

Parent/Student Handbook 2021-2022

Denair Elementary Charter Academy
Physical Address: 3773 Madera Avenue Denair, CA 95316
Mailing Address: 3460 Lester Road Denair, CA 95316
Phone: 209-632-8887
Fax: 209-632-8442
deca@dusd.k12.ca.us

DENAIR UNIFIED SCHOOL DISTRICT 2021-2022 CALENDAR (180 Attendance Days)

Stanislaus County Fair Tentative July 9-18, 2021

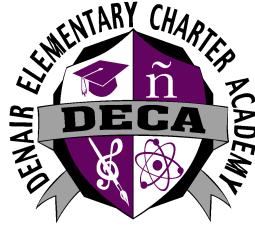
Board Approved February 11, 2021

<p>4 Secondary Schools Coyote Call *9-10 Professional Development Day (Districtwide Non-Attendance Day) 11 First Day of School 24 DECA/DES Back to School Night – Minimum Day 25 DMS Back to School Night Secondary Schools Minimum Day</p>	<p>AUGUST '21 15 days</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p>1 Holiday - New Years 3 Professional Development Day (Districtwide Non-Attendance Day) 4 Classes Resume 17 Holiday – Martin Luther King, Jr. Day 28 Secondary Schools 3rd Qtr. Progress Reports 28 DECA/DES End of 2nd Trimester</p>	<p>JANUARY '22 19 days</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
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<p>7 Secondary Schools – End of 1st Qtr 13 DCA Family Night 15 DCA Minimum Day 13-15 DMS Parent Conferences DMS – Minimum Day 15 Tentative DHS Homecoming/ DHS Minimum Day 22 Districtwide Collaborative Day – Min. Day 22 DECA & DES End of 1st Trimester 25-29 DECA & DES Parent Conferences – Minimum Days</p>	<p>OCTOBER '21 21 days</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>10 Secondary Schools – End of 3rd Qtr. 11 DECA/DES 3rd Trimester Progress Reports 17 DCA Family Night 18 DCA Minimum Day 25 Districtwide Collaborative Day – Minimum Day</p>	<p>MARCH '22 23 days</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
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- Denair Elementary Charter Academy / DES
K-5 Elementary School
- Denair Middle School
6-8 Secondary School
- Denair High School
9-12 Secondary School
- Denair Charter Academy
K-12 Charter School

- △ Districtwide Minimum Day (6)
- ◇ Districtwide Collaborative / Minimum Day (5)
- Board Holiday (7)
- Legal Holiday (7)
- ▽ Professional Development Day (3)
(Districtwide Non-Attendance Day)

- Minimum Days (see details above)
- DECA/DES K-5
*K-5 - Min. days every Friday
- DMS 6-8 8/27, 9/3, 10/1, 11/5, 1/14, 3/11, 5/6
- DHS 9-12



Bell Schedule 2021-2022

7:30 a.m.-7:55 a.m.	FREE breakfast for all students in the cafeteria
7:30 a.m.-7:45 a.m.	Students on campus must be in the cafeteria for breakfast or in the red box (large red box painted on the ground) outside the cafeteria
7:45 a.m.	Students dismissed to place backpacks in designated areas and play on the playground
7:57 a.m.	Warning bell rings/Students line up in designated areas
8:00 a.m.	Tardy bell rings/School begins
9:35 a.m.-9:55 a.m.	Morning recess/Snack (TK-K)
9:40 a.m.-9:55 a.m.	Morning recess (1st-5th Grade)
2:20 p.m. (12:10 p.m. on Fridays and minimum days)	Dismissal for transitional kindergarten and kindergarten
2:40 p.m. (12:30 p.m. on Fridays and minimum days)	Dismissal for 1st-5th grade

Lunch Schedule

Grade	Lunch/Lunch Recess Time Frame	Lunch Recess (25 minutes)	Lunch in the Cafeteria (20 minutes)
2nd	11:01 a.m.-11:46 a.m..	11:01 a.m.-11:26 a.m.	11:26 a.m.-11:46 a.m.
1st	11:07 a.m.-11:52 a.m.	11:07 a.m.-11:32 a.m.	11:32 a.m.-11:52 a.m.
TK and K	11:20 a.m.-12:05 p.m.	11:40 a.m.-12:05 p.m.	11:20 a.m.-11:40 a.m.
3rd	11:13 a.m.-11:58 a.m.	11:13 a.m.-11:38 a.m.	11:38 a.m.-11:58 a.m.
4th	11:19 a.m.-12:04 p.m.	11:19 a.m.-11:44 a.m.	11:44 a.m.-12:04 p.m.
5th	11:25 a.m.-12:10 p.m.	11:25 a.m.-11:50 a.m.	11:50 a.m.-12:10 p.m.

STAFF DIRECTORY

By Grade Level/Department

Office

Kelly Beard, Principal
Laura Cardenas, Learning Director
Lupe Delgadillo, Bilingual Secretary
Shelley Francesconi, Attendance Secretary
Teresa Hodges, District Nurse
Kelly Neto, Health Technician
Francine Simbalenko, Principal's Secretary

Preschool

Catherine Caldera, Paraeducator
Erin Davis, Paraeducator
Erica Prock, Morning Teacher
Amanda Storlie, Paraeducator
Crystal Synstad, Afternoon Teacher

Transitional Kindergarten

Diana Hulbert

Kindergarten

Vanessa Amezcua, Dual Immersion
Debbie Edwards
Coree Fitzgerald
Gretchen Marquette
Zenobia Ochoa, Dual Immersion

First Grade

Ashley Arevalo, Dual Immersion
Lenora Gomes
Jennie Groves
Natalie Moore
Marisol Rivas, Dual Immersion

Second Grade

Monica Fuentes, Dual Immersion
Janelle Gray
Lindsie Hartwick
Margarita Hurtado, Dual Immersion
Susy Jones

Third Grade

Lisa Brugger
Kimberly Evans
Nicole Hartzog
Nicole Janz, Dual Immersion

Fourth Grade

Araceli Arellano, Dual Immersion
Bertha Marquez, Dual Immersion
Patti Morrissey
Tamara Sondeno
Kirsten Sweeten

Fifth Grade

Lynn Golding
Martha Loya, Dual Immersion
Mary Prine
Katie Siggins

Language Lab

Erik Valdovinos, Paraeducator
Genesis Delgado, Paraeducator
TBD, Teacher

Library

Patte Hegg, Librarian

Paraeducators

Susan Garcia
Monika Lawson
Jorge Lopez
Zack Megee
Justine Mulvihill
Claudine Pacheco
Desiree Swearengin
Tucker Vasquez

Intervention

Lori Cole, Teacher
Nicole Flores, Paraeducator

Special Education

Alison Loftin, Resource Teacher
Bigette Burgess, Special Day Class Teacher
Stephanie DeMuro, Special Day Class Teacher
Carrie Perry, Speech and Language Pathologist
Whitney Zumstein, Speech and Language Pathologist

Physical Education

Amy Dotson, Aide
Scott Taylor, Teacher
Brad Treadwell, Aide

Music/Band

Fred Steiner

Counselor

Kara Binkley

Supervision

Elizabeth Amezcua, Morning and Noon Aide
Zac Cherry, Noon Aide
Annette DeHart, Morning aide
Carole Harlan, Morning Aide
Serena Hutchins, Morning Aide
Jenna Nascimento, Noon Aide
Jace Rimert, Noon Aide

Custodial

Katherine Anson
Sandra Cisneros
Arturo DeSilveira

Cafeteria

Stacey Bargas, Cafeteria Staff
Kim Fuentez, DUSD Food Services Coordinator
Carole Harlan, Cafeteria Staff

MISSION/VISION STATEMENT

Denair Elementary Charter Academy is dedicated to providing an equitable, innovative and engaging learning environment for all students with a multicultural and multilingual emphasis. We are a community that fosters positive relationships by promoting the growth of the whole student.

GENERAL INFORMATION

BICYCLES/SKATEBOARDS/SCOOTERS/ROLLERBLADES

Students must walk bikes, skateboards, and scooters when arriving and departing campus. Bicycles and scooters must be kept in the bicycle racks. Students are to bring a lock from home and lock up their bike or scooter. Rollerblades must be taken off immediately upon arrival on campus, and rollerblades and skateboards may not be used during school time.

BIRTHDAY CELEBRATIONS/BALLOONS

Birthday celebrations in classrooms will be determined by each teacher and explained at Back to School Night. Any items/treats sent must be pre arranged with the teacher and meet/follow classroom/school/district procedures. Home baked goods, balloons and flowers are not allowed. Parents/guardians who wish to join the teacher approved celebration must be a cleared volunteer. Volunteer applications can be picked up in the office. The application and all necessary accompanying documents must be turned in two weeks prior to the event in order for the application to be processed and applicant cleared. Volunteer application packets not submitted two weeks prior to an event will not be processed and will result in the parent/guardian not being able to attend the event.

BOOKS

Textbooks, library books, and classroom books are the responsibility of students. Students are expected to respect and care for books checked out to them. Students and parents are responsible for the full replacement cost of any lost, damaged or stolen books. Per the K-5 Student Conduct Code, students owing outstanding debts may not be allowed to participate in extracurricular activities until the debt is paid or until the student completes a program of voluntary work as provided by the Education Code 48904. Students with outstanding debts will not receive final report cards until the debt is paid.

BUS TRANSPORTATION

Please contact the transportation department at 632-9917 regarding bus transportation questions or to set up bus transportation.

CELL PHONES/PHONE WATCHES

Districts may regulate the possession or use of any cell phone, cell phone watch, pager or electronic signaling device while students are on campus, while attending school sponsored activities or while under the supervision and control of school district employees. Students may NOT use cell phones/phone watches during the school day. All cell phones/phone watches must be turned **OFF** and put away in backpacks during the school day. A completed **Cell Phone Agreement** form must be on file in the office before students can carry a cell phone/phone watch at school. This may be downloaded from our website or requested from the school office. Once an agreement is signed, consequences are as follows for failure to comply with the cell phone agreement:

First Offense: Student will be given a verbal warning. Cell phone/phone watch will be confiscated and returned to the student at the end of the day. Parent will be notified.

Second Offense: Cell phone/phone watch will be confiscated and returned to the parent.

Third Offense: Cell phone/phone watch will be confiscated and student will no longer be allowed to carry or bring a cell phone on the Denair Elementary Charter Academy campus.

CHROMEBOOKS/HOTSPOTS

Chromebooks and hotspots are the responsibility of students. Students are expected to respect and care for chromebooks and hotspots checked out to them. Students and parents are responsible for the full replacement cost of any lost, damaged or stolen chromebooks and/or hotspots. Per the K-5 Student Conduct Code, students owing outstanding debts may not be allowed to participate in extracurricular activities until the debt is paid or until the student completes a program of voluntary work as provided by the Education Code 48904. Students with outstanding debts will not receive final report cards until the debt is paid.

CLASS DOJO

All teachers and administration use Class dojo for communication purposes. Teachers will provide information to parents regarding how to connect. Important school information will be sent via Class Dojo in lieu of sending paper notes.

COYOTE CAVE ITEMS

Any items purchased at the Coyote Cave need to be put in the student's backpack upon returning to class.

DISTRICT PARENT/STUDENT HANDBOOK

Parents/guardians are encouraged to read the district parent/student handbook that includes the district conduct code. Signature is required, and the signature page is to be returned.

FIELD TRIPS

Field trips are scheduled during the school year for educational, enrichment and reward purposes. Students who fail to follow school and classroom behavior expectations will NOT be allowed to participate in enrichment and reward field trips. If parent chaperones are needed for field trips, all chaperones must be cleared via the volunteer application process through the office two weeks prior to the event. Volunteer application packets not submitted two weeks prior to the field trip will not be processed and will result in the parent/guardian not being able to chaperone the field trip. Volunteer/chaperone packets can be picked up in the office. Field trips are for designated DECA students only. Older/younger siblings are not allowed to attend field trips. Parents/guardians failing to follow field trip procedures will not be allowed to chaperone field trips.

Parents/guardians wanting to check out their child from a field trip must fill out appropriate paperwork with the bus driver. Once the teacher verifies completion of the paperwork he/she will release the student to leave with the parent/guardian. Parents/guardians may only check out their own child while on a field trip. Checking out students early on a field trip will result in a check out and will be logged in the school's attendance system.

FOOD ON CAMPUS

Students are expected to eat a nutritious breakfast, which will last them until lunchtime. ***In the event students need a snack during recess, snacks must be healthy in nature and are for the student who brings them. Sharing snacks is not permitted due to safety purposes. All snacks must be eaten while sitting at a table.*** Gum and sunflower seeds are not allowed on campus. Cans and glass containers are not allowed on campus. Students are allowed to bring plastic bottles containing water only. Students are not allowed to bring candy or other items to distribute to others unless they have the permission of their teacher. Our district does not allow homemade food items to be brought to school for distribution to students. No food is allowed in class at any time unless the classroom teacher has granted permission.

ITEMS FROM HOME

Students may bring appropriate items to school for recess use. Items must fit and be stored in backpacks during non recess time. If items brought from home cause disruption, they may be confiscated and/or the privilege to bring them may be discontinued at the discretion of the classroom teacher and/or administration. Confiscated items will be returned to parents only. Repeated use of prohibited items will result in further disciplinary action. **The school is not responsible for personal items brought to school.** Illegal/dangerous items/substances are never allowed on campus.

LIBRARY

The library will be open for students to visit with their class or during the school day with permission from the classroom teacher. Students are responsible for any materials checked out and will be responsible for the full replacement cost of any lost, damaged or stolen books.

LOST AND FOUND

The lost and found is located in the cafeteria. Unclaimed items will be donated to a charitable organization throughout the school year. Please write students' names on all personal items (jackets, sweatshirts, lunch boxes, backpacks, etc.).

LUNCH PROCEDURES

Students may bring a lunch from home or choose a FREE lunch from the cafeteria. Lunch menus can be found on the school and district websites. Please make lunch arrangements with your child prior to school each morning. Students are to bring a healthy lunch to school. Students are expected to clean up after themselves to help keep campus clean.

OFFICE HOURS

The office is open from 7:30 a.m. to 4:00 p.m. There may be times the office needs to close during these hours. In the event the office will be closed during normal hours, information will be posted on Class Dojo and on the office door.

PARENT COMMUNICATION

Every effort will be made to provide ample communication with parents. Communication will include, but is not limited to, the electronic marquee, monthly newsletter, website updates, Facebook posts, notes sent home with students, PowerSchool announcements, phone calls/emails via PowerSchool School Messenger, Class Dojo, Remind, email, etc. **Class Dojo will be the main form of school to home communication.**

PUBLICATION OF PHOTOS/VIDEOS

During the school year, the school/district may take photographs and/or produce videos to highlight programs. If you do not want your child's photo published or used in a video please contact the office to have appropriate paperwork on file.

SCHOOL PROPERTY

It is the responsibility of each student to care for school property. Students who damage or deface school property will be required to pay for all damage and/or needed repairs as detailed in the K-5 Student Conduct Code.

STUDENT SUCCESS TEAM

The Student Success Team (SST) serves as the on site committee to discuss students who may be experiencing difficulty academically, socially, emotionally or behaviorally at school. The team is composed of administration, teachers, staff and parents. The team meets to review the individual student's strengths and areas of concern. The SST team suggests interventions and strategies and organizes resources for addressing the areas of concern. These additional strategies are implemented at school and at home to help the student be more successful.

TECHNOLOGY USE AGREEMENT

The Denair Unified School District requires each student and parent to sign a Technology Use Agreement each school year. Students may NOT use a district computer/laptop/tablet prior to an agreement being signed and returned.

TELEPHONE POLICY

On occasion students may need to use the telephone. Students may only use the telephone by obtaining permission from a staff member. Students may not use the phone to make social arrangements. For example: If they want to go to a friend's house to play after school, they must make arrangements prior to coming to school that day.

Please make after school arrangements with your children prior to school each morning. In order to prevent classroom interruptions and maximize instructional time **only emergency messages will be delivered to the classrooms.**

Parents may call the school office and leave a message for a staff member, and the call will be returned when time permits. Classroom instruction will not be interrupted for parent phone calls/messages.

USE OF AUTOMATED DIALING SYSTEMS

One form of school to home communication is via email/phone call through the PowerSchool School Messenger system. The office and district will send automated emails/phone calls home regarding important school and district events such as reminders, upcoming events, etc.

YEARBOOKS

Staff collaborates with DECA Parents Club (DECA PC) to create a school yearbook. Yearbooks can be purchased from DECA PC. Flyers will be sent home with students and can also be found in the office.

CAMPUS SAFETY

ARRIVAL/ DISMISSAL

Students may arrive at 7:15 a.m. at the gate near the library and wait in the hallway under supervision of staff. Students are allowed on campus at 7:30 a.m. They may be in the cafeteria for breakfast. Breakfast is **FREE** for all students and is served from 7:30 a.m.-7:55 a.m. Students may also be outside the cafeteria in the “red box.” The “red box” is an area on the blacktop marked by red lines. Students on campus at 7:30 a.m. who are not in the cafeteria for breakfast must wait in the designated “red box.” At 7:45 a.m. school personnel will dismiss students from the cafeteria and/or “red box” to put their personal belongings in their class’ designated area before playing on the playground or to line up in their class’ designated area.

DECA is a closed campus. Once a student has arrived on campus they are to remain on campus. Students are allowed to leave during the regular school day only when signed out by a parent, guardian or emergency contact listed on the registration card. All emergency contacts listed on the registration card must be 18 years or older. When students return from an appointment, they are to report to the office with an accompanying adult. Any student who violates the closed campus policy by leaving will be considered truant. Students must remain in designated areas during school hours.

Students are responsible for their behavior going to and from school, just as if they were on the campus. Parents should ensure that their children proceed directly to school and home again prior to taking part in any other activity. Students should be given enough time to get to school and nothing more. Staff gives students specific directions for coming onto campus and leaving campus. Students are expected to obey all traffic rules, respect the property rights of homeowners on their route, and obey all school rules. ***Those riding bicycles, skateboards, scooters, and rollerblades to school are required to wear helmets.***

CHECK IN/CHECK OUT PROCEDURES

Students arriving late to school must first report to the office with an accompanying adult. After the 8:00 bell rings a tardy slip must be secured before continuing to the classroom. Parents/guardians must accompany their tardy child to the office to sign them in. Circumstances may require a parent to pick up their child from school early. Students may be checked out during the regular school day only when signed out by a parent, guardian or emergency contact listed on the registration card. When arriving to check out a student, please report to the office. The student will then be located to come to the office. Requests/calls to the office asking that students be called out of class to wait in the office for the parent/guardian to arrive will not be granted. This interrupts valuable instructional time. Allow additional time for the child to be called out of class and arrive at the office. Parents/guardians must sign the child out through the office on the appropriate form. When students return from an appointment, they are to report to the office with an accompanying adult and be signed back in.

DISASTER/EMERGENCY DRILLS

The school will schedule periodic fire, earthquake, lockdown, evacuation, disaster, bus evacuation and public disturbance drills. Students are expected to participate seriously in these exercises. Students are expected to conduct the drill in a silent, orderly manner and obey the instructions of all staff.

HALL PASS

Students must have a hall pass during class time to go to the restroom, office or any other location on campus. Students must also have a hall pass to go to the office during lunch/recess time.

LOADING AND UNLOADING PROCEDURES

There are two areas designated for loading and unloading of students. The first is in front of the school on Madera Avenue. The second zone is adjacent to the kindergarten area on Elm Street. Please stay in line until you pick up your child. Pull as far forward as possible when picking up or dropping of your child. Also, please **do not leave your vehicle unattended** in the loading and unloading areas.

Safety reminders:

- Use crosswalks at all times when crossing the street.
- U-turns are not allowed; please drive with the flow of traffic.
- No parking is allowed near the yellow curb on Hawthorne avenue.
- Cars may not stop or park on the opposite side of Madera Avenue or Elm Street during school hours.
- Please do not block crosswalks with a vehicle.
- Students must be picked up in the designated areas. Please do not call students to come to the car in an undesignated pick up area. Wait in the flow of traffic until you reach the designated area and then pick them up.
- The gym is not a drive through drop off area. The parking lot is for parked cars only.

- The district office parking lot on the north side of the campus adjacent to the grass field is not a loading/unloading zone or pick up area. This area is for shipping/receiving, staff parking, and emergency vehicles to enter campus if needed.

Please keep our students safe by following all traffic laws and being patient when picking up and dropping off your children. Please pay close attention to the student safety patrol as they cross students. **California Highway Patrol** enforces the traffic laws around the school.

VISITORS

For safety purposes ALL visitors, including parents, must immediately proceed to the office to check in and receive a visitor's pass before entering campus.

Upon entering the office, visitors will need to present identification (e.g. driver's license, state issued identification card, passport), which will be scanned into the Raptor Visitor Management System. The system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only database checked by the Raptor Visitor Management System. No other data from the identification is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, a badge will be issued that identifies the visitor, the date, and the purpose of his/her visit. Visitors will only need to show their ID upon the first visit. Once visitors are entered in the system, their clearance is stored in the system for the remainder of the school year.

Classroom visits must be pre arranged with the classroom teacher prior to arrival. *All visitors must check out in the office upon departure.* The visitor policy has been established to protect students and staff from the danger of an unauthorized person on campus.

ATTENDANCE POLICY

ATTENDANCE REVIEW TEAMS/BOARDS (SART, DART, SARB)

The school/district conducts Attendance Review Team/Board meetings as needed. The School Attendance Review Board may include, but is not limited to, a parent and representatives of the school, county probation department, county welfare department, county superintendent of schools, district board member. The purpose of these meetings is to resolve attendance, truancy, tardiness or behavior problems.

School Attendance Review Boards divert students with school attendance or school behavior problems from the juvenile justice system by providing guidance and coordinating community services to meet their special needs. SARB is made up of representatives from various youth serving agencies that help a truant or insubordinate student and the student's parent(s)/guardian solve problems by using community resources. If SARB determines available community service cannot correct attendance and behavior problems, SARB promotes new public and private community services to meet the needs of problem students and divert them from the juvenile justice system. SARB guarantees students with truancy or school behavior problems a SARB hearing and review. Community resources are exhausted before the student is referred to juvenile court. (Ed. Code, 48320). Parents will be notified when a student has ten or more excused absences, four or more unexcused absences and/or is insubordinate.

CALLING IN ABSENCES

Parents/guardians must call the school office at 632-8887 when they know their child is going to be absent from school. The office will make one attempt to contact the parent if the child does not report to school on any given morning when a call has not been received from a parent. Every absence must be cleared through the school office by phone on the day that the student is absent from school or by note when the student returns to school. It is the parent's responsibility to verify all absences with the office; all unverified absences will be permanently recorded as "unexcused" after five (5) days of the child returning.

EXCUSED ABSENCES

You miss school, and you miss out! Attendance is important to students' success and required by state law. Students are expected to be in school on a regular basis. Please schedule appointments during non-school hours to maximize instructional time.

The following is a list of legally excused absences:

- Personal illness or injury
- Medical, dental, optometric, or chiropractic services rendered

- Attendance at funeral of immediate family member
- Exclusion for failure to present evidence of immunizations
- Participation in religious instruction/exercises in accordance with district policy

Missing school for any reason not listed above will be considered an unexcused absence/truancy.

MAKING UP WORK WHEN ABSENT

Make up work is allowed for excused absences. By law students shall be allowed to complete all assignments and tests missed during excused absences that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit. The teacher of any class from which a pupil is absent shall determine the tests and assignments, which shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.

PERFECT ATTENDANCE

Students who are present every minute of every instructional day are considered to have perfect attendance. Appointments should be made during non-school hours to ensure perfect attendance is maintained. Any student who misses any portion of his/her school day is ineligible for perfect attendance. To maintain perfect attendance a student may have no early checkouts, tardies or absences (excused or unexcused). The only exception is tardies caused by school bus delays or district designated foggy days. Awards and/or field trips may be awarded to students throughout the year who have perfect attendance.

REQUESTING WORK WHEN ABSENT

When requesting work due to an upcoming absence, 72 hour notice is needed to provide ample time to gather the assignments.

TARDINESS

Being on time to class is very important. Students who enter the classroom late miss and disrupt instruction. Being even a little bit late to school can jeopardize a student's ability to succeed in their class work. Therefore, parents and students should make every effort to arrive on time. Students arriving late to school must first report to the office with an accompanying adult. After the 8:00 a.m. bell rings a tardy slip must be secured before continuing to the classroom. Parents/guardians must accompany their tardy child to the office to sign them in. Students are considered tardy if they are not in their seat or in line with their class when the 8:00 a.m. bell rings.

Excused tardies include student illness and medical appointments. All other tardies are considered unexcused.

The following is a list of consequences for unexcused tardies:

- #1 Student will be informed of the need to arrive to school on time.
- #2 Parent contact
- #3 Notification letter sent home to parent
- #4 Notification letter sent home to parent and meeting with the Learning Director
- #5 Notification letter sent home to parent and meeting with the Principal

Further tardies will result in further notification letters as well as possible referral to the School Attendance Review Team (SART), the District Attendance Review Team (DART), and the Student Attendance Review Board (SARB).

UNEXCUSED ABSENCES/TRUANCY

Any absence that is not a legally excused absence will be an unexcused absence. A student who does not have an excused absence is considered truant. Continued truancy will result in a referral to the Stanislaus County Sheriff's Department School Attendance Review Board. The state defines three levels of truancy, each carrying more severe penalties for both the student and the parents or guardians. The three are truant, habitual truant, and chronic truant.

- Truant: A student is truant after missing three days of school or 30-minute periods without a valid excuse.
- Chronic Truant: A chronically truant student has missed 10 percent or more school days in a school year.
- Habitual Truant: If a student is truant three or more times in a school year and an effort is made to meet with parents, then the student is a habitual truant.

HEALTH

HEAD LICE POLICY

Per board policy if a student is found with active, adult head lice, he/she shall be excluded from attendance. The parent/guardian of an excluded student shall receive information about recommended treatment procedures and sources of further information and will be encouraged to begin treatment of the student immediately and to check all members of the family. The parent/guardian shall be informed that the student must be checked by the nurse or designee before returning to class and allowed to remain in school if no active head lice are detected. Once he/she is determined to be free of lice, the student shall be rechecked weekly for up to six weeks. Parents are responsible for the treatment of head lice.

ILLNESS/INJURY

Students should notify staff if ill or injured while at school.

MEDICATION

Any student required to take prescription medication at school must have appropriate paperwork on file in the office. "A Request for Administration of Medication at School" may be obtained from the office or on the website. The form must be completely filled out and returned to the office with the medication in the original bottle/injectable kit. Medication will not be administered without appropriate paperwork on file. Paperwork must be filled out completely by the physician and parent/guardian giving the school permission to dispense the medication. All medications and paperwork are secured in the office at all times.

Students are not allowed to carry medication (medicine, cough drops, etc.) unless it is deemed emergency medication. In order for students to carry emergency medication a district form must be on file in the office stating the physician's written request.

Nonprescription medications will not be administered at school unless done so by a parent/guardian.

NURSE/HEALTH TECHNICIAN

The district nurses work at all school sites in the district. Nurses schedules are determined prior to the start of each school year. DECA also employs a health technician who works Monday through Friday from 7:45 a.m.-2:45 p.m.

VACCINATIONS/IMMUNIZATIONS

California Law is followed regarding required student immunizations and students being excluded from school attendance due to immunization non compliance.

PARENT/FAMILY INVOLVEMENT

ADVISORY COMMITTEE

The Charter School will have an advisory committee ("Advisory Committee") comprised of parents and other stakeholders. The purpose of this Advisory Committee will be to provide input and review policies and goals of the Charter School (subject to the approval of the District's Board of Trustees), monitor the school's academic and operational performance, and help develop and implement family involvement strategies. The Advisory Committee will meet a minimum of four times a year at a date and location to be scheduled annually.

DECA PARENTS CLUB

Parents/Guardians are eligible to be members of the DECA Parents Club (DECA PC). The purpose of DECA PC is to raise money for the benefit of the school. DECA PC hosts a variety of fundraisers and activities throughout the year to support the school. Meetings are held monthly. A calendar of events, including meetings, will be sent home at the beginning of the year.

VOLUNTEERS/CHAPERONES

Parent volunteers and chaperones are sometimes needed to accompany students on field trips and to assist in classrooms. Please contact your child's teacher if you would like to be a classroom volunteer and/or field trip chaperone. All parent volunteers/chaperones must be cleared through the volunteer application process. Volunteer applications can be picked up in the office. The application and all necessary accompanying documents must be turned in two weeks prior to volunteering/chaperoning in order for the application to be processed and applicant cleared. Volunteer application packets not submitted two weeks prior to an event will not be processed and will result in the parent/guardian not being able to attend the event.

ACADEMICS

ACCESSING GRADES ONLINE

Parents/guardians may access their child's grades online via the PowerSchool information system. PowerSchool can be accessed online via the internet or a downloaded application. Access information will be sent home with students at the beginning of the school year and can also be obtained from the office.

CHEATING/PLAGIARISM

Cheating and plagiarism will result in a failing grade for the test, paper or project. All incidents of cheating or copying will result in a report to the student's parent and a possible referral to administration. Continual or habitual cheating will result in a failing grade for the subject.

HOMEWORK

Homework is an important extension of our instructional program. Students are expected to be responsible and complete and return all homework assignments. Parents are encouraged to review their children's homework and assist them when needed. Staff may detain students who fail to turn in homework or other assigned tasks. If a student has been absent, make-up homework is to be completed in an equal number of days they were absent.

PROGRESS REPORTS

Progress reports will be sent to parents of students who are at risk of failing or need improvement mid trimester. Please review and discuss the report with your child.

REPORT CARDS

Report cards will be sent to all students at the end of each trimester. Please review and discuss the report with your child.

POSITIVE RECOGNITION/AWARDS

POSITIVE RECOGNITION/AWARDS

Students will be positively recognized in a variety of ways during the school year. Ways include but are not limited to student of the month, birthdays, accelerated reader, character traits, perfect attendance, behavior expectations, etc.

BEHAVIOR/DISCIPLINE

One of the characteristics of an effective school is providing an environment that is safe, orderly and wholesome. Denair Elementary Charter Academy maintains high expectations of student behavior. All pupils are expected to know and comply with school rules, cooperate with staff members and treat all persons on the campus with respect and kindness. We expect proper conduct from all students. Every child has the right to feel safe at school and to be in a productive learning environment.

Parents/guardians must review the school rules/behavior expectations of their students. It is also important to review the district conduct code. The conduct code of the district is more comprehensive and includes District and State imposed consequences for misbehavior. It is important to have a clear understanding of the rules for appropriate behavior and of the consequences that will follow for failure to comply with rules.


POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS)

Positive Behavioral Intervention and Supports (PBIS) is used on campus. PBIS is a framework to establish behavioral expectations and supports to create a positive school climate in which all students achieve social and academic success. There are school wide rules and behavior expectations as well as an incentive system to reward students when the expectations are followed. The rules are as follows:

I am a DECA coyote, so I keep in mind...I am safe, responsible, respectful and kind. Go DECA!

Students will earn “Coyote Cash” from staff for following behavior expectations. Students can then redeem their “Coyote Cash” in the “Coyote Cave” store.

All rules and behavior expectations are on the Rules/Behavior Expectations Matrix that can be found below.

	Denair Elementary Charter Academy Rules/Behavior Expectations			
Area/Setting	Be Safe	Be Responsible	Be Respectful	Be Kind
Hallways	We walk. We stay out of yellow zones.	We face forward. We stay in line with our class.	We keep hands and feet to ourselves. We stay to the right. We walk quietly.	We help others in need.
Cafeteria	We use two hands to carry lunch trays. We walk. We sit by grade level. We eat our own food.	We have lunch cards ready. We clean up and throw away trash. We use inside voices.	We stay focused in line. We use manners.	We wait patiently. We take turns. We greet adults with good manners. We help others in need.
Library	We walk. We use stools and shelf markers appropriately. We push chairs in when leaving.	We return books on time. We keep books shelved in proper place. We keep food and drink outside.	We listen to adults. We use library voices. We wait patiently in line.	We help others find books. We share with others.
Playground	We use equipment appropriately. We eat snacks at a table.	We stop playing and line up immediately when the bell rings. We return equipment we have checked out.	We are good sports. We share. We listen to adults and peers.	We invite others to join the game. We let younger kids go first.
Bathroom	We wash our hands. We leave the lights on. We report problems. We keep hands and feet to ourselves.	We keep soap and water in the sink. We flush and clean up after ourselves.	We give others privacy. We leave the bathroom clean.	We wait patiently in line for our turn.
Office	We bring a pass with us. We walk on the purple paws. We sit in a chair while waiting.	We explain what we need and why we are there.	We speak softly. We use manners. We wait our turn. We respond appropriately.	We are patient. We hold the door for others.
Classroom	We walk. We keep hands and feet to ourselves. We keep walkways clear. We keep chairs on all four legs on the floor.	We have materials ready. We stay on task. We turn in work on time. We return books and supplies to proper places.	We listen and follow directions. We wait our turn to speak. We respond appropriately.	We use kind words and actions. We include everyone in activities. We share. We help others in need.

Assemblies	We walk. We sit criss cross. We use the stage stairs. We stay with our class.	We sit quietly. We are aware of our surroundings.	We enter quietly. We listen. We participate appropriately. We take hats and hoods off.	We respond appropriately. We show appreciation.
Bus	We keep hands, feet and objects to ourselves. We stay seated facing forward with our seatbelt on. We keep hands, feet and head inside the bus. We observe safety procedures. We are silent at railroad crossings.	We eat before or after our bus ride. We chew gum at home. We arrive on time. We go where we need when we get off the bus	We listen to adults. We use manners. We respond appropriately. We listen and follow directions. We wait our turn to speak. We speak with an indoor voice.	We use kind words and actions. We take turns boarding the bus. We greet adults with good manners.

CONSEQUENCES

Students are under the authority of school officials while at school, participating in school activities and going to and from school or a school activity. Students who fail to comply with rules/expectations will receive consequences. Consequences include, but are not limited to, parent contact, loss of privileges, detention, referral to the office, community service, restitution, in school suspension, out of school suspension, expulsion, etc. Parents/guardians are encouraged to read the district conduct code that is sent home at the beginning of each school year.

EXTRACURRICULAR ACTIVITIES

Various extracurricular activities are held throughout the school year. Students are expected to maintain appropriate behavior during the activities. Performers, guests and speakers are to be treated with respect and consideration. Participation in extracurricular activities is a reward. Students who fail to follow school and classroom behavior expectations will **NOT** be allowed to participate in extracurricular activities.

BUS

Students must use the bus when traveling to school sponsored events and for bus evacuation practice. Students are expected to follow all school rules and expectations on the bus. Per the district conduct code, failure to comply with bus rules will result in loss of bus privileges.

STUDENT APPEARANCE/DRESS CODE

STUDENTS APPEARANCE/DRESS CODE

Students are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress appearance that is deemed inappropriate, distracting or disruptive and detrimental to the purpose or conduct of the school will not be permitted. School is your workplace; come dressed appropriately for the job. Dress code violations will result in a warning to the student and/or notification of a parent/guardian to bring proper attire for the student before being allowed to return to class.

Repeated violations will result in further disciplinary actions per the district conduct code. The dress code is as follows:

1. Students must dress appropriately for educational activities in which they will participate so as not to endanger their health, safety or welfare.
2. Students must be cleanly dressed so as not to promote unhealthy or unsanitary conditions.
3. Students shall not dress in an obscene manner or display obscene material.
4. Any garment or accessory with inappropriate sayings, emblems or pictures that portray suggestive, derogatory, violent, morbid, or insulting pictures, writing or references to drugs, advertisements for alcohol or tobacco or the companies that produce these items are not allowed.
5. Students shall not display any material, which is libelous or slanderous.
6. Students shall not display any material, which so incites students to create a clear and present danger of the commission of unlawful acts on school premises or the violation of school policies and rules.
7. Students are to wear neat and clean dresses, pants, shorts and shirts. Shorts must be hemmed. **Shorts must be mid thigh in length.** Tops exposing the midriff, tops with spaghetti style straps, clothes exposing undergarments, half

shirts, bare back tops and off the shoulder tops are NOT allowed. Halter-tops, "cutoffs", cut up clothes, ripped jeans, skin tight pants, spandex bike shorts or "short" shorts are NOT allowed. **Tank tops must be two inches wide at the shoulders, must not be too loose around the armholes and must be modest in nature of design.**

8. Pants must be worn at the waist and belts must be in loops. No "flagging" is permitted. Chains are not to be worn.
9. Hats may be worn outside only. They must be worn facing forward and be removed when entering classrooms or other buildings. Confiscated hats will be returned to parents only.
10. Shoes with back straps are required. Flip-flops or shoes with wheels are not permitted.
11. **Gang-related apparel:** For the safety of the student body we will follow the recommendations of the Stanislaus Sheriff's Department and limit or restrict "gang" related garments or items of any kind. Because of the nature of gang wear, many emblems and pictures, which seem innocent to the parent, are not and are recognized by the students as not being innocent. Unless the emblem or picture portrays something positive or is school related the school recommends that the parent choose clothing this is emblem free. These recommendations are subject to change during the school year and the school will forward Sheriff's Department advisories to parents by letter. All students who display "gang" garments or engage in imitating gang behavior will be referred to the administration who will contact the child's parents for a conference. A child who continues to display "gang" related items after the conference will be recommended for alternative placement in a community school program.

SIGNATURE FORM

My child and I have read and discussed the 2021-2022 parent/student handbook. We agree to comply with all rules and regulations and cooperate with the staff and school to ensure a positive educational experience.

Student's Name _____ Teacher _____ Grade _____

Student's Signature _____ Date _____

Parent/Guardian's Name (please print) _____

Parent/Guardian's Signature _____ Date _____

Parent/Guardian's Email Address _____

*******Return the signature form to teacher by 8/20/2021*******