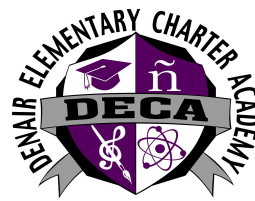


Parent/Student Handbook 2024-2025

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

Mrs. Laura Cardenas Director of Elementary and Preschool Education/DECA Principal
Mr. Robert Moore, Learning Director



2024-2025 School Calendar

180 Attendance Days

Board Approval: 03.14.24

<p>4 Holiday - Fourth of July</p> <p>8-19 Summer Meal Service</p> <p>24 School Office Staff Return</p> <p>29-30 ELOP Staff Training Day</p> <p>31 Secondary Schools Coyote Call</p> <p>31 Jump Start for Kinder/6th Grade</p>	<p>July 2024 18 days</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6</p> <p>7 8 9 10 11 12 13</p> <p>14 15 16 17 18 19 20</p> <p>21 22 23 24 25 26 27</p> <p>28 29 30 31</p>	<p>January 2025 18 days</p> <p>S M T W T F S</p> <p>1 2 3 4</p> <p>5 6 7 8 9 10 11</p> <p>12 13 14 15 16 17 18</p> <p>19 20 21 22 23 24 25</p> <p>26 27 28 29 30 31</p>	<p>1 Holiday - New Year's Day</p> <p>6 Professional Development Day</p> <p>7 Classes Resume</p> <p>20 Holiday - Martin Luther King, Jr. Day</p>
<p>1 Jump Start for Kinder/6th Grade</p> <p>2 New Teacher Work Day</p> <p>5-6 Professional Development Day</p> <p>7 First Day of School</p> <p>14 DMS Back to School Night- Minimum Day</p> <p>21 DECA Back to School Night- Minimum Day</p>	<p>August 2024 18 days</p> <p>S M T W T F S</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30 31</p>	<p>February 2025 18 days</p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28</p>	<p>6 Secondary Schools 3rd Quarter Progress Reports</p> <p>12 DHS Freshman Orientation- Minimum Day</p> <p>13 DECA End of 2nd Trimester</p> <p>14 Holiday - Lincoln's Birthday</p> <p>17 Holiday - President's Day / Washington's Birthday</p> <p>19 Districtwide Collaborative Day - Minimum Day</p> <p>TBD ELPAC Testing</p>
<p>2 Holiday - Labor Day</p> <p>5 Secondary Schools 1st Quarter Progress Reports</p> <p>12 DCA Family Night-Minimum Day</p> <p>18 Districtwide Collaborative Day - Minimum Day</p> <p>25 DECA 1st Trimester Progress Reports</p>	<p>September 2024 26 days</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30</p>	<p>March 2025 21 days</p> <p>S M T W T F S</p> <p>1</p> <p>2 3 4 5 6 7 8</p> <p>9 10 11 12 13 14 15</p> <p>16 17 18 19 20 21 22</p> <p>23 24 25 26 27 28 29</p> <p>30 31</p>	<p>13 Secondary Schools - End of 3rd Quarter</p> <p>19 Districtwide Collaborative Day - Minimum Day</p> <p>28 DECA 3rd Trimester Progress Reports</p>
<p>9-11 DMS Parent Conferences - Minimum Day</p> <p>10 Secondary Schools - End of 1st Quarter</p> <p>11 Test, DHS Homecoming-Districtwide Minimum Day</p> <p>16 Districtwide Collaborative Day - Minimum Day</p> <p>25 DECA End of 1st Trimester</p> <p>28-31 DECA Parent Conferences - Minimum Day</p>	<p>October 2024 23 days</p> <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30 31</p>	<p>April 2025 16 days</p> <p>S M T W T F S</p> <p>1 2 3 4 5</p> <p>6 7 8 9 10 11 12</p> <p>13 14 15 16 17 18 19</p> <p>20 21 22 23 24 25 26</p> <p>27 28 29 30</p>	<p>10 Secondary Schools 4th Quarter Progress Reports</p> <p>15 DCA Family Night - Minimum Day</p> <p>16 Districtwide Collaborative Day - Minimum Day</p> <p>17 Districtwide Ag DAY</p> <p>18 Board Holiday - Good Friday</p> <p>21-25 Spring Break</p> <p>TBD 6th Grade Outdoor Education</p> <p>TBD CAASPP Testing</p>
<p>1 DECA Parent Conferences - Minimum Day</p> <p>11 Holiday - Veterans Day</p> <p>14 Secondary Schools 2nd Quarter Progress Reports</p> <p>25-29 Holiday - Thanksgiving Break</p>	<p>November 2024 15 days</p> <p>S M T W T F S</p> <p>1 2</p> <p>3 4 5 6 7 8 9</p> <p>10 11 12 13 14 15 16</p> <p>17 18 19 20 21 22 23</p> <p>24 25 26 27 28 29 30</p>	<p>May 2025 16 days</p> <p>S M T W T F S</p> <p>1 2 3</p> <p>4 5 6 7 8 9 10</p> <p>11 12 13 14 15 16 17</p> <p>18 19 20 21 22 23 24</p> <p>25 26 27 28 29 30 31</p>	<p>TBD CAASPP Testing</p> <p>6 & 8 DECA Spring Conferences- Minimum Day</p> <p>7 DHS Awards Night- Minimum Day</p> <p>14 K-8 Open House- Minimum Day</p> <p>20-22 Secondary Schools Finals</p> <p>20-22 Districtwide Minimum Day</p> <p>22 Last day of School- Minimum Day</p> <p>26 Holiday - Memorial Day</p> <p>28 ELOP Staff Training Day</p>
<p>13 DECA 2nd Trimester Progress Reports</p> <p>18-20 Secondary Schools Mid-Terms</p> <p>18-20 Districtwide Minimum Days</p> <p>28 Secondary Schools - End of 2nd Quarter</p> <p>12/23-1/3 Holiday - Christmas/ Winter Break</p>	<p>December 2024 15 days</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30 31</p>	<p>June 2025</p> <p>S M T W T F S</p> <p>1 2 3 4 5 6 7</p> <p>8 9 10 11 12 13 14</p> <p>15 16 17 18 19 20 21</p> <p>22 23 24 25 26 27 28</p> <p>29 30</p>	<p>19 Holiday-June 18th</p>

Schools

Denair Elementary Charter Academy TK-5 Elementary School
Denair Middle School 6-8 Secondary School
Denair High School 9-12 Secondary School
Denair Charter Academy K-12 Charter School

Key

△ Districtwide Minimum Day (R)
◇ Districtwide Collaborative / Min Day (R)
□ Board Holiday (R)
○ Legal Holiday (T)
▽ Professional Development Day (D) (Districtwide Non-Attendance Day)

Additional Minimum Days by Site

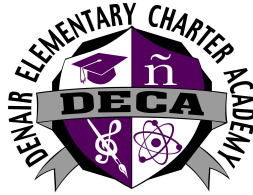
DECA TK-5: Every Wednesday
DMS 6-8: 9/10/24, 11/6/24, 12/10/24, 2/12/25, 3/5/25, 5/7/25
DHS 9-12: None
DCA K-12: None

ELOP Summer Progress 2024-25

Jump Start ELOP: 7/21/24-8/1/24
ELOP Spring Camp: 4/22/25-4/30/25
ELOP TK-8: 5/28/25-6/27/25
ESY(SpEd) TK-12: TBD
Credit Recovery 9-12: 6/23/25-6/30/25

Graduation/ Promotions

May 20 DCA Promotion Ceremony
May 21 DCA Graduation Ceremony
May 22 DHS Promotion Ceremony
May 23 DHS Graduation Ceremony



Bell Schedule 2023-2024	
8:00 a.m.-8:25 a.m.	FREE breakfast for all students in the cafeteria
8:00 a.m.-8:15 a.m.	Students on campus must be in the cafeteria for breakfast or lined up by grade level cones
8:15 a.m.	Students dismissed to place backpacks in designated areas and play on the playground
8:27 a.m.	Warning bell rings/Students line up in designated areas
9:30-10:00	Morning recess (TK)
9:45-10:00	Morning Recess (1st, 2nd, 3rd)
10:00-10:30	Morning recess (K)
10:55-11:10	Morning recess (4th , 5th)
2:50 p.m. (12:40 p.m. on Wednesdays and minimum days)	Dismissal for transitional kindergarten and kindergarten
3:00 p.m. (12:50 on Wednesdays and minimum days)	Dismissal for 1st and 2nd grade
3:10 p.m. (1:00 p.m. on Wednesdays and minimum days)	Dismissal for 3rd-5th grade

Lunch Schedule			
Grade	Lunch/Lunch Recess Time Frame	Lunch Recess (20 minutes)	Lunch in the Cafeteria (25 minutes)
TK	11:05-11:50	11:05- 11:25	11:25-11:50 (includes transition time)
Kindergarten	11:35-12:20	11:35- 11:55	11:55-12:20
1st	11:10-11:55	11:10-11:30	11:30-11:55
2nd	11:25-12:10	11:25- 11:45	11:45-12:10
3rd	11:15-12:00	11:15- 11:35	11:35-12:00
4th & 5th	11:40-12:25	11:40-12:00	12:00- 12:25

STAFF DIRECTORY

By Grade Level/Department

Office

Laura Cardenas, Principal
Robert Moore, Learning Director
Elizabeth Mendez, Principal's Secretary
Irene Martinez, Bilingual Secretary
Hilda Megee Attendance Secretary
Alyce Ford, District Nurse
Kelly Neto, Health Technician

Preschool

Erica Prock, Morning Teacher
Melissa Cortez, Paraeducator
Stacie Kessel, Paraeducator
Bryanna Suarez, Paraeducator
Erin Davis Afternoon Teacher

Transitional Kindergarten

Genesis Delgado
Alexa Lindo
Coree Fitzgerald

Kindergarten

Debbie Edwards
Gretchen Marquette
Rosamaria Yanez, Dual Immersion
Zenobia Ochoa, Dual Immersion

First Grade

Lenora Gomes
Jennie Groves
Natalie Moore
Monica Fuentes- Dual Immersion
Ashley Arevalo, Dual Immersion

Second Grade

Evelyn Mendoza
TBD
Susy Jones
Marisol Rivas, Dual Immersion
Margarita Hurtado, Dual Immersion

Third Grade

Rachel Chavez
Kimberly Evans
Patricia Segars
Nicole Janz, Dual Immersion
Bertha Alicia Marquez, Dual Immersion

Fourth Grade

TBD
Kirsten Sweeten
Araceli Arellano, Dual Immersion

Fifth Grade

Lynn Golding
Martha Loya, Dual Immersion
Mary Prine

Language Lab

Rosalba Sanchez Teacher
Ruby Macias, Bilingual Paraeducator

Library

Patte Hegg, Librarian

Paraeducators

Chelsea Adamson, Speech Para
Athziri Hermosillo, Bilingual Para
Jasmin Sandoval, Bilingual Para
Jennifer Garcia Bilingual Para
Zack Megee, Paraeducator, intervention
Hannah Mills, Paraeducator
Jenna Nascimento, Paraeducator
Claudine Pacheco, Paraeducator
Michael Vasquez, Paraeducator, intervention
Jace Rimert, Paraeducator
Samuel Felix Paraeducator

Intervention

Lori Cole, Teacher
Nicole Flores, Paraeducator
Susan Garcia, Bilingual Paraeducator

Special Education

Adriana Covarrubias, Special Day Class Teacher
Stephanie DeMuro, Special Day Class Teacher
Alison Loftin, Resource Teacher
Chelsea Adamson Language Pathologist
Whitney Zumstein, Speech and Language Pathologist
Rashel Barkett-Luera Resource Para
Katherine Anson-Sped Para
Patricia Vigil -Sped Para
Alyson Hagen Sped Para
Patricia Baltazar Sped Para

Physical Education

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

Music/Band

Josephine Feist, Music Teacher
Daniel Ibarra, Music Teacher

Counselor

Kara Binkley
Luis Martinez

Supervision

Alicia Alvarez, Campus Supervisor II
Annette DeHart, Morning aide

Custodial

Sandra Cisneros
Victoria Brizuela
Brian, McDiffett

Cafeteria

Kim Fuentes, DUSD Food Services Manager
Alissa James AM Server
Helena Viega PM Food Server
Jennifer Martinez Food Server 1
Norma Mendoza, Food Server 2

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/FLOWERS/PARENT VOLUNTEERS

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 follow classroom/school/district guidelines. Home-baked goods, balloons, and flowers are not allowed. Parents/guardians who wish to join the teacher-approved celebration must be cleared as volunteers. 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 the 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.

CUPCAKES/SWEETS FOR CELEBRATIONS/CLASS PARTIES

According to Board Policy 5030, the district will establish measurable indicators to evaluate the implementation and effectiveness of student wellness activities within the district. These indicators may include the compliance of food and beverages available on campus during the school day, such as those for classroom parties, school celebrations, and rewards/incentives, with nutrition standards.

DECA is committed to promoting a healthy learning environment and fully supports the district board policy that prohibits the use of non-nutritious foods as rewards. School staff will actively encourage parents, guardians, and volunteers to prioritize nutritional quality when contributing snacks for class parties. Whenever feasible, these parties or celebrations will be scheduled after the lunch period. By working together, we can create a supportive environment that prioritizes both academic success and student well-being.

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 209-632-7514 regarding bus transportation questions or to set up bus transportation.

CELL PHONES/PHONE WATCHES

Districts can regulate cell phone, pager, or electronic device use on campus and during school activities. Students cannot use these devices during the school day; they must be turned off and stored in backpacks. A completed Cell Phone Agreement form is required to carry a cell phone, available online or from the school office. Consequences for non-compliance with the agreement follow.

- ***First Offense:*** The 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. The 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 students 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 be be provided by the Education Code 48904. Students with outstanding debts will not receive final report cards until the debt is paid.

CLASS DOJO/Parent Square

Some teachers will continue to use Class dojo for communication purposes between classroom and teacher. Teachers will provide information to parents regarding how to connect. Important school information will be sent via the Parent Square app in Aeries in lieu of sending paper notes. Once you complete the registration for Aeries, DECA will extend an invitation to you through email or text, inviting you to join Parent Square. Upon receiving the invitation, you will be required to click on a link to activate your account.

COVID-19 Information

While COVID-19 was declared endemic by health officials in 2022, the Denair Unified School District Governing Board and Administration continue to monitor COVID conditions and health guidance published by the California Department of Public Health. Our highest priority is keeping our students and staff safe. The first day of school is August 7, 2024.

COYOTE CAVE ITEMS

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

FIELD TRIPS

Field trips are scheduled for educational, enrichment, and reward purposes during the school year. Students failing to meet behavior expectations will not participate in these trips. Parent chaperones

must be cleared two weeks prior to the event through the volunteer application process. Failure to submit applications on time will result in inability to chaperone. Field trips are for designated DECA students only; siblings are not allowed. Parents failing to follow procedures cannot chaperone. To check out a child, parents/guardians must complete paperwork with the teacher, who will then release the student. Early check-outs will be logged in the 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, sunflower seeds, cans, and glass containers are not allowed on campus. Students may bring plastic water bottles only. Candy and other items cannot be distributed without teacher permission. Homemade food is prohibited for distribution. No food is allowed in class without teacher approval.

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 inside the DECA 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 can bring lunch from home or get a free lunch from the cafeteria. Menus are on the school and district websites. Arrange lunch plans with your child each morning. Ensure lunches are healthy, and students must clean up after themselves to keep the campus clean.

OFFICE HOURS

The office is open from 7:30 a.m. to 4:30 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 Parent Square 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 monthly newsletter, website updates, Facebook posts, notes sent home with students, Parent Square announcements email, etc. **Parent Square through Aeries will be the main form of DECA Office-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) addresses students' academic, social, emotional, or behavioral difficulties. Comprising administration, teachers, staff, and parents, the team reviews each student's strengths and concerns, suggesting and organizing interventions and resources for improvement. Strategies are implemented at school and home. SST meetings can be held via phone, virtually, or in person for convenience. Rescheduling is possible but not guaranteed if parents cannot attend.

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

Students may use the phone only with staff permission and not for social arrangements, which must be made before school. Arrange after-school plans with your children each morning. Only emergency messages will be delivered to classrooms to avoid interruptions. Parents can leave messages for staff, which will be returned when possible. Classroom instruction will not be interrupted for calls or messages.

USE OF AUTOMATED DIALING SYSTEMS

One form of school-to-home communication is via email/phone call through the Aeries. 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 in the ELOP (Early Learning Opportunity Program) can arrive at 7:30 a.m. through the purple gate by the DECA gym. Non-ELOP students are allowed on campus at 8:00 a.m. via gate E near the DECA Library. All students go to the cafeteria for free breakfast from 8:00 to 8:25 a.m. They must wait in their grade-level lines if not having breakfast. At 8:15 a.m., students are dismissed to put away their belongings and then play on the playground.

DECA is a closed campus. Once students arrive, they must stay on campus and can only leave during school hours if signed out by an authorized adult. Emergency contacts must be 18 or older. Returning students must report to the office with an adult. Violating the closed campus policy results in truancy. Students must stay in designated areas during school hours.

Students are responsible for their behavior to and from school. Parents should ensure children go directly to and from school, adhering to traffic rules and respecting property rights. Bicyclists, skateboarders, scooter riders, and rollerbladers must wear helmets.

CHECK IN/CHECK OUT PROCEDURES

Students arriving late (after the 8:30 a.m. bell) must report to the office with a parent or guardian to get a tardy slip before going to class. Parents cannot escort children to classrooms after 8:30 a.m.; DECA staff will assist if needed.

For early pick-ups, parents or authorized contacts must sign students out in the office. Students will be called from class when parents arrive, not before, to avoid disrupting instructional time. Allow extra time for this process. Returning students must report to the office with an adult to be signed back in.

DISASTER/EMERGENCY DRILLS

The school will conduct regular fire, earthquake, lockdown, evacuation, disaster, bus evacuation, and public disturbance drills. Students must participate seriously, remain silent and orderly, and follow all staff instructions.

LOADING AND UNLOADING PROCEDURES

There are two student loading/unloading areas: in front of the school on Madera Avenue and by the kindergarten area on Elm Street. At dismissal, stay in line and pull forward when picking up or dropping off. The Madera and Elm lanes are drive-through only. For safety, students will remain behind the fence until their car arrives. Parents walking to pick up students can use the gym parking lot or Gate A by the DECA gym. Do not leave your vehicle unattended in the loading zones.

Drop Off / Pick Up Options

New Pick-Up Procedures for the 2024/2025 School Year

For the safety and well-being of our students, we are introducing a new procedure for 1st-5th grade student pick-up this year. To ensure a smooth and orderly process, we have designated specific waiting areas for parents on campus.

Parent/Guardian Designated Waiting Areas:

- Parents waiting to pick up their 1st-5th students before their dismissal bell must wait outside the purple gate until 2:55 PM on regular days and 12:55 PM on minimum days.
- For the safety of students, once the Purple Gate opens, parents/guardians must stay behind the yellow lines marked with an "Authorized Personnel Only Beyond this Point" sign or under the new shade structure next to the DECA gym.
- The area near the office, office parking lot or coyote paws walkway are not a dismissal waiting area. The office and the benches outside the office area are for conducting school business or checking your children out early.

Important information for Parents/Guardians:

- While parents may send transportation changes via Dojo messages, same-day messages might not be seen in time. For emergencies, please contact the office directly.

TERM DEFINITIONS:

Walk up - Parents who drop off or accompany their students to school, as well as students who walk to school. If approaching from Madera/Hawthorne, please use the **Purple Gate**.

Drive Through - Vehicle drop off, only students may exit the vehicle, if your student requires assistance please park in a designated area. For the safety of staff and students, vehicles may not be idle or left unattended, traffic must be a continuous flow.

Note: *Teachers will be stationed at their assigned gates, ensuring a safe and organized dismissal. It will be the responsibility of each parent/guardian to communicate with their child about which gate or walk up area to expect for pick-up. This teamwork ensures a smooth and secure experience for everyone! While parents may send transportation changes via Dojo messages, same-day messages might not be seen in time. For emergencies, please contact the office directly.*

DROP OFF GATES

GATE-A - Walk up (**Purple Gate**)

GATE-B - DECA Office Gate (**Office Business Only/Tardy Students**)

GATE -E - 1st-5th Grades (**Vehicle Only**)

GATE-H - **PreSchool Only**

GATE-I - TK & Kinder (*TK and Kinder Gates are both **Walk up** and **Vehicle** but we encourage parents to park and walk up to the gates.*)

Dismissal

From the classroom, teachers will release walkers, walk up pickup, bus riders, ELOP & PLAY students and escort the **Drive Through** students to their gate. From the gate, teachers will direct the students (*still within the gated area on Madera*) whose parents/guardians have established a pickup gate with the student to that gate. Students who haven't established a gate with their parents/guardians or don't remember will remain with their grade level gate. Teachers will supervise students behind the drive through gate waiting until the child's vehicle arrives.

PICK UP GATES

A - Walk up (**Purple Gate**) Parents can continue to wait for their student(s) in the assigned Parent waiting area adjacent to the gym during dismissal. If approaching from Madera/Hawthorne, please use this gate.

B - DECA Office Gate (**Office Business/Tardy Students**)

C - 3rd Grade (**Vehicle Only**)

D - 2nd Grade (**Vehicle Only**)

E - 4th Grade (**Vehicle Only**)

F - 5th Grade (**Vehicle Only**)

G - 1st Grade (**Vehicle Only**)

(*TK and Kinder Gates are both **Walk up** and **Vehicle** but we encourage parents to park and walk up to the gates.*)

G - TK (Lindo & Fitzgerald), Kinder (Yanez)

H - Kinder (Ochoa & Edwards)
I - TK (Delgado & Marquette)
K- (for families who live near ELM)

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.

Visitors must present ID (e.g., driver's license, state ID, passport) at the office, which will be scanned into the Raptor Visitor Management System. This system checks the visitor's name and date of birth against a national sex offender database only. No other data is collected or shared. Once approved, visitors receive a badge with their name, date, and visit purpose. After the first visit, visitors' clearance is stored in the system for the rest of the school year.

Classroom visits must be pre-arranged with the classroom teacher prior to arrival and have a volunteer packet. *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 holds Attendance Review Team/Board meetings as needed to address attendance, truancy, tardiness, or behavior issues. The School Attendance Review Board (SARB) includes parents and representatives from the school, county probation, welfare, superintendent's office, and the district board.

SARB aims to resolve attendance and behavior problems by guiding students and coordinating community services, diverting them from the juvenile justice system. It involves various youth-serving agencies to help students and their families. If community services can't resolve the issues, SARB seeks new services to support the students. A SARB hearing and review are guaranteed before referring a student to juvenile court, ensuring all community resources are

exhausted first (Ed. Code, 48320). Parents are notified when a student has ten or more excused absences, four or more unexcused absences, or shows insubordination.

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 will be recorded as "unexcused."

EXCUSED ABSENCES

You miss school, and you miss out! Attendance is important to students' success and is 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 the funeral of an 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 permitted for excused absences. Students are entitled to complete all missed assignments and tests within a reasonable time frame and, upon satisfactory completion, receive full credit. Teachers will provide equivalent, though not necessarily identical, assignments and tests for missed classes.

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

Punctuality is crucial for classroom success. Late arrivals disrupt instruction and hinder academic progress. Parents and students should prioritize arriving on time. Late students must be signed in to the office **by an adult** for a tardy slip after the 8:30 a.m. bell. Excused tardies include illness and medical appointments; all others are unexcused.

The following is a list of consequences for unexcused tardies:

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

Unexcused absences are considered truancy. Persistent truancy leads to a referral to the Stanislaus County Sheriff's Department School Attendance Review Board. The state defines three levels of truancy: truant, habitual truant, and chronic truant, each with escalating penalties for students and parents/guardians.

- **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

Students found with active, adult head lice are excluded from attendance per board policy. Parents receive information on treatment procedures and sources of further information and are encouraged to start treatment immediately and check all family members. Before returning to class, students must be checked by the nurse or designee and can stay if no active head lice are found. They will be rechecked weekly for up to six weeks. Parents are responsible for head lice treatment.

ILLNESS/INJURY

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

MEDICATION

Students needing prescription medication at school must have completed paperwork on file in the office. This includes a "Request for Administration of Medication at School" form, which can be obtained from the office and must be fully filled out and returned with the medication in its original container. Medication will not be given without proper paperwork completed by the physician and parent/guardian. All medications and paperwork are securely stored in the office.

Students are generally not permitted to carry medication unless it's emergency medication, for which a district form must be on file. Nonprescription medications will only be administered 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 8:30 am-3:00 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 establish an advisory committee consisting of parents and stakeholders. Its purpose is to review policies and goals (subject to the District Board's approval), monitor academic and operational performance, and assist in developing family involvement strategies. The committee will meet at least four times annually, with dates and locations scheduled yearly.

DECA PARENTS CLUB

Parents/Guardians can join the DECA Parents Club (DECA PC) to raise funds for the school. DECA PC organizes fundraisers and activities throughout the year and holds monthly meetings. A calendar of events, including meetings, will be provided at the start of the year.

VOLUNTEERS/CHAPERONES

Parent volunteers and chaperones are needed for field trips and classroom assistance. To volunteer or chaperone, contact your child's teacher and complete the volunteer application process. See office personnel for digital access to volunteer packets. Please give two weeks for the completion of this process. Applications not submitted on time will not be processed, and the parent/guardian won't be able to attend the event.

ACADEMICS

ACCESSING GRADES ONLINE

Parents/guardians may access their child's grades online via the Aeries information system. Aeries 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. 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 the following week after the trimester ends. 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 the student of the month, birthdays, accelerated reader, character traits, perfect attendance, behavior expectations, etc.


BEHAVIOR/DISCIPLINE

Denair Elementary Charter Academy upholds high standards for student behavior to maintain a safe, orderly, and positive environment. Students must know and follow school rules, cooperate with staff, and treat everyone with respect and kindness. Parents/guardians should review both the school rules and the district conduct code to understand behavior expectations and consequences.

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS)

DECA utilizes Positive Behavioral Intervention and Supports (PBIS) to foster a positive school climate and academic success. PBIS establishes behavior expectations and supports, with school-wide rules and an incentive system. The rules focus on being safe, responsible, respectful, and kind. Students earn "Coyote Cash" for following expectations, which can be redeemed at 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-crossed. 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 our 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

DECA prioritizes restorative practices for student choices and other means of correction methods as needed. Students are under school officials' authority during school-related activities. Failure to comply with rules results in consequences such as parent contact, loss of privileges, detention, office referral, community service, restitution, in-school or out-of-school suspension, or expulsion. Parents/guardians are urged to review the district conduct code provided at the start 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 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 mid-thigh in length. Ripped Jeans with tears mid-thigh and below are allowed. Ripped jeans with tears above mid-thigh are not allowed.** Tops exposing the midriff tops with spaghetti style straps, clothes exposing undergarments, half shirts, halter tops, bare back tops, and off-the-shoulder tops 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. 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 that 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.

DISTRICT PARENT/STUDENT HANDBOOK

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

SIGNATURE FORM

My child and I have read and discussed the 2024-2025 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 8/19/2024*******