first group of students is dismissed. Students arriving to school at/after 8:00 am must check in through the office and receive a late pass.

See the **BALDWIN COUNTY BOARD OF EDUCATION POLICY MANUAL** on the district website, [BCBE Board of Education at bcbe.org](http://bcbe.org), for complete attendance expectations and policies. Information is also included in the [BCPSS Parent/Student Handbook & Code of Conduct - Parent Info at bcbe.org](#).

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

Early Check-Outs: If a student misses more than half of a school day, a full absence will be accumulated. Students should not check out before 11:30 am if they are to be considered present for the day. There will be times when you will need to pick up your children early. Please ring the bell with your identification and let the office know who you are checking out and the reason. A code must be added to all check-ins and outs which are all considered tardies. Office staff will send for your child. Your child will be released to you at the door. Our

aim is to ensure that there are as few distractions as possible in the classroom. Please do not check out students after 2:15 pm unless it is an emergency.

To keep all students safe, parents/guardians must check students out through the front office. Only those whose names appear on a student's contact list with permission to check out a child will be allowed to sign out a student. The office staff cannot allow older brothers or sisters to check out a child without prior written permission from the parent. When your child needs to go home with someone by car, we will need a note from both parents to ensure both are aware of the transportation change. This note will go on file in the office and a pass will be given to your child. Students will NOT be allowed to ride home on a different bus.

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

BCBE ANTI-HARASSMENT/BULLYING POLICIES

Delta Elementary will not tolerate threatening or bullying behavior. Please review the Baldwin County Board of Education Parent & Student Handbook and Student Code of Conduct which may be found on the BCPSS website under the Parent Information tab or with this link: [BCPSS Parent/Student Handbook & Code of Conduct - Parent Info at bcbe.org](https://www.bcpss.org/Parent/Student%20Handbook%20&%20Code%20of%20Conduct%20-%20Parent%20Info%20at%20bcbe.org). Discipline measures will be applied for any student who demonstrates bullying behavior as described in Board Policy.

Bullying is defined as a continuous pattern of intentional behavior on or off of school property, on a school bus, or at a school sponsored function including, but not limited to, cyberbullying or written, electronic, verbal, or physical actions that are reasonably perceived as being motivated by any characteristic of a student, or by the association of a student with an individual who has a particular characteristic, if the characteristic falls into one of the categories of personal characteristics contained in this policy. To constitute bullying, a pattern of behavior may do any of the following:

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

Bullying complaints may be submitted to the teacher, counselor, or principal when the actions of another student are consistent with bullying behaviors described above. The Bullying Complaint Form may be requested in the school office or found on the Baldwin County School website at <https://www.bcbe.org/Page/528>.

BUS TRANSPORTATION

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

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

1. Keep all electronic devices powered off and stored in backpacks. (Personal devices/cell phones are not permitted on buses.)
2. Keep all gum, food, and drink sealed and stored in backpacks.
3. Remain seated while the bus is moving.
4. Show respect with what you say and how you express yourself.
5. Listen and follow directions the 1st time.
6. Keep aisles clear at all times.
7. Keep your head, hands, feet, and objects inside of the bus and to yourself.
8. Help take care of the bus and keep it clean.

Students may be prohibited from riding the bus for excessive misbehavior. The following consequences could result from a bus referral: Conference with administration, 1 day suspension, 3 day suspension, 5 day suspension, 10 day suspension, 30 day suspension, or suspension for the rest of the school year.

CONDUCT/BEHAVIOR EXPECTATIONS

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

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

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

Delta Elementary School Expectations (Rules)

School-Wide Behavior Expectations

1. Be respectful and kind to one another
2. Be responsible for your decisions.
3. Be resourceful when solving problems.
4. Be honest in words and actions.
5. Be safe with your choices and around others.

Classroom/Gym Expectations (may vary per classroom):

1. Show respect with what you say and how you express yourself.
2. Listen and follow directions the 1st time.
3. Take responsibility for what you say and do.
4. Keep hands, feet, and objects to yourself.
5. Participate and stay on task.
6. Take care of materials, supplies, and equipment.

Hallway Expectations:

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

Cafeteria Expectations:

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

Restroom Expectations:

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

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

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

DIGITAL DEVICES

Personal Digital Devices

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

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

School-Issued Chromebooks

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

- The purpose of the Baldwin County Board of Education is to provide an effective, challenging, and engaging education for every one of our students.
- Every K-6th grade student will be issued a Chromebook and will be responsible for its care and acceptable use.
- Per District policy, each student will take their Chromebook home on a nightly basis unless the parent provides a written request for the Chromebook to remain at school (except during scheduled E-Learning Days).
- The intended use of technology is to a) enhance the educational experience of students by direct interaction with technology, and to b) indirectly enhance the educational experience of students by allowing faculty and staff to access and process important information in a timely and efficient fashion.
- The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the BCPSS.

- Users should not have any expectation that their use of technology resources, including files stored by them on the BCBOE's network, or data services, will be private and will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that penetration of such security will not occur.
- Internet activity can and will be monitored, along with other aspects of technology usage.
- In accordance with the requirements of the Children's Internet Protection Act (CIPA), all district computers that can access the Internet will be filtered via web filtering appliance or application. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this policy. Use of proxies is strictly prohibited!
- Use of any and all technology resources is a privilege and not a right. Inappropriate or suspected inappropriate use will result in a cancellation of those privileges, pending investigation.
- Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.
- Users of BCBOE technology and infrastructure must be aware that Baldwin County Public Schools cannot assume any liability arising out of the illegal or inappropriate use of technology resources.
- Any questions about this policy, its interpretation, or specific circumstances shall be directed to the Chief Technology Officer.

DISCIPLINE

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

Types of Minor and Major Offenses

Offense Category	First or Minor Offenses (Addressed by Witnessing Staff)	Chronic or Major Infractions (Office/Administrator Referral)
Types of Offenses	Not Following Directions Disengaged/Not Attending to Tasks Refusal to Complete Assignments Inappropriate Language (Nondirect) Back-Talking/Showing Attitude Rolling Eyes/Smacking Lips Meanness/Rudeness to Others Annoying/Irritating Others Disrupting/Distracting Others Unwanted Touch (Not inappropriate) Horseplay/Roughhousing Dress Code Violation Dishonesty/Cheating Waste/Misuse of Materials or Supplies Electronic Device Possession/Usage Inappropriate Use of School Technology	Chronic Minor Offenses Over Time Severe Defiance of Authority Direct Use of Profanity/Vulgarity/Hateful Language Making Threats/Intimidating Others Fighting/Physical Contact Causing Injury Harassment/Bullying Inappropriate Physical Touch Elopement/Leaving Room or Area without Permission Significant Vandalism/Destruction of Property Inappropriate Use of Technology/Device (Related to inappropriate Content) Use of Technology/Device to Capture Videos/Images (Of Others Without Permission/Unapproved) Weapon Possession/Usage Vaping/Electronic Cigarette Substance Abuse/Drugs

Classroom Discipline Actions Prior to Office Referral:

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

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

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

Office Discipline Referral Consequences:

Chronic behaviors that have already been addressed by the teacher and major offenses/violations will result in an office discipline referral.

The following sanctions will be taken by an administrator as outlined in Board Policy:

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

As violations increase in seriousness and frequency, the severity of possible sanctions increases. Refer to Board Policy for information related to violation classes/sanctions, [BCBE Board of Education Policy Manual - Board of Education at bcbe.org](https://www.bcbe.org/).

DRESS CODE/UNIFORM POLICY

All Delta Elementary School students must adhere to the Baldwin County Public School System Uniform Policy for elementary students. The following items for “tops” have been approved by the principal:

- White, orange, hunter green, or navy polo shirts may be worn any day of the week.
- Principal-approved Spirit Shirts from past or current school years may be worn any day of the week.
- Current Spirit Shirts may only be purchased from Costa Print at deltaelementary.costaprints.com.

Students are expected to adhere to the uniform bottoms, undergarments, footwear, and outerwear outlined below. Items that are not allowed to be worn by students are also listed in the uniform policy and should not be worn at Delta Elementary School. Shorts and skirts should be finger-tip length. Holes in jeans are discouraged and must never be displayed above the knee. Parents will be informed of noncompliance by teachers. Repeated violations of the uniform policy will result in an office referral and consequences.

Out of uniform passes will be given to students for meeting set criteria or expectations. Special dress-up days will be announced by the school via Facebook and School Newsletters.

Addendum A

Baldwin County Public Schools Elementary Uniform Policy and Compliance Code 2023-2024	
Elementary Grades K - 6	Compliance Code
	1 st infraction: Warning and parent notified
	2 nd infraction: Referral to office and parent notified
	3 rd infraction: Detention
	4 th infraction & subsequent: One day suspension and parent notified
TOP	BOTTOM
White or Navy Collared shirt with sleeves or turtleneck. School color polo as approved by the principal. Small unobtrusive logo is permitted	Khaki or Navy Blue Pants, shorts, skirts, capris, skorts, jumpers or Dresses (corduroy fabric and “blue” denim also permitted) Jeggings, leggings, or tights are permitted under shorts, skirts, or dresses but not alone as bottom attire. Jeggings, leggings and tights should be solid in color.
Undergarments	Footwear
Undergarments, excluding the neckline of an undershirt, must not be visible at any time. Pajamas are prohibited except as approved by Principal for an identified “Pajama Day.”	Footwear must be worn at all times and have a fully enclosed toe. Slip on shoes, such as “Crocs,” are not recommended as they present a safety concern during portions of the day when children are engaging in physical activity.
Outerwear- Jackets, Sweatshirts, Coats and Sweaters	
Jackets, coats, sweaters, and sweatshirts may not have lettering; logo(s) of alcohol, tobacco, and/or controlled substance; nor pictures, symbols, or artwork that might be offensive in nature and cause a disruption to the educational process. They are considered outerwear and must be worn with a uniform shirt.	
ITEMS NOT ALLOWED Wind Pants/Sweatpants, velour pants, tights, yoga pants, over-sized clothing, overalls, bellbottoms, un-hemmed clothing, clothing with cuts, slits, holes or slashes, sleeveless shirts, overcoats, or trench coats.	
KHAKI is defined by Baldwin County Public Schools to be light tan in color.	
Pupils are expected to be clean and appropriately dressed for school. Dress and appearance must not present health or safety problems or cause disruption and should encourage a serious approach to school. The local school principal will be the final authority for determining appropriate dress within the framework of the policy.	

ADDITIONAL INFORMATION

- Clothing and general appearance may not cause a disturbance or interfere with the instructional program and must not constitute a health hazard.
- Clothing must be of appropriate length and fit. To be acceptable, short pants and skirts must extend beyond either the finger tips when the student extends arms downward along the sides or reach the mid-thigh whichever is longer.
- Pants must completely cover underwear. Low cut pants, sagging pants, pajama pants etc. are prohibited. Excessively baggy or excessively tight-fitting clothing is prohibited.
- Shirts must completely cover the midriff area when sitting and standing and expose no cleavage.
- Adornments that could reasonably be perceived as weapons or used to inflict harm (i.e. chains, spikes, etc.) are prohibited.
- Gang related apparel is prohibited at all times at any school function or school sponsored activity. Items deemed inappropriate under this category are at the discretion of the principal.
- Heads must remain un-covered in the building.
- Students who transfer from other school districts will be given five (5) days to come into compliance with the dress code.
- Schools may use t-shirts on field trips or spirit day as approved by the principal.
- Students are prohibited from wearing any clothing items and/or accessories (including accessories) that:
 - a. Are lewd, offensive, vulgar or obscene,
 - b. Advertises or depicts tobacco products, alcoholic beverages, drugs or any other illegal substance, or
 - c. Contains fighting words or incites criminal activity; or
 - d. Can reasonably be expected to cause a material or substantial disruption of, or interference with, normal school operations. **Revised May 2022

EMERGENCY PROCEDURES - SAFETY PLAN

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

FAMILY ENGAGEMENT - VOLUNTEER OPPORTUNITIES

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

The Delta Parent Advisory Committee (PAC) and Continuous Improvement Plan (CIP) Committee meetings are times to come to Delta and

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

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

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

FIELD TRIPS

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

Things to Remember About Field Trips:

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

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

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

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

Access Restrictions per Baldwin County Board of Education Board Policy are also in effect during field trips.

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

HEALTH SERVICES - ILLNESS/INJURY - IMMUNIZATIONS - MEDICATION

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

All immunization cards have an expiration date. When the card expires, the student must present a new card in order to remain in school. Students will not be allowed to attend school without an up-to-date immunization card. Please contact the school office if you have questions about immunization requirements.

Health Services documents and forms may be found at the following link: [Health Services at bcbe.org](https://www.bcbe.org/Health-Services). Medications given at school require a medication authorization form to be completed by the physician and the parent for prescription medications. Over the counter medication authorization must be signed by the parent and cleared by the Registered Nurse. All medications must be delivered to the school by a parent/guardian and must be in the original container with clear, current instructions.

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

Parent's Responsibility for Medications

- The parent/guardian and physician must sign the Baldwin County Public School's School Medication Prescriber/Parent Authorization form granting permission for a child to receive prescription medication at school.
- The parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle container. The pharmacist will label an additional prescription bottle for your child upon request at the time the prescription is filled. Do not **UNDER ANY CIRCUMSTANCES** send any medication to school in a ziplock bag or container other than the original container. It will not be given.
- The parent/guardian and physician must provide the school with a new signed statement if prescription medication orders are changed during the school year.
- The parent/guardian or the parent designated responsible adult shall deliver medication to the school personnel designated by the principal.
- The parent/guardian shall give the first dose of a new medication at home in case of a possible allergic reaction.
- The parent/guardian shall pick up the student's medication at the end of the school year. All medications not picked up will be destroyed.
- Please provide medication, such as Tylenol, in the smallest container available.
- The parent/guardian with a child needing an inhaler at school will have to complete three forms for the school. A Physician's signature is required on two of these forms.

School's Responsibility for Medications

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

Student's Responsibility for Medication

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

HOMEWORK

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

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

INTERVENTION & TITLE I TUTORING

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

All students performing below grade level on state assessments, benchmark assessments, weekly assessments and/or on progress monitoring assessments will be monitored by the team. Intervention plans will be developed to address specific academic and/or behavior needs. If a student is in need of intensive interventions, a letter will be sent home to the student's family. We will be using STAR Reading (K-6), STAR Math (grades K -6), STAR Curriculum Based Measures (CBMs), Envision Math Intervention, Open Court Intervention, Phonics First, SPIRE, and/or other District-approved programs adopted to monitor student progress and provide intervention instruction.

With Title I Federal funding, Delta has hired two certified instructors to deliver intervention/tutoring services for students in need of intensive interventions during the school day. These instructors will work with students in small groups within the regular classroom.

As a Title I School, we will also provide Extended Day Tutoring outside of the regular school day (after school) for students identified as at-risk of not meeting grade level standards. Families will be notified after the first nine weeks of school if their children qualify for this Federally funded program.

MEALS (BREAKFAST/LUNCH)

Our cafeteria/lunchroom offers well-balanced meals to students on a daily basis. Students and parents are encouraged to create a free account with MealViewer by browsing to <https://schools.mealviewer.com> or with the mobile app. The mobile app *MealViewer To Go* can be found in the [Google Play Store](#) and in the [iTunes App Store](#). The process of creating an account is simple with the easy to follow online instructions.

Student wellness is a priority at Delta Elementary School. Should lunch be brought from home, carbonated beverages and candy are not allowed as part of a child's lunch. Please Note: **Fast Food should not be brought to students while they are at school.**

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

For more information regarding BCPSS's rules and directives regarding the implementation of the Board's student wellness policy on nutrition and physical activity, please find the complete information on the Student Wellness Policy on the district website, [Child Nutrition Program - Wellness Program at bcbe.org](#).

Paying for School Breakfast & Lunch:

The Child Nutrition Program of the Baldwin County Board of Education uses the PCS Revenue Control System throughout the District in all school cafeterias. This system is accessed by all students with personal identification numbers (PINs). Each student's PIN will access their meal fund accounts. The number will remain the same from year to year and if/when they transfer to another school in the District. Students may bring meal money (cash or check) to the cafeteria each day/week/month to add to their meal accounts, or parents may prepay for meals on My School Bucks. Students will use their PIN numbers when they go through the cafeteria service line. Their accounts are debited at the point-of-sale.

Prepaid money may be used by the student for any purchase in the school cafeteria and carries over from year to year. Meal prices and extra food item prices are outlined on the district website at [Child Nutrition Program - Breakfast & Lunch Pricing at bcbe.org](#). If you are planning to have your child eat breakfast, lunch, and/or "extra items" in the cafeteria, **please make sure your child has money in his/her account. The Child Nutrition Program cannot absorb the cost of charged meals or food items.**

Breakfast/Lunch Payment with My School Bucks Online:

Paying for school expenses has never been easier. With the [My School Bucks Application](#), you can create a free account and easily make payments online and on-the-go. This application's additional features will allow you to: Check cafeteria balances & purchases; Receive low balance alerts; and set up automatic payments.

Breakfast/Lunch Payment by Check:

Checks must be made only for the amount that is going into your cafeteria account. Do not include money for field trips, book fairs, etc., in the check with your child's meal money. No change can be given from a check, and we are not allowed to cash checks for anyone. Checks may be made for a maximum amount of \$150.00 at a time.

Free and Reduced Breakfast/Lunch Program:

For information about how to qualify for free or reduced school meals, please refer to the Baldwin County Public Schools Child Nutrition Free and Reduced Meal Guidelines on the district website at [Child Nutrition Program - Free/Reduced Guidelines](#). A direct link to the digital Free/Reduced Meal Application is provided here, <https://www.myschoolapps.com/Application>. After you complete the application, you will be notified by mail if your family qualifies. Only one application per family is necessary. If you completed an application in 2022-2023, your status will be carried over into the new school year for 30 school days. If you do not complete an application prior to the 45 days, your child(ren) will go to paid status. If you need a paper application, some will be available at your local school or the Child Nutrition Program Central Office. Please call the school office for questions regarding applications.

PARTIES - SPECIAL SNACKS - STUDENT BIRTHDAYS - WELLNESS POLICY

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

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

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

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

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

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

For more information regarding BCPSS's rules and directives regarding the implementation of the Board's student wellness policy on nutrition and physical activity, please find the complete information on the Student Wellness Policy on the district website, [Child Nutrition Program - Wellness Program at bcbe.org](#).

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

PAYMENT METHODS

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

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

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

- Full Name of account owner
- Street Address (No P.O. Box)
- Home Phone # with area code
- Work Phone # with area code
- Driver's License # with State
- Student's Full Name
- Student's ID number (also known as their lunch number).

PHYSICAL EDUCATION

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

POWERSCHOOL - GRADES

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

PROGRESS REPORTS

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

PTO

Delta Elementary's Parent Teacher Organization (PTO) is an integral part of the total school program. It serves the students in many ways, and thus serves the school. To function effectively, the PTO needs volunteers with a broad range of talents and skills. We urge all parents to join our PTO and become involved in volunteer activities.

REPORT CARDS - PROMOTION - RETENTION

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

SCHOOL HOURS

School phones are generally answered beginning at 7:10 am. Official school hours for students are 7:45 am to 2:55 pm. The tardy bell rings at 8:00 am. If you use private transportation, you should arrive no earlier than 7:15 am. Car riders must be picked up by 3:15 pm. The office phone closes at 4:00 pm.

SCHOOL VISITORS AND SCHEDULED CONFERENCES

Visitors: The faculty and staff members at Delta Elementary School welcome parents, guardians, and other interested members of the community to visit the school during planned events or by scheduled appointments. Visitors are required to ring the bell at the front door, show a form of ID, and register in the school office to receive a pass to enter the building. **Please do not go directly to your child's classroom.** If you are visiting for a reason other than a scheduled school event, please communicate with your child's teacher or call the office to request a time to visit or to meet with a faculty or staff member.

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

SNACKS & SCHOOL PURCHASED ICE CREAM

Students may bring snacks from home or purchase ice cream from the school. Our school ice cream meets District Wellness Program criteria and may be sold to our students. **Ice cream money will be collected through My School Bucks under Delta's School Store. Ice cream is \$1.00 each.** Parents/guardians may pay for ice cream by the week, month, or even longer. Our bookkeeper carefully documents and monitors student ice cream credits and orders. Students will not be allowed to call home for ice cream money, so it is important to plan ahead to pay for ice cream. Candy and carbonated beverages are not allowed at school for break or as part of lunches.

STUDENT EMERGENCIES

If a student becomes seriously ill or injured while at school, home contact will be made as specified by the parent/guardian in the school emergency contact information registered in PowerSchool. Every effort will be made to contact the parents as soon as possible. Please keep the school informed of any changes in work, home, or emergency numbers. Parents who need to contact students because of an emergency at home should call the office or come to the school. The office will send for the student.

STUDENT RECORDS AND CUSTODY

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

TELEPHONES

School phones are for business use only. Parents/guardians are urged to make any transportation changes before 2:00 p.m. Messages sent through the office or through email may not make it to the teacher after this time.

TESTING & PROGRESS MONITORING INFORMATION

Standardized testing will be used to progress monitor and evaluate student achievement. STAR will be used as a benchmark assessment to progress monitor students three times per year. The ACAP State Assessment will be used to summatively evaluate student learning for the school year. Dates and tests are subject to change throughout the school year.

- STAR Reading and Math - These are web-based, computer-adaptive assessments used to monitor progress. Students will take both Reading and Math STAR at least three times (August/December/May).
- ACAP - This is a required State web-based assessment which evaluates Reading/Language (grades 2 - 6), Math (grades 2 - 6), and Science (grades 4 and 6). The assessment will be administered during the state testing window beginning March 2024 to May 2024. Additional information will be provided as we get closer to the testing window.

TITLE I SCHOOL-WIDE PROGRAM

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

Title I Funds: Some of the benefits we may offer students with Title I funds are:

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

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

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

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

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



Delta Elementary School 2023-2024 Parental Involvement Plan

Title I, Part A – *Every Student Succeeds Act of 2015*

School Motto - *Delta Elementary - Learning to Achieve*

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

Parents Involved in the Planning Process

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

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

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

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

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

Goal	Activities	Person Responsible	Desired Outcome(s)
Increase number of parents participating in their children's education	<ul style="list-style-type: none"> • Read to/with student; Ask student to summarize book or chapter; Encourage reading daily • Review agenda, papers, graded work, STAR Parent Report, etc.; Sign and return when requested • Practice math facts • Attend programs, meetings, etc. • Utilize Parent Resource Room 	Parents/Caregivers Principal Leadership Team Media Specialist Teachers	<ul style="list-style-type: none"> • Increase reading scores • Increase math scores • Make decisions as a team • Increase parent engagement and understanding of student performance and progress
Involve parents in the decision-making process	<ul style="list-style-type: none"> • Quarterly Parent Advisory Meetings • Complete Surveys and Inventories 	Principal Leadership Team Parent Advisory Committee Parents/Caregivers	<ul style="list-style-type: none"> • Provide appropriate services to support student learning and family engagement • Make team decisions using stakeholder input
Inform parents of student progress	<ul style="list-style-type: none"> • Report Cards • Progress Reports • STAR Reports • Conferences/Messages • Quarterly Success Days 	Principal Leadership Team Teachers Parents/Caregivers Students	<ul style="list-style-type: none"> • Increase Awareness of students' strengths and areas of focus • Increase Achievement • Increase students' ownership of learning
Involve parents in assessing their children	<ul style="list-style-type: none"> • Google Classroom • enVISION/SAVVAS Math • IXL, Scholastic Word, Literacy Pro, Freckle, First/Ooka Island • STEMScopes • Discovery Education • Studies Weekly History and Health 	Principal Leadership Team Teachers Parents/Caregivers Students	<ul style="list-style-type: none"> • Increase student performance • Increase awareness of strengths and areas of focus • Increased awareness of Curriculum and Learning Expectations

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

Delta Elementary School-Parent/Caregiver Compact 2023-2024

Delta Elementary School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Every Student Succeeds Act of 2015 (ESSA) (participating children), agree that this compact outlines how the parents and/or caregivers, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents/caregivers will build and develop a partnership that will help children achieve the State's high standards. This school-parent/caregiver compact is in effect during the school year 2023-2024.



School Responsibilities Delta Elementary School will:

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

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

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

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

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

Parent/Caregiver's Signature and Date

Teacher's Signature and Date

Student's Signature and Date

Jennifer Middleton 08-09-2023
Principal's Signature and Date

VISITING DELTA - THINGS TO REMEMBER

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

2023-2024 Delta Elementary School Family Calendar

A=Music B=Art 1

Aug 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2023
31 Mo - 1 Tu Local School PD	1 Fr B	1 Su Bullying Prevention & Awareness Month	1 We	1 Fr B
2 We Employee District PD	2 Sa	2 Mo PTO Meeting 5:30 pm	2 Th A	2 Sa
3 Th Employee District PD	3 Su	3 Tu PK-6th Fall Literacy Night 5:30-6:30 pm	3 Fr A Fall Make-up Pictures Holiday Pictures	3 Su
4 Fr Employee Institute Day	4 Mo Labor Day Holiday No School	4 We	4 Sa	4 Mo PTO Meeting 5:30 pm
5 Sa	5 Tu Suicide Awareness & Prevention Week	5 Th A Last Day of 1 st Quarter	5 Su	5 Tu STAR Reading - Tentative
6 Su	6 We	6 Fr ½ Local PD & ½ Work Day No Students	6 Mo PTO Meeting 5:30 pm	6 We STAR Math – Tentative
7 Mo Employee Work Day Meet the Teacher 4:30-6:00 pm	7 Th A	7 Sa	7 Tu Election Day	7 Th A
8 Tu Employee Work Day	8 Fr A	8 Su	8 We	8 Fr A
9 We First Day of School for STUDENTS!	9 Sa	9 Mo Columbus Day/Fall Break No School	9 Th B Veterans Day Program	9 Sa
10 Th A	10 Su	10 Tu Employee District PD Student E-Learning Day	10 Fr Veterans Day Holiday No School	10 Su
11 Fr A	11 Mo PTO Meeting 5:30 pm	11 We First Day of 2 nd Quarter Fire Prevention Week	11 Sa Veterans Day	11 Mo
12 Sa	12 Tu Grandparents Day Activities TBA	12 Th B	12 Su	12 Tu Christmas Movie Day PTO Nacho Sale
13 Su	13 We	13 Fr Success Day Report Cards Go Home	13 Mo	13 We Class Christmas Parties (1:00-2:00 pm)
14 Mo PTO Meeting 5:30 pm	14 Th B	14 Sa	14 Tu	14 Th B Last Day of 2 nd Quarter
15 Tu	15 Fr B Fall Pictures – Uniform	15 Su	15 We	15 Fr Employee Work Day No Students
16 We	16 Sa	16 Mo	16 Th A	16 Sa
17 Th Art/Music Begins B	17 Su	17 Tu	17 Fr A Thanksgiving Snacks	17 Su
18 Fr B Sixth Grade Band Instrument Try-outs Stapleton Gym 4-6 pm	18 Mo	18 We	18 Sa	18 Mo Christmas Holiday No School
19 Sa	19 Tu	19 Th A	19 Su	19 Tu Christmas Holiday No School
20 Su	20 We	20 Fr A BCHS Football Game Delta Student Night Students Free w/ Parent Ticket Purchase	20 Mo Thanksgiving Holiday No School	20 We Christmas Holiday No School
21 Mo	21 Th A	21 Sa	21 Tu Thanksgiving Holiday No School	21 Th Christmas Holiday No School
22 Tu STAR Reading - Tentative	22 Fr A	22 Su	22 We Thanksgiving Holiday No School	22 Fr Christmas Holiday No School
23 We STAR Math - Tentative	23 Sa	23 Mo Red Ribbon Week Team up Against Drugs Wear Favorite Team Shirt	23 Th Thanksgiving Day No School	23 Sa
24 Th A	24 Su	24 Tu Tell Drugs to Take a Hike Wear Camo Shirt	24 Fr Thanksgiving Holiday No School	24 Su Christmas Eve
25 Fr A	25 Mo	25 We Give Drugs the Boot Wear Western Hats/Boots	25 Sa	25 Mo Christmas Day No School
26 Sa	26 Tu	26 Th B Too Bright for Drugs Wear Neon Shirt	26 Su	26 Tu Christmas Holiday No School
27 Su	27 We	27 Fr B Delta Fall Festival – PTO 6:00-8:00 pm (Tentative) Rally in Red Against Drugs Wear Red Shirt	27 Mo	27 We Christmas Holiday No School
28 Mo	28 Th B	28 Sa	28 Tu PreK-6th STEM Night 5:30-6:30 pm	28 Th Christmas Holiday No School
29 Tu K-6th Parent Meetings 5:30-6:30 pm (Parents only, please)	29 Fr B	29 Su	29 We	29 Fr Christmas Holiday No School
30 We	30 Sa	30 Mo	30 Th B	30 Sa
31 Th B		31 Tu Book Character Dress-Up and Halloween Snacks		31 Su

2023-2024 Delta Elementary School Family Calendar

A=Music B=Art 2

Jan 2024	Feb 2024	Mar 2024	Apr 2024	May 2024
1 Mo New Year's Day No School	1 Th A	1 Fr B Read Across America Day My Favorite Things Friday Dress as a Favorite Thing	1 Mo ½ Local PD & ½ Work Day No Students	1 We Science Fair K-3
2 Tu ½ Local PD & ½ Work Day No Students	2 Fr A	2 Sa	2 Tu ACAP Testing – Tentative Small Groups	2 Th Science Fair 4-6 B
3 We Students Return First Day of 3 rd Quarter	3 Sa	3 Su	3 We ACAP Testing – Tentative ELA Gr. 2-6	3 Fr Field Day B
4 Th A	4 Su	4 Mo PTO Meeting 5:30 pm	4 Th ACAP Testing – Tentative ELA Gr. 2-6	4 Sa
5 Fr Success Day Report Cards Go Home	5 Mo PTO Meeting 5:30 pm	5 Tu	5 Fr ACAP Testing – Tentative Make-ups	5 Su
6 Sa	6 Tu	6 We	6 Sa	6 Mo PTO Meeting 5:30 pm
7 Su	7 We	7 Th Last Day of 3 rd Quarter A	7 Su	7 Tu
8 Mo PTO Meeting 5:30 pm	8 Th B	8 Fr ½ Local PD & ½ Work Day No Students	8 Mo ACAP Testing – Tentative Make-ups PTO Meeting 5:30 pm	8 We
9 Tu	9 Fr Mardi Gras Vocab. Parade Valentine's Day Snack PTO Valentine Grams	9 Sa Kites over Delta 10:00am-2:00 pm	9 Tu ACAP Testing – Tentative Math Gr. 2-6	9 Th A
10 We	10 Sa	10 Su	10 We ACAP Testing – Tentative Math Gr. 2-6	10 Fr A
11 Th B	11 Su Kindness Week Show Kindness to All	11 Mo First Day of 4 th Quarter	11 Th ACAP Testing – Tentative Make-Ups Spring Pictures	11 Sa
12 Fr B	12 Mo Mardi Gras Holiday No School	12 Tu	12 Fr ACAP Testing – Tentative Makeups	12 Su
13 Sa	13 Tu Mardi Gras Holiday No School	13 We	13 Sa	13 Mo
14 Su	14 We Mardi Gras Holiday No School	14 Th B	14 Su	14 Tu
15 Mo M. L. King Day No School	15 Th Employee District PD Student E-Learning Day	15 Fr Success Day Report Cards Go Home	15 Mo ACAP Testing – Tentative Make-ups	15 We
16 Tu	16 Fr Employee District PD Student E-Learning Day	16 Sa	16 Tu ACAP Testing – Tentative Science	16 Th K Graduation 8:30 am 6th Honors Day 10:30 am Class Parties
17 We	17 Sa	17 Su	17 We ACAP Testing – Tentative Science	17 Fr End-Year Talent Show (8:00-10:00 am)
18 Th A	18 Su	18 Mo ACAP Window Opens Wear Green - St. Patrick's	18 Th ACAP Testing – Tentative Make-ups	18 Sa
19 Fr A	19 Mo	19 Tu ACAP Testing – Tentative Small Groups	19 Fr PTO Nacho Sale B	19 Su
20 Sa	20 Tu	20 We ACAP Testing – Tentative Small Groups PreK Easter Egg Hunt and Easter Snack	20 Sa	20 Mo
21 Su	21 We	21 Th ACAP Testing – Tentative Small Groups	21 Su	21 Tu Success Day Report Cards Go Home
22 Mo	22 Th A	22 Fr K-6th Easter Snacks Kinder Easter Egg Hunt	22 Mo National Youth Violence Prevention Week	22 We Last School Day for Students!
23 Tu PK-6th Math Night 5:30-6:30 pm	23 Fr A	23 Sa	23 Tu STAR Reading – Tentative	23 Th Employee Work Day No Students
24 We	24 Sa	24 Su	24 We STAR Math – Tentative	24 Fr ½ Local PD & ½ Work Day No Students
25 Th B	25 Su	25 Mo Spring Break Holiday No School	25 Th A	25 Sa
26 Fr K/6th Cap & Gown Photos All Class Group Photos (In Uniform) 100 th Day of School	26 Mo Dr. Suess Week Begins One Fish, Two Fish Day Wear Red & Blue	26 Tu Spring Break Holiday No School	26 Fr A	26 Su
27 Sa	27 Tu Fox – In – Socks Day Wear Crazy Socks	27 We Spring Break Holiday No School	27 Sa	27 Mo Memorial Day Holiday
28 Su	28 We If I Ran the Zoo Day Wear Animal Print	28 Th Spring Break Holiday No School	28 Su	28 Tu
29 Mo	29 Th The Cat in The Hat Day Wear Stripes & Hats	29 Fr Spring Break Holiday No School	29 Mo	29 We
30 Tu		30 Sa	30 Tu 24-25 Kinder Registration and Student Screening	30 Th
31 We		31 Su Easter		31 Fr