

**Providence Creek Academy
Charter School**

**Student/Parent
Handbook**

2011-2012

**Providence Creek Academy
2011-2012 Calendar**

<u>Month</u>	<u>Teacher/Student Days</u>	<u>Student Hours</u>	<u>Student Days</u>	<u>Teacher Days</u>
<u>AUGUST</u>		22.5	3	5
August 24 – 25	Professional Development/Teachers only			
August 29	School Opens			
<u>SEPTEMBER</u>		150	20	20
September 2	No School			
September 5	Labor Day - No School			
<u>OCTOBER</u>		142.5	19	21
October 7	Statewide Professional Dev. /Teachers only			
October 10	Professional Dev. /Teachers only			
<u>NOVEMBER</u>		142.5	19	19
November 11	Veterans Day - No School			
November 24-25	Thanksgiving Break - No School			
<u>DECEMBER</u>		112.5	15	16
December 5	Professional Dev. /Teachers only			
December 23-30	Christmas Break – No School			
<u>JANUARY</u>		150	20	20
January 2	No School			
January 16	Martin Luther King Day – No school			
<u>FEBRUARY</u>		142.5	19	20
February 6	Professional Dev. /Teachers only			
February 20	President’s Day – No school			
<u>MARCH</u>		165	22	22
<u>APRIL</u>		105	14	15
April 2	Professional Dev. /Teachers only			
April 6 - 15	Spring Break – No school			
<u>MAY</u>		165	22	22
May 28	Memorial Day – No school			
<u>JUNE</u>		45	6	8
June 8	Last day for students			
June 11	Professional Dev. /Teachers only			
June 12	Last day for teachers			
<hr style="border-top: 1px dashed black;"/>				
June 11, 12, 13	<i>Weather Contingency Days</i>			
June 13	<i>Last day for students</i>			
June 14	<i>Professional Dev. /Teachers only</i>			
June 15	<i>Last say for teachers</i>			
TOTAL		1342.5	179	188

August 29, 2011

Dear Parents/Guardians:

One of the most important goals you and I share is that we both want your child to be successful in school. Success is the result of high expectations, a commitment to excellence, and careful planning. Children who are prepared to learn, attentive in the classroom, and exhibit good behaviors have the best chance to be successful.

To assist you and your child, we have compiled this handbook which contains important information about all facets of school life. Every year, Providence Creek Academy requires all students and parents to sign a statement indicating that they understand their responsibilities as outlined in the Student Code of Conduct and return the signed form to their child's school. If you have not all ready signed and returned this form, you will find this statement and other parent consent forms at the back of this handbook.

I urge you to work closely with us to strengthen the connection between our homes and schools. Stay actively involved so that you will have the most current information about your child's academic progress and behavior in school. Working together, we will produce students who are the nation's best!

Have a successful year.

Sincerely,

Audrey M. Erschen
Principal
Providence Creek Academy Charter School
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2011-2012**

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Administrative Team

Charles Taylor
Audrey Erschen
Andrea Spence

Managing Director
Principal
Director of Curriculum

K	Kristin	Brewer
K	Olivia	Rittenhouse
K	Jill	Mears
K	Jackie	Simmens
1	Dawn	Norvell
1	Brandi	Tindall
1	Kristen	Black
1	Tarah	Curl
2	Regina	Bloemker
2	Jennifer	Bentley
2	Jennifer	Norman
3	Lauren	Machulski
3	Victoria	Fitzgerald
3	Sarah	Phillips
4	Amanda	Wessell
4	Michael	Rice
4	Ryan	Curl
5	Joanna	Cobble
5	Katie	Powell
5	Dan	Chiavaroli
6	Lorie	Smith
6	Rachael	Schluetter
6	Marie-Pier	Gascon
7 ELA	Elaine	Lambert
7/8 Math	Kaitlin	Cody
7/8 Science	Jennifer	Thomas
7/8 SS	Dave	Norman
8 ELA	Maurya	Muldoon

Art	Lissa	Kunig
World Language	Amanda	Spinelli
Keyboarding	Corinthia	Elliott
Music/Band	Michael	Howell
Music/Fine Arts Coordinator	Kelly	Waldron
PE/Lower School	Eric	Beach
PE/Health/Upper School	Anthony	Slusher
Grants Coordinator	Claudia	Taylor
Special Education	Marjorie	Knorr-Hayden
Special Education	Rita	Berg
Special Education	Nicole	Lewis
Special Education	Sandra	Jilek
Curric. Alignment Writer	Danielle	Heilig
Interventionist/Lower School	Joan	Messick
Interventionist/Upper School	Jaime	Pinder
Math Specialist	Brian	Walley
Math Coordinator	Michelle	Candileri
Librarian	Joyce	Gossman
Reading Specialist	Robyn	Roberts
School Nutrition Manager	Gerry	Ward
Tech Specialist	Jake	Erschen
Ballet	Stephanie	Artigliere
Nurse	Cindy	Daniels
Nurse	Kim	Collins
Transportation	Belinda	Hestera
Office Manager	Trina	Willey
Administrative Assistant	Alecia	Glidden
Human Resources/Business	Shanna	Simmens
Business Assistant	Kimberly	Whitlock
Grounds/Maintenance	Bill	Bullock
Head Custodian	Dave	Williams
Head Custodian	Lori	Alberts

GENERAL POLICIES

Providence Creek Attendance Policy

Every parent, guardian, or other person having legal control of a child between the ages of 5 and 16 is required to send such child to school. Attendance standards are applicable to all students enrolled in the School. School attendance is mandated by State law and regulations of the State Board of Education. The Student Attendance Policy of the Board of Directors establishes specific regulations related to attendance. The School is responsible for reporting violations of the attendance laws of the State. The School may excuse a child for necessary and legal absence, subject to the provisions of the Delaware Code.

The following are considered necessary and legal excused absences and may not be used to file truancy charges:

- Illness of the student
- Medical diagnosis and/or treatment
- Death in the immediate family; funerals of other relatives or close friends, not to exceed one day if in the locality or three days if outside the state
- Contagious disease in the home of the child subject to regulations of the Division of Public Health, Department of Health and Social Services
- Legal business requiring the student's presence
- Suspension or expulsion from school
- Observance of religious holidays
- Approved college visits
- Authorized school-sponsored activities

Absences for other reasons are classified as "unexcused."

A student enrolled in grades K through 8 inclusive is considered truant if such a student has been absent from school without valid excuse, as defined in Rules and Regulations of the State Board of Education, for more than three (3) cumulative or consecutive school days during a given school year. The School will take action regarding unexcused absences including, but not limited to, written communications, home visits, required parent/guardian conferences, and referral of the parent for prosecution. A Parent/guardian who is determined to violate the State's compulsory school attendance laws is subject to penalties as described by State law:

Parents

First offense: fine of \$25 to \$300 or imprisonment for up to 10 days or both

Second offense: fine of \$50 to \$500 or imprisonment for up to 20 days or both

Third offense: fine of \$230 to \$1,150 or imprisonment for up to 30 days or both

A parent may be ordered to perform unpaid community service in lieu of a fine. If imprisoned, the court may impose conditions of release.

Students

Penalties may include community service, counseling, curfew, suspension or revocation of driver's permit or hunting license, prohibition of participation in extracurricular activities or school social events or recommendation that the student enroll in an alternative school.

Any pupil 16 years of age or older who is truant on more than three separate occasions during one school year may be expelled from school by the Board of Directors.

The school, in administering the State policy, defines the most commonly used attendance terms as follows:

Excused Absence

An excused absence from school or class is an absence for one of the reasons listed above and for which the required parental note of explanation has been presented on the first or second day of the student's return to school or class. **Any notes provided beyond the three (3) day period will not be accepted.** Following a valid excused absence, the student will be allowed to make up all work missed, to take tests which were missed, and to submit any assignments which became due during the absence. Following an excused absence from school or class, the time allowance for taking tests or turning in assignments shall be equal to the number of school days or number of class meetings missed due to the absence. A teacher may extend the time allowance for making up work missed if the specific circumstances of the situation merit such action. The responsibility for initiating make-up work and turning in assignments rests with the student.

Unexcused Absence

An unexcused absence from school or class is an absence:

- Which is for a reason not listed as excused
- About which the parent/guardian has no knowledge
- Which the parental note of explanation was not provided on the student's first or second day of return to school following the absence. **Any notes provided beyond the three (3) day period will not be accepted.**

A student whose absence is unexcused shall receive no credit for assignments missed or tests given during the period of the unexcused absence unless otherwise permitted by the teacher. While an unexcused absence may result in no credit for assignments or tests missed, students may request assignments from their teacher at the initiation of the student. If the teacher provides assignments after an unexcused absence, the time allowance for requesting the instructional materials or assignments from the teacher shall be equal to the number of school days or number of class meetings missed due to the absence. A teacher may extend this time allowance if the specific circumstances of the situation merit such action.

RELEASING OF STUDENTS TO PERSONS OTHER THAN THEIR PARENTS OR LEGAL GUARDIANS

Providence Creek Academy Charter School prefers to release students during the school day to their parents or legal guardians for only very important reasons.

If there are any individuals to whom a child must not be released, such as a non-custodial parent, the custodial parent or legal guardian must provide written court documentation to the school stating the name of the individual(s) to whom the child must not be released. Also, the parent needs to provide the relationship of the person, address and any other information requested by the school.

If there is a family member or another individual to whom the parent or guardian wants the child to be released at times during the school year, this person is to be listed on the "emergency purple card" that is completed by the parent or guardian at the beginning of each school year. The school may contact the parent to confirm the parent's request and to get additional information.

If the custodial parent would like his/her child released to another individual (non-custodial), a written request must be submitted in advance of the release of the child. This request must contain the child's name, parent's signature and phone number, and the date(s), times, reasons, the name and relationship of the individual, his/her phone number and address. If this note is presented at the time of the request for the child to be released, there may be a delay while the school confirms the information with the parent.

TRUANCY

Delaware law regarding truancy requires Providence Creek Academy Charter School to report students as truant after a total of three unexcused absences in a year. After a total of thirty unexcused absences in a year, the District is obligated to report parents for prosecution, and if the student is over the age of sixteen, the student may be reported for prosecution as well.

Absences without excuse/truancy conferences:

(a) If a student has been absent from school without a valid excuse 1 or more days, the principal or designee of the school may take such action as the principal considers appropriate.

(b) If a student is truant, the principal or designee may schedule a truancy conference with the student, the student's parent and the principal. The conference may be attended by other persons as the principal or designee may include.

(c) Following a truancy conference the school shall decide whether or not to file a charge against the parent for a violation; provided, however, that the principal or designee shall refer the case for prosecution following the 18th day of unexcused absence by a student during the school year, and may refer the case before the 18th day of unexcused absence if the principal determines it is appropriate to do so.

(d) The fact that a student or student's parent may attend or has attended a truancy conference does not bar the principal or designee filing a complaint with a court. The principal's or designee's failure to hold a truancy conference does not bar the filing of a complaint with a court and adjudication by a court

Providence Creek Academy Charter School reserves the right to file truancy charges and/or retain a student who misses more than 18 days.

Any student who accumulates more than 10 but less than 18 absences, not including medical/administrative, may be required to make up those days in excess of ten during a fee based summer program. Failure to make up those days will result in the student being retained. The student and/or his/parent(s)/guardian(s) will be expected to provide transportation to the summer program.

Students are entitled to make up any work that is missed as a result of medical, administrative, or excused absences; however; make-up work must be completed within the number of days the student was absent.

Students will not be allowed to make up work as a result of an unexcused absence and zeroes will be given for all work missed on those days.

Lateness to Class

At the beginning of each term, the teacher shall define guidelines regarding lateness to class. When, in the judgment of the teacher, lateness becomes excessive, the student will be reported to an appropriate staff member for administrative action. Lateness to class may have a detrimental effect on student learning.

Tardiness to School

- All students are expected to be punctual to school.
- Students who arrive at their first class assignment after the start of school are tardy.
- A student who is late to school should present a written explanation for the tardiness on the first or second day following the tardiness.

- Students and Parents should recognize that a written explanation from home does not automatically cause the tardiness to be excused. Such reasons as car trouble, personal business, heavy traffic, home obligations, etc., while understandable, are not acceptable excuses and will be listed as unexcused.
- Reasons such as personal illness, medical appointments, and appearances in court will be considered as excused tardiness when verified by a note from home.
- Students who do not attend at least half of the class periods on a given day will be marked absent for that day.
- Students who are absent for more than fifteen (15) minutes of a class may be considered absent from the class unless excused by proper authority.
- Three tardies will equal one absence for the year.

Prearranged Absence

A prearranged absence is a student's absence from school for one or more days to visit a college or university or for other educational activities approved by the Principal.

The absence should be prearranged by writing the Principal, giving the full particulars of the absence.

Approval for such absences should be sought, where practicable, at least one (1) week prior to the date on which the absence is to occur.

Upon the development of a plan by student and teacher for making up the assignments to be missed, the Principal may then define the absence as excused.

Students who must leave the building due to an emergency or some other reason which did not permit a prearranged absence must receive approval from the principal or his/her designee. The student is then responsible for completing the sign-out procedure before leaving the building and must present the required parental note of explanation upon his/her return to school.

Eligibility for extra-curricular/after-school activities

- Students must be in attendance a minimum of a half (1/2) day on the day of the activity.
- Students who participate in extra-curricular activities must maintain passing grades in all subject areas to be eligible to participate.
- Any student that has any discipline referral will not be permitted to attend any school sponsored trip or activity until the Managing Director or Principal has approved the student to attend. This would include a sport activity, field trips, dances, etc.

Textbooks

Student/Parent or Guardian - General Responsibilities

1. Must keep textbooks covered at all times.
2. must ensure proper use and care for all textbooks
3. Must return textbooks at the close of school or the end of the course or at the time the pupil withdraws
4. Must reimburse the school for any lost, destroyed or damaged textbooks issued to that student
5. Must enter his/her name inside the front cover of the textbook.

Textbook Fines

The Board of Directors of a school is the legal custodian of textbooks purchased. Each textbook must be covered by the student under the direction of the teacher. A student must return all textbooks to the teacher at the end of the school year or when the student withdraws from school. Each student, or the student's parent or guardian, is responsible for each textbook not returned by the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued but not returned is paid for by the student, parent, or guardian. The School shall allow the student to use textbooks at school during each school day.

1. Fines

- a) The collection of fines for damaged textbooks is strictly local policy. Money collected for abused books in the form of fines is retained by the school.
- b) Damages % of Cost of Book
 - (1) Torn pages 25%
 - (2) Ink and/or pencil marks:
 - (i) Minor \$1.00/page
 - (ii) Major 25%
 - (3) Loose bindings (due to misuse) 50%
 - (4) Missing pages 100%

- (5) Obscenities (drawn or written) 100%
 - (6) Damages that prevent re-issuing book 100%
- If a student pays for a book in full (100%), he/she is entitled to keep that book.

Library Books – Lost or Damaged

When the student loses or damages a library book or any other library item, the student is responsible for paying the replacement cost of the item. Students are responsible for paying the replacement cost of library materials damaged beyond repair. If a damaged item can be repaired, the librarian and principal will assess a damage fine to be paid by the student. Students are required to pay an overdue fine of ten cents (\$.10) per book, per day, excluding holidays and weekends, for books returned late. The total fine assessed may not exceed four dollars (\$4.00) per book.

Health Policies

Any pupil in the school district who is required to take medication during the regular school day must comply with the following Board Policy.

Medication Policies

1. The school nurse will administer medication to students only upon receipt of a written request by the student's parent, legal guardian or other persons having legal control of the student.
2. All medications will be stored in a locked cabinet in the office of the nurse or of the principal's designee (see exceptions).
3. Students will not be allowed to keep medication on their person while in school (see exceptions).
4. Medication should be brought to school by an adult. The student should not carry medication with him/her to school on the bus unless authorized to self administer under "exceptions." Medication will be counted upon receipt and return to parent/guardian.
5. Prescription medication will be counted upon receipt and return to parent.
6. A physician's order is required for all prescribed medications administered 30 days or more including "as needed" prescription medications. Orders for prescription medications will be accepted from those persons legally authorized to write prescriptions in the United States. Out-of state prescription medication not accompanied by a physician order will be considered on an individual basis.
7. Medication must be in the original container and properly labeled. The label on prescription medication must include the name of the student, the prescribing doctor, the name of the medication, the date the medication was prescribed and the instructions for administration.
8. Prescription medication will be administered only to the person named on the prescription label, and in the dosages, intervals, and for the duration period prescribed. If the duration/period is not specified, the medication will not be administered beyond the date on which the medication would have been expended had it been taken as prescribed.
9. Modifications of a prescription will be accepted only upon receipt of written instructions from the prescribing doctor.
10. Non-prescription ("over-the-counter") medication will be administered according to the instructions on the original container. The medication will not be administered more liberally than the instructions provide. However, the medication may be given in smaller dosages, or less frequently, or for a shorter duration period according to the written request authorizing the administration of the medication.
11. If the school nurse believes that continued administration of the medication is not beneficial to the student, the nurse will notify the student's parent, legal guardian, or other person having lawful control of the student. The nurse may require a doctor's statement verifying that continued administration of the medication to the student is appropriate.
12. When the period for administering the medication expires, the medication must be picked up by the parent, legal guardian, or other person having legal control of the student. Medication whether prescription or non-prescription, will not be returned home by delivering it to students. Medication will be discarded if it is not picked up within thirty (30) calendar days after the period for administering it has expired or the school year has ended, whichever occurs first.
13. Only the amount of medication required for administration while on a field trip will be sent. Medication must be in the properly labeled original container. Medication will be administered by the designated staff member only and remain in the possession of the designated staff member at all times. The initial dose of any medication may not be administered by a staff member while on a field trip.
14. It is the policy of Providence Creek Academy Charter School to refer parents to their family physician for answers to questions about the appropriateness and effectiveness of psychotropic drugs for behavior management.

Exceptions – With physician, parent/legal guardian and school nurse written consent:

1. Students who have a chronic medical condition and who are participating in athletics, or other after school activities and who have written permission from the physician, school nurse and parent may obtain their medicine from the clinic prior to the activity and return it to the school nurse the following morning.
2. A student with asthma may possess and self-administer prescription asthma medicine while on school property or at a school-related event or activity under the following conditions:
 - a. Prescription label must reflect student's name for which the medication is prescribed.
 - b. Self-administration must be in compliance with prescription or written instructions from the student's physician or other licensed health care provider
 - c. Physician's statement must state that the student is capable of self administration.
 - d. Physician's written statement must reflect student's name, name of medication, purpose, dosage, administration times or circumstances, and the period for which it is prescribed.
 - e. Parent must also provide written authorization for self-administration.
 - f. Statement must be kept on file in the school nurse's office or principal's office if there is not a school nurse.
3. Students diagnosed with having a life threatening allergic reaction requiring use of injectable epinephrine, i.e. EpiPen, may carry prescribed injectable medication for emergency treatment during school hours, including before and after school activities. Student must:
 - a. Demonstrate knowledge of signs and symptoms indicating a need to administer injection
 - b. Demonstrate proficient use of medication
 - c. Acknowledge consequences of sharing medication with another student

Medication for elementary level students will be maintained in the possession of an adult staff member who is authorized by the principal and properly trained to administer injectable medication. Emergency medical services will be activated and parent notification initiated if/when injectable medication is administered.

Communicable or Infectious Diseases

Students who show signs of a communicable or infectious disease (including skin rash, impetigo, and lice) will be excluded from school until re-admission is acceptable to school authorities. Keep students home until a contagious or infectious disease has cleared up, or until you can present a doctor's statement that it is not communicable.

Students should be kept at home until they have been free of fever at least twenty-four hours.

Sexual Harassment and Sexual Abuse

It is the official policy of this school that students and employees should be treated honorably and with respect at all times. Students and employees should conduct themselves in a manner which encourages and promotes positive, wholesome relationships with others. The Board of Directors recognizes that all persons should be free from unwelcome, offensive, or otherwise inappropriate sexual advances and activity. Sexual advances, sexual remarks, or sexual conduct are not appropriate in an educational environment, and the Board of Directors will not tolerate sexual harassment or sexual abuse of students or employees. If an administrator learns of inappropriate sexual behavior by either students or employees toward others and such behavior is school-related, the administrator shall take appropriate action.

Employees who sexually harass students or other employees are subject to appropriate disciplinary measures, including termination from employment. Employees who sexually abuse students will be terminated from employment. Under no circumstances shall the alleged perpetrator be allowed to conduct the reporting conference or the investigation of the allegation or to be a reviewing official. Students who sexually harass or abuse employees or other students will be disciplined according to the school student code of conduct.

Physical Education, Participation, Medical Excuses

All students in grade 6 thru 8 must have a change of clothing for Physical Education unless excused by the teacher. Physical Education clothing must consist of gray, black or navy blue sweat pants or gym shorts, navy blue, black, gray or white top either tee shirt (short sleeve or long sleeve, crew neck) top or crew neck sweat shirt top, tennis shoes with rubber soles (non-marking). All Physical Education clothes must be in good condition with no tears or holes. Students will not be allowed to participate unless the proper clothing is worn. They will not earn their grade for the class if they do not participate.

All students shall be required to participate in Physical Education except:

1. Students having a medical statement from a doctor excusing them from participation.
 - a. Medical excuses must be renewed yearly.
 - b. They are kept on file in the school nurse's office.

In the event a student has been ill and the parents have requested that they be excused from participation in PE for a few days, such requests should be honored. No penalty to the student's grade should be involved in such instances. The note from the parent is to be given to the physical education teacher who shall honor it. If this becomes a frequent occurrence, then the physical education teacher should ask the nurse to contact the parent and investigate the situation further. During the recovery time, the student shall continue to learn the concepts of the lessons but shall not actively participate in the skill demonstration.

Doctor/Dentist Appointments

Doctors and dentists should be requested to make appointments for students after school hours or on Saturday. In the event that an appointment must be made during school hours, a note from the doctor or dentist must be presented to the school upon the student's return. The student will receive an excused absence if a doctor's note is brought to school the same day as the appointment.

Nurse's Office Procedures

1. Students will be admitted to the nurse's office only in an emergency or when sent by the teacher. Approval by the school nurse must be given before any ill student is excused to go home. If it is necessary for a student to go home, the nurse will inform the parent and the student will be released from school by signing out through the main office. If the procedure is not followed and the student leaves without properly checking out, the student will be given an unexcused absence for classes missed.
2. The nurse keeps records on all students as prescribed by State Law. The nurse gives vision, hearing, and scoliosis testing as well as height and weight checks, and from time to time may assist other students to fulfill State Law requirements for enrollment due to health problems. The nurse will also work with Health Education and Welfare Assistance programs (Free Lunch and Reduced Price Lunch).

STUDENT NUTRITIONAL SERVICES/POLICIES

The primary goal of the Providence Creek Academy Nutrition Services department is to provide balanced, nutritious meals at a minimum cost to all students and staff. The department provides breakfast and lunch for all students. Special event food requests are also handled by the Child Nutrition Services department.

Soda, Candy, Gum

Soda, energy drinks, candy and gum will not be permitted on campus by students at anytime. Students may have water, juice, sports drinks, and milk during lunch periods, snack time, and special occasions with teacher permission. All snacks must stay in the classroom and/or cafeteria. Food may not be consumed in the hallway or common areas.

1. Meal Prices
 - a. Meal prices and ala carte prices are published each year in school.
2. Meal Service Accountability System
 - a. When students enroll in school, they are assigned a 4 to 6 digit personal Keypad number. At mealtime, cafeteria staff uses a picture and fingerprint identification system. Students may have their names checked from a classroom roster when they receive a meal. When the student's account is accessed, the system will determine if there is enough money in the account to pay for the meal and the transaction will be processed.
 - b. Students eligible for free meals will be provided with a meal at no charge. Reduced-price students continue to pay \$.30 for breakfast and \$.40 for lunch. By having every student in the school use his/her picture/fingerprint, the anonymity of children receiving free or reduced-priced meals is assured.
 - c. If there is not enough money in the account, the cashier may serve the meal and put the account in debit (a negative balance). The student is notified if they have a negative balance. A negative balance is permitted for one day only. The following day, the student should bring enough money to pay the negative balance and purchase that day's meal. If a student continues with a negative balance, a lunch of a peanut butter sandwich and milk will be provided until payment is made.
3. Deposit procedures remain the same. Parents may set up an electronic account at Café Prepay. Deposits can be made on meal money accounts before school in the cafeteria or sent in with the student to give to the teacher or the cashier during lunch. When placing meal money in a sealed envelope, the following information must be stated:
 - Student's name
 - Student's homeroom teacher's name
 - Dollar amount enclosed
4. Please make your deposit with cash or check payable to Providence Creek Academy. Pre-payment for multiple meals is encouraged to reduce the need for frequent deposits and daily cash handling.
5. Households with more than one child in a school need to designate the amount of money to be placed into each child's meal account. An account balance cannot be shared by different children in the same household.
6. Money in a student's meal account may be used for complete meals and Ala Carte sales.
7. Refunds from student meal accounts are available only upon written parent/guardian request. Small refunds up to \$10.00 will be issued at the school cafeteria. Large refunds will be issued by the school financial office. Allow at least five day's notice for large refunds.
8. If you have questions concerning your child's meal account, please contact the school cafeteria. If you have any questions or comments about our computerized meal system, please contact the Child Nutrition Services office at 653-6276, ext. 110.

Free and Reduced Meals

Free and reduced-price meals are available to students from families who meet established federal income guidelines. Families must complete a new application each school year. SEND ONE (1) COMPLETE APPLICATION PER FAMILY. Applications are distributed to all students at the beginning of each school year. Applications are available all year in the cafeteria and by contacting the Child Nutrition Services office.

Safety and Security Policies

Bus Policies

The Providence Creek Academy Charter School Student Bus Behavior Policy is consistent with the school code. All behaviors expected of students during instructional time are also expected while riding the school bus. Students will be given instruction on the proper behavior expected throughout the school year.

Procedures for the enforcement of those behaviors, consequences in sequential steps, limitations in the amount of misbehavior allowed, and rewards for good behavior will be similar in nature with those procedures that are implemented in the classrooms.

Parents play an important role in this process. When an incident of misbehavior occurs with a particular child, the parents of that child will be called. The incident will be discussed and the steps of increasing consequences will be reviewed. Parents are then expected to take an active role in communicating with the child about proper behavior while riding the school bus. Along the same lines, it is important that both students and parents communicate with the Transportation Supervisor about acts of misconduct performed by other students. Communication about these incidents must take place quickly in order for the Transportation Supervisor to enforce behavior policy effectively. All reports of misconduct that parents receive from their children must be reported immediately. Failure to do so will only add to an already existing problem.

Once an incident is reported, the Transportation Supervisor will talk with all parties involved including the bus driver to determine the nature of the occurrence and how to best proceed with the steps of consequence that are part of the policy. Parents of the student or students in questions will be contacted immediately and asked to come to school for a conference to discuss the incident.

BUS PRIVILEGES

1. The Student Code of Conduct will apply to all violations to and from school, at the bus stop, and while boarding, riding, or exiting buses. Violation of these rules may result in the suspension of bus-riding privileges. Students must follow bus safety regulations as follows:
2. Students must obey the driver promptly and be courteous to him/her and to other students. The driver is in full charge of the bus and students and has the authority of a classroom teacher.
3. Students must be on time; the bus has to run on schedule and cannot wait for those who are late.
4. Students should never stand in, or play on, the roadway while waiting for the bus.
5. Before boarding the bus, students must keep a safe distance from it while it is in motion.
6. Students must not get on or off the bus while it is in motion.
7. Students must enter the bus without crowding or disturbing others and occupy their seat immediately. Students must keep out of the driver's seat.
8. In crossing the street at any time, students should wait for driver to cross them over and look both to the right and to the left, and then walk across.
9. Students are permitted to talk quietly on the bus and classroom conduct is to be observed while on the bus.
10. Students must not call out to passers-by. They should not open the bus window without permission from the driver or extend head or arms out of the window.
11. Students should not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.
12. Students should help to keep the bus clean, sanitary and orderly. They must not damage or abuse the equipment.
13. Students are not permitted to smoke while on the bus.
14. Students must not use profanity while on the bus.
15. Students must not throw articles of any kind out of or around the bus.
16. Students are not to eat or drink while on the bus.
17. Students are not permitted to harass, intimidate or fight on the bus.
18. Other forms of misconduct that will not be tolerated are acts such as, but not limited to, indecent exposure, obscene gestures, or spitting.
19. Students must remain in their seat and keep aisle clear.
20. Students are not permitted to tamper with emergency doors, controls, or windows.
21. In approaching the bus or a bus stop along the highway, students should walk on the left side of the road facing traffic. Students should be sure that the road is clear of all traffic or that all traffic has stopped before crossing. Upon leaving the bus, students should immediately walk around the front of the bus and stop before crossing. Students should make sure that the road is either clear of all traffic or that all traffic has come to a complete stop before crossing.

22. Students are not permitted to ride a different bus other than the bus assigned to them (Parent notes are not permitted for students to ride a different bus with another student).

Behavior Guidelines

Proper Bus Riding Behavior — Expectations

Physically Dangerous Behavior

1. Students should not touch other students for any reason.
2. Students should not engage in horseplay or roughhousing.
3. Acts of violence against another student should not occur.
4. Physical intimidation against another should not occur..
5. Students should never put anything out of the windows.
6. No food or drinks on the bus.

Derogatory Comments towards Others

1. Derogatory comments toward others in any way are not allowed.
2. Name-calling is not allowed.
3. Laughing at the expense of another is not allowed.
4. Imitating other students in a negative way is not allowed.
5. Asking other students to join in any of the above activities is not allowed.

Illegal Acts

1. Acts of theft, vandalism, or use of illegal substances may result in the immediate removal of a student from riding the bus for the remainder of the school year.
2. Any behaviors that disrupt other drivers will result in the immediate activation of the steps of consequence.

Students who commit three level one offenses or three level 2 offenses or a combination of level 1 & level 2 to equal 3 offenses together or one level 3 offense:

- Parents/Guardians must attend a meeting with the transportation supervisor. If no meeting is conducted before the student's 5 day suspension is over, the student will not have his/her bus privileges reinstated. The student will be put on a bus contract during the meeting. If the bus contract is broken by the student, he/she will be removed from the bus for the remainder of the year.
- Yellow copy of referral is sent home with student. The referral must be signed by parent/guardian and returned to the Transportation Supervisor within two business days. If referral is not signed and returned the student will not be permitted to ride the school bus, until referral is returned to the Transportation Supervisor.

Removal of Bus Privileges for Remainder of Year:

Students will be removed from the bus for the remainder of school year if they:

- Have any combination of Level 1 or Level 2 Offenses equaling a total of Four (4) offenses.
- Have two (2) Level Three Offenses
- Break their bus contract

Student eligibility for field trip bus privileges:

- Students will not be permitted to ride the bus on a field trip, if the student has a level three referral with transportation.
 - The student will be permitted to attend the field trip with the following conditions:
 - The parent/guardian must transport and accompany the student
- Students with a level one, level two or a combination of level ones and level twos will only be permitted with administration approval.

Providence Creek Academy Student School Bus Drop off policy:

Providence Creek Academy requires a parent/guardian or designees to meet their child/children at their assigned bus stop each day for the following groups of children:

- Any student below the age of 12 years old.

Parents/Guardians, who have designees picking up their child/children from the assigned bus stop, must have:

- Designee Form filed with Transportation Supervisor.
- The designee must show identification to the bus driver.
- If the designee does not have identification the child/children will not be released to the designee.

Older Siblings:

- Siblings 12 years old or above:
 - May walk their younger sibling home
 - If older sibling is not riding the bus a parent/guardian or designee must meet the child/children at the assigned bus stop.
 - Parent/guardian must fill out walk home form.

(Note: Parents may fill out, sign & return the Walk Home Form to the Transportation Department, for students to walk home without a parent/guardian or designee at the assigned bus stop; this does not include Hub Stops).

Hub Stops Policy:

Hubs Stops are, but not limited to: parking lots.

- Every child will need a parent/guardian or designee to pick up their child/children.
- Absolutely no child/children will walk from a hub stop.
- Car pooling is allowed on the following conditions:
 - Designee Form is filled out by the parent/guardian & form is filed with the Transportation Supervisor.

- Only the designees listed on the Designee Form will be allowed to pick up your child/children.
- Designees must bring their identification to show the bus driver, before the child/children will be released to the designee.
- The child will not be released to any designee without identification.

Visitors

1. Parents wishing to discuss problems with teachers should make an appointment with the teacher for a conference during the teacher's conference period.
2. Teachers cannot take time away from their students to visit with the parents during class.
3. Parents wishing to visit a particular class should make arrangements with the teacher at least one day in advance.
4. We do not permit students to bring visitors or friends to school.
5. Persons who come onto our campus and cause a disturbance will be removed from the premises, and prosecuted if necessary.
6. Visitors must sign in and obtain a badge in the office. Visitor signs into visitor book in office, which has name, badge #, destination, and place for office staff to initial and time signing in and out.
7. Visitor badges without picture and with a number must be worn at all times and returned to office prior to leaving campus.
8. Visitors must display a badge at all times and need to be held accountable by all staff members.

Building Security

Parents are always welcome at Providence Creek Academy. In order to insure security in the building, it is imperative that all visitors stop in the office upon their arrival to the building, sign in and get a visitors pass. A driver's license may be requested. Students are not permitted to bring friends or visitors to school. Persons who come onto our campus and cause a disturbance will be prosecuted if necessary.

Cooperation with Law Enforcement Agencies and Children's Protective Services

If an officer comes to arrest a student and has a warrant or a summons for that purpose, it is the duty of school personnel to comply with the orders of the court or upon administrative request. Otherwise, law officers wishing to question students on the school premises will be requested to wait until school personnel can notify the parent prior to any interrogation. School personnel shall not require a student to answer an officer's questions.

If a representative of Children's Protective Services comes to the school to visit with a student or to remove that student for protective purposes, the school personnel will comply with the request upon the presentation of appropriate paperwork and credentials.

Lost and Found

It is advisable that sweaters, coats, jackets, lunch kits, back packs, etc. be marked on the inside with the student's name for identification. Lost and found articles should be turned in to the office. Please have the student check for lost items there or in the designated location. Lost and found items are removed at the end of each month and donated to local agencies.

Telephones

Parents are encouraged to make the day's plans with the child before he/she leaves for school. In the event a situation arises where a message needs to be delivered to a student, the parent is asked to contact the office personnel. Please be sure the message is one of critical importance.

Students are not called out of class to come to the telephone during the school day except in the case of extreme emergencies. Students are not allowed to use the school telephones without obtaining permission from an administrator or his designee. The administrator or designee will give the permission based on the emergency status of the call to be made.

Cell Phones are to be turned off and kept in the student's locker. Cell Phones are not allowed to be with a student on the school campus during the school day except when placing in or removing from their locker. If a student does not comply with this policy, the cell phone will be confiscated and returned only to their parent or guardian. Violation of this policy will result in a level one offense for the first infraction. The second and continuous infraction will result in a level three offense. PCA is not responsible for cell phones.

Fundraising

Students who participate in fund raising will be held accountable for those items which they volunteer to sell or the money which will be generated by the sale of those items. Parents must consent for their child to

fund raise by signing the appropriate form and understand that they are held accountable and responsible for fund raising items and monies.

School Closing

From time to time, inclement weather makes it necessary to close schools. When weather conditions threaten such action, stay tuned to any of the following media stations for information about Providence Creek Academy.

Radio: WDSB-FM (92.9) WDOV-AM (1410)
 WSTW-FM (93.7) WDEL-AM (1150)

Television: WBOC-TV Channel 2 Salisbury
 WCAU-TV Channel 10 Philadelphia

An announcement will also be recorded on the after hours tape on the school phone (302)653-6276. Information will also be posted on the Department of Education website.

The administration does follow standard operating procedures when determining whether or not to close schools. During high-risk situations such as sleet, snow, icy streets and floods, members of the administrative staff and the transportation supervisor begin checking the streets throughout the area during the early hours (approximately 5 a.m.). After evaluating all of those reports and listening to weather updates, the administrative team then makes the decision by 6 a.m. to either open or close schools. The media is immediately advised of the decision.

If school does open, and weather conditions worsen during the course of the day, school may be closed early. If school were to be dismissed early, check the above media for those announcements. Whenever road conditions allow for the buses to run safely, drivers will deliver students to the established stops. If buses cannot enter a subdivision because of road conditions, parents may meet the bus at the main roads and escort their children home. Parents may, of course, pick up their children at any time during a bad weather situation.

Lockers and Tote Trays

Each student may be assigned a locker/tote tray for the storage of books, materials, and equipment, and it is the student's responsibility to see that the locker/tote tray is kept neat and clean inside and out at all times. Lockers/Tote trays are school property and not personal property. Students are expected to maintain a clean locker/tote tray. Any needed repairs are to be reported to the main office. Students should use only the locker/tote tray assigned by the school. Students should get study materials for several classes so as not to have to go to their lockers/tote trays at each class change. Students must provide their own locks and provide their home room teacher with an extra key or combination to that lock. Providence Creek Academy is not responsible for any lost, damaged or missing locks.

Going To and From School

Community residents have a right to privacy, private property, and freedom from abusive behavior. On the way to and from school, students shall not loiter, litter, trespass, or abuse or create nuisance conditions for residents of the community. While the school does not assume responsibility for the acts of students to and from school, it may take disciplinary action if the circumstances warrant. The school has a responsibility to cooperate with law enforcement agencies to which law violations affecting community members are reported.

Student Searches

1. Searches of school lockers/tote trays may be conducted by school authorities only if the events leading to the search are based on observable action or the reasonable belief that contraband may be discovered.
2. A student may be requested to remove his/her jacket, coat, or sweater to a normal outer garment, but only in the presence of at least one witness of the same sex as the student.
3. A student may be required to reveal the contents of pockets or purses upon request by a school administrator if that school administrator has reasonable belief that the student has contraband in his/her possession. If a student refuses, the parent or guardian should be contacted and the student will be kept under surveillance until the matter is resolved. If the parent/guardian does not allow the pockets/purses to be examined and there is a reasonable belief that prohibited materials are being concealed, law enforcement authorities should be contacted immediately.
4. Other students should not be spectators during the confrontation with the student. Therefore, if classes will be changing within a short period of time, the student should not be called from class until after the next period begins

Vandalism

Vandalism and the damaging of property belonging to Providence Creek Academy will not be tolerated. Payment will be demanded for that which is damaged or destroyed, and violators may be prosecuted. There is no "tradition" which allows any student to damage or deface school property. School spirit must be displayed in a positive manner.

Fighting on Campus

Fighting does not solve problems. What to do when a fight is beginning;

1. Tell students involved, "I do not want to fight. It's against school rules."
2. Speak to a counselor about the problem.
3. Speak to the principal about the problem.
4. Speak to the teacher/staff about the problem.
5. Two students may sit down to discuss the problem and attempt to solve it.
6. Retaliation is not acceptable.

Physical Restraint

Any school employee may, within the scope of the employee's duties, use and apply such physical restraint to a student as that employee reasonably believes is necessary in order to:

1. Protect a person, including the person using physical restraint, from physical injury.
2. Obtain possession of a weapon or other dangerous object.
3. Protect property from serious damage.
4. Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or to impose disciplinary measures.
5. Restrain a student who is out of control.

Closed Campus Philosophy

Upon arrival at school, no students are to leave the school campus until leaving for home. The campus and the school bus are considered part of the school.

Money, Jewelry and Other Expensive Items

1. Students are encouraged to bring only the amount of money needed for lunch or other expenses to be used on a given day.
2. Students are likewise discouraged from bringing expensive watches, bracelets, or other items that may be stolen or lost.
3. Radios, C.D. players, tape decks, electronic games, beepers, cellular telephones, or toys brought on the school campus must be kept out of sight unless the student receives permission from his/her teacher to use it during the school day. Providence Creek Academy is not responsible for the loss/damage to such items.
4. Upper School prohibits electronics of all types.

Corridor Pass

1. No student should be in the halls without a corridor pass/agenda book. This form is to be used every time a student leaves the room, except at the period change.
2. This form **MUST** be filled out completely, and **IN INK**.
3. Exception: Sickness or an emergency will not require a corridor pass/agenda book.

Class Changes

All teachers will be stationed at the door and the hallway of their respective classrooms as students change classes and as students enter and leave the building. Students in grades K-3 will be escorted by an adult when crossing campus. Students in grades 4-8 may traverse the campus unescorted with a "buddy". No student is to walk the campus alone. Teachers will escort students to and from special in all grades. Each and every staff member will be responsible for student conduct in the halls in the immediate area of their duty station at all times.

Student Teachers and Substitute Teachers

Teacher interns (student teachers) are to be accorded the same respect and consideration as full time teachers. When regular teachers are absent, qualified substitutes are employed to take their places. These substitutes may not be like the teacher they replace in manner or methods, but they will try to be as helpful as possible to students in their own way. To be able to help, they must have the same respect and cooperation the regular teacher receives. Substitute teachers will report misconduct to the regular teacher and to the school administrators as needed.

Signs, Posters and Advertisements

The posting of any signs, posters, or other commercial advertisements relating to activities not connected with Providence Creek Academy is not permissible. This applies to buses as well as buildings, parking lots or any other area on the school campus. The managing director, principal or assistant principal must approve any poster before it can be displayed.

Fire and Emergency Drills

Fire and emergency drills are held for your protection. Please take them seriously.

Detailed instructions for the drill will be posted in each classroom. Some general rules are:

1. At the signal, walk briskly, orderly and silently to the designated safety area outside and away from the building.
2. Stay with your teacher and class.
3. Return to the building in the same manner only after the all-clear signal has been sounded.
4. Use designated routes only.

Special Programs and Classes

A. Homebound Students

If a student is seriously ill or physically unable to attend school and verified by the family physician that he/she will be out of school for four (4) weeks or longer, the student is eligible to apply for the services of one of the homebound teachers. These students are taught in their own home by the homebound teachers who work closely with the school's teachers who supply and grade assignments and tests. An adult must be present in the home when the services are being delivered.

B. Special Education

Consideration of a student's need is initiated by contacting the child's classroom teacher. A referral may be made by the regular classroom teacher, parent or guardian, community agencies, physician, other school personnel, groups, organizations, or other appropriate individuals. Verbal communication with the parent is initiated by the teacher or appropriate school personnel and should result in recommendations to alleviate the problem. The results of this conference should be recorded in an intervention plan by the teacher as part of the RTI process. If, after a reasonable length of time, these recommendations show no results, then an additional contact is made. At this time, the student's progress is discussed. Further recommendations are formulated. The results of this conference should also be documented per school policy. There must be a minimum of two parent contacts concerning the educational problem except in the following situations: referral by the parent or agency, speech therapy/no indication of other problems, early childhood, deaf, or visually handicapped. Upon determination that further evaluation is indicated, the referral process has begun. The teacher has five days to complete all portions of the referral packet and return it to the designated person. When a child qualifies for special education services based upon guidelines, the mandates of IDEA are implemented.

Movement of Students

Students will move in an orderly manner, quiet on the right side of the pathway when outside. When inside the buildings, students must walk in a quiet orderly manner on the right side of the hallway.

Acceptable Use of Electronic Networks

It is the general policy of Providence Creek Academy Charter School that network services are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of Providence Creek Academy Charter School. Users of the Providence Creek Academy Charter School network must acknowledge their understanding of the general policy and guidelines as a condition of using the network.

Use of the Providence Creek Academy Charter School network services is a privilege, not a right. Failure to adhere to this policy and administrative procedures may result in suspension or revocation of network access. Willful or intentional misuse could lead to disciplinary action or criminal penalties under applicable state and federal law.

Provisions:

1. **Acceptable** uses of the network are activities which support learning and teaching. Network users are encouraged to develop uses which meet their individual educational needs and which take advantage of the network's functions.

2. **Unacceptable** uses of the network include, but are not limited to:

- Violating the rights to privacy of students or employees of Providence Creek Academy Charter School, or others outside the school system.
- Using profanity, obscenity, or other language which may be offensive to another user.
- Copying materials in violation of copyright law.
- Plagiarizing, taking of someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.
- Using the network for financial gain or for any commercial or illegal activity.
- Attempting to degrade or disrupt system performance or unauthorized entry to and/or destruction of computer systems and files.
- Re-posting personal communications without the author's prior consent.
- Revealing home phone numbers, addresses, or other personal information or making personal purchases or unauthorized orders using the Providence Creek Academy Charter School name.
- Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offends or tends to degrade others. The administration invokes its discretionary rights to determine such suitability.
- Downloading or copying information on to disks or hard drives without prior teacher approval.
- Violating the policy as outlined in the Providence Creek Academy Charter School Board of Education Code of Student Conduct.

3. The staff of Providence Creek Academy Charter School will be responsible for:

- Teaching students the Providence Creek Academy Charter School Policy and Procedures for Internet Use.
- Supervising and guiding student access to the Internet.

4. All users of the Providence Creek Academy Charter School network services are responsible for adhering to the Providence Creek Academy Charter School Policy and Procedures for Internet Use.

5. The following people are entitled to use the network:

- All Providence Creek Academy Charter School staff.

- All Providence Creek Academy Charter School students under the supervision of a staff member and/or parent/guardian.
- Others who request Guest Accounts from the Network Administrator. These requests will be reviewed on a case-by-case basis and will be granted, if warranted, as needs and resources permit.

6. Providence Creek Academy Charter School makes no express or implied warranties for the Internet access it provides. Providence Creek Academy Charter School cannot completely eliminate access to information that is offensive or illegal and residing on networks outside of the Providence Creek Academy Charter School system. The accuracy and quality of information obtained cannot be guaranteed. Providence Creek Academy Charter School will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Information sent or received cannot be assured to be private.

Internet Use Procedures

Students may use the Internet in instructional areas where there is teacher or staff supervision. Teachers may allow students to use the Internet in the following ways:

a) Directed Searches

Teachers may work directly with small groups of students or with an entire class. Internet access will be limited to those sites approved by the teacher and previewed in advance, within a week prior to use. Use of directed searches does not require parental permission since the Internet sites will be screened in advance by the teacher. Teachers will be responsible for reviewing the Internet policy and procedures with students prior to any directed searches.

b) Independent Searches

Students wanting to use the Internet for independent educational searches must meet the following criteria:

1. Students must participate in an Internet training workshop conducted by the teacher, where proper Internet behavior and Providence Creek Academy Charter School's Acceptable Use Policy will be discussed. Parents may participate in the training with the student by requesting such from the teacher.
2. An application for Student Internet Access must be completed by the student and signed by the teacher.
3. The parent must also sign the application for Student Internet Use.
4. Elementary students must have a signed form on file with their homeroom teacher. Secondary students will turn their forms into their homeroom teacher and will receive an Internet Access License for Providence Creek Academy Charter School.
5. Students wanting to use the Internet will need a completed "Student Assignment Sheet for Internet Use" form with teacher signature and, at the upper level, a valid Internet Access License.

Students will not be issued Internet e-mail accounts. Educational use of the Internet e-mail can be accessed through the classroom teacher's account. Students engaged in a special project may get group e-mail accounts if requested of the principal.

Attendance Policy

School Day (7:40 A.M. - 3:20 P.M.)

1. Instruction begins promptly at 8:00 a.m. Students who arrive after 8:00 a.m. are considered tardy. If a student arrives at school after 8:10 a.m. they must report to the office for a tardy slip before going to class. The adult who brings the student to school must accompany him/her to the office and sign the student in before he/she proceeds to class. The student will receive a tardy slip.
2. School supervision is not provided for students arriving before 7:45 a.m. unless enrolled in Before School Care.
3. Breakfast is served beginning at 7:40 a.m.
4. Students may enter the classroom at 7:45 a.m.
5. Scheduled dismissal time is 3:20 p.m.
6. Students must be picked up on time. Realizing unforeseen circumstances arise the school will send students who remain at school beyond dismissal time to After School Care. If late pick-up becomes routine parents will be charged accordingly.

Providence Creek Academy Charter School

Student Dress Code

Pants

Regular straight leg, ankle length, dockers, chino or cargo style khaki or navy blue dress pants must be worn. **(Denim, wide legged, baggy, stripes, logos or designs of any kind are not allowed)**. Pants are to be worn at the waistline. Loose fitting pants or those hanging off the waistline are not acceptable. Undergarments are not to be visible. Midriff or bottom can not be exposed, no skin.

Shorts

Shorts may be worn in khaki or navy blue and must be 2" above or below the knee.

Shirts

Short or long sleeve collared shirts, button up or polo style in white, dark purple, navy or light blue only. (no turquoise or aqua). Shirt logos are not to be larger than 1"x1" square in size. Turtle neck or mock turtle neck are permitted if worn under a collared shirt or sweater. Undergarments are not to be visible. **Any "under" shirt must be white with no design, logos, etc. (i.e. no stripes, logos or designs of any kind are allowed).**

Sweaters

The dress code allows three colors, white, navy blue, and light blue crewneck, v-neck, cardigan or vest (i.e., no stripes, logos or designs of any kind are allowed). Collared shirt or turtle/mock neck must be worn under the sweater. No sweatshirts with or without hoods (hoodies) allowed to be worn in class.

Skort/Skirts/Capris

Skorts, skirts, or Capri's must be khaki or navy blue in color and stay within the pants/shorts guidelines. (i.e. no denim, cargo, baggy, stripes, logos or designs of any kind are allowed.)

Shoes

The type/style of shoes is optional. Sneakers are permitted but must be clean and in good condition. Sandals may be worn but must have a strap on the back. NO FLIP-FLOPS are allowed.

Socks

May be white, navy, black or brown.

Stockings

May be navy, white or tan. Stockings must be plain, with no design, stripes or logos. Thigh highs are not acceptable.

Belts

Grades K-3rd: Blue, black or brown belts are optional.

Grades 4th – 8th: Shirts must be tucked into pants (excluding polo's) and a brown, black or blue belt must be worn.

Jewelry

The only jewelry permitted will be simple studs or small hoop earrings no larger than a quarter, or 1" in length. No more than two earrings per ear are allowed. Ear clips, nose rings, or other body piercing is not allowed. Necklaces may be worn outside the shirts, but must not cause disruptions. Sunglasses are not permitted to be worn in the buildings (on eyes or head).

Hair/Makeup

Students must keep their hair neat and out of their eyes. Students may not wear drastic hair colors or styles. Makeup that is distracting to the learning environment is not allowed.

Revisions approved Board of Directors, August 21, 2007.

Student Code of Conduct
Available online @Providencecreekacademy.org

It is our expectation that the all of our students will make every effort to be responsible and self disciplined. We also understand that situations will arise that will require intervention to assist some students in making positive choices. While there is not a set of guidelines that will address all situations, it is our goal to set forward a system that will allow students and staff to have a consistent approach to daily management of misconduct.

Level One Offenses: These behaviors are common behaviors that may occur in the classroom. It is the expectation that the classroom teacher will manage all of these behaviors successfully.

Level One Offenses	Level One Consequences
<ul style="list-style-type: none"> • Failure to follow classroom rules • Inappropriate use of language • Minor Disruptions of class and common areas • Failure to complete work in a timely manner • Not being prepared for class • Dress code violation • Minor disrespect to peers and staff 	<ul style="list-style-type: none"> • Teacher and Student conference to encourage the correct behavior and, • Student will apologize (written or verbal) And/or one of the following: • Student will take a time out to reflect on his/her behavior. (Recommend one minute per year of age) • Repetition of desired behavior (i.e. walking quietly in halls, lining up quietly) • Utilization of classroom discipline policy

Level Two Offenses: These behaviors are more serious in nature and will be addressed by the classroom teacher and parent.

Level Two Offenses	Level Two Consequences
<ul style="list-style-type: none"> • Repeated Level One offense (3+) • Severe Disruption of class • Dishonest behavior • Leaving area without permission from teacher • Severe Disrespect toward peers or staff (i.e. use of profanity and insubordination) • Cheating (1st offense) 	<ul style="list-style-type: none"> • Parent notification and, • Written or Verbal apology, <p>And one of the following:</p> <ul style="list-style-type: none"> • Appropriate community service • Teacher lead detention • Behavior plan addressing specific behavior

Level Three Offenses: These behaviors are considered most serious and will be managed by the classroom teacher, parents, school administration, and when indicated local law enforcement.

Level Three Offenses	Level Three Consequences
<ul style="list-style-type: none"> • Unwanted physical contact • Theft • Cheating (2nd offense) • Forgery or plagiarism • Verbal/Written threats of harm • Intimidation of peers or staff • Sexual harassment • Fire setting • Setting a false alarm (fire or bomb) • Possession of any type of weapon or use of any item as a weapon • Alcohol, Drug, or tobacco possession or use 	<ul style="list-style-type: none"> • Written or verbal apology, and • Conference with student, parent, and teacher and/or administration, and • Behavioral Intervention Project, and one of the following: • In- school suspension (when available) • Suspension from school for (1-10 days) • Alternative Placement or Expulsion • Filing a report under the guidelines of the Delaware Department of Education

THE DELAWARE DEPARTMENT OF EDUCATION HAS IDENTIFIED INFRACTIONS FOR MANDATORY REPORTING. PCA MUST REPORT INFORMATION AS MANDATED WITH NO EXCEPTIONS. FOR MORE INFORMATION CONTACT THE ADMINISTRATION OR THE DOE WEBSITE: <http://www.doe.state.de.us/programs/climate/default.shtml>

Definitions and Procedures:

Time Out

A student's removal from a group activity to offer an opportunity to reflect on his/her behavior and its effect on the classroom. It is recommended that the duration be age appropriate. The student must remain in view of the teacher or be placed in another teacher's classroom during his/her time out.

Teacher Lead Detention

After a Level Two offense, a teacher may choose to have a student stay after school from 3:15pm to 4:00pm under the supervision of the classroom teacher. This time may be used to write an apology, complete community service, or other appropriate consequences. Each teacher will designate a day when he/she plans to schedule detentions. Parents must be given two days notice prior to detention being served and confirm the date with the teacher in writing by returning the signed detention notice. Failure to attend detention will result in further disciplinary action. Except for medical absence from school, no other excuse will be accepted.

Behavioral Intervention Project

A student may be asked to complete a community service project as part of a consequence. The purpose of this project is the help the student make amends to his/her school community by offering something positive to others. Community service may include simple household tasks (i.e. sweeping, straightening shelves, assisting another student, light lawn work, art projects, etc.) At no time will a child's wellness, safety, or educational time be compromised while completing service to his/her community. After school detention time may be assigned to complete community service.

In- School Suspension

After a Level Three offense the teacher, parent and/or administrator may assign in-school suspension for a period of not more than three days. Either the administrator or his/her designee will supervise the student through the day. The student will be required to be picked at 4:00pm every day during his/her school suspension. From 3:15-4:00pm, he/she will complete a community service project. They will be excluded from group activities and expected to stay on task and complete assignments that will be supplied by the student's teacher. Prior to returning to class, the student, teacher, parents and administrator will meet to discuss expected behavior and goals when returning to the classroom. This is only an option when staff is available.

Out-of-School Suspension

Out-of-school suspension may be short term or long term depending on the severity of the offense. This consequence means that the student has lost his/her privilege to attend school and to be on school property for any reason. During the suspension the student may not attend any activities on school property. Prior to returning to school, the student, parents, administrator and teacher must meet to discuss expected behavior and sign a behavior contract that reflects the student's commitment to the school's code of conduct.

Expulsion

Providence Creek Academy Charter School has a zero tolerance policy for behaviors that endanger students and staff. Alternative placement (depending upon age), or expulsion is the final step in limit setting when other consequences are not severe enough for the offense committed. Expulsion is the most serious consequence and will only be applied after a hearing with the school board, parents, teachers and administrator. Expulsion is the permanent removal of a student from school. Once a student is expelled he/she may not apply to another public school during his/her period of expulsion. When required by law (assault, extortion, offensive touching, terroristic threatening, and possession of controlled substance or weapons), the local police will be notified of a student's infraction and House Bill 322 will be filed as required by law.

Attendance at School Sponsored Functions

Any student that has any discipline referral will not be permitted to attend any school sponsored trip or activity until the Managing Director or Principal has approved the student to attend. This would include sport activity, field trips, dances, etc.

Appeal Process

A student may appeal any long-term out-of-school suspension (greater than five days), alternative placement or expulsion. Any appeal must be submitted in writing to the school administrator within 48 hours of original disciplinary action. The school board will convene as soon as reasonably possible and provide a written response to the student. All appeals outside of the time frame must be addressed to the State Board of Education.

Academic Information: Grading Policy Changes for July PCA Board of Directors Meeting

I. Grading Policy – Grades 1 - 8

A. Grade Reporting

1. Students will receive report cards at the end of each twelve-week period.
2. Each subject area will receive an Academic grade and a Citizenship grade.
3. The report card must be signed by the parent and returned. Failure to return signed report card will result in teacher/administration action.
4. If student receives an academic grade below a 70% in any class or a citizenship grade below a 2- on the report card, the parents will be notified of the need for a conference with the teacher who issued the failing grade. All conferences must be documented by the teacher.
5. At the midpoint of a grading period, teachers will send progress reports home on every child. Progress reports must be signed by a parent/guardian and returned to the teacher within three school days. Failure to return signed progress report will result in teacher/administration action.
6. Teachers will contact parents of only those students who do not return their report cards and progress reports signed.
7. A teacher will contact parents of any child who begins to fail any category after progress reports are sent home.
8. If the parent/guardian cannot be reached after three attempts, a letter must be sent informing the parent/guardian of the child's progress.
9. Error in notification will not constitute a change in the grade.
10. The teacher will maintain an up-to-date and accurate electronic grade book each twelve weeks.
11. Only tasks designated as summative assessments of learning will contribute to the academic grade. Tasks designated as formative will be used to guide and inform students, parents, teachers, and administrators throughout the learning process.

B. Grading System

1. All academic grades below 70% are failing.
2. All Citizenship grades below 2- are failing.
3. The following grades will be reported:

Grading Scales	
A+ = 98 – 100	O = Outstanding
A = 95 – 97	S = Satisfactory
A- = 93 – 94	N = Needs Improvement
B+ = 90 – 92	P = Pass
B = 87 – 89	F = Fail
B- = 85 – 86	N/A = Not Applicable
C+ = 82 – 84	I = Incomplete
C = 79 – 81	
C- = 77 – 78	Citizenship Grades:
D+ = 75 – 76	3-Exceeds Expectations
D = 72 – 74	2- Meets Expectations
D- = 70 – 71	1- Below Expectations
F = 69 – below	0- Not Acceptable

PCA Citizenship Grade Rubric				
	3	2	1	0
Participation	Student always participates	Student usually participates	Student seldom participates	Student does not participate
Following Directions	Student always listens and follows directions and rules as expected	Student usually listens and follows directions and rules as expected	Student seldom listens and follows directions and rules as expected	Student does not listen and follow directions and rules as expected
Respect	Student is always respectful toward peers, staff, and of school property	Student is usually respectful toward peers, staff, and of school property	Student is seldom respectful toward peers, staff, and of school property	Student is not respectful toward peers, staff, and of school property
Responsibility	Student is always prepared for class	Student is usually prepared for class	Student is seldom prepared for class	Student is not prepared for class

- II. Homework Policy
 - A. Homework will count towards students' citizenship grade and may also be used as a summative assessment for the academic grade.
- III. Make-Up Work
 - A. In the case of absence from school, a student's make-up work will be completed within the number of days the student is absent beginning with the date work is provided to the student. Students will receive full credit for work completed in this time.
 - B. When a student is truant, the work missed can be made up with full academic credit and no citizenship credit.
- IV. Tutorials
 - A. School may provide tutoring in math and reading as needed.
- V. Late Work
 - A. Late work is accepted up to 3 school days after due date. The work will receive full academic credit and zero citizenship credit (a score of 0) in the responsibility category.
- VI. Missing/Incomplete Work
 - a. Work not handed in will not be averaged into the academic grade and receive zero points in the responsibility category.
 - b. Missing/Incomplete work may result in a grade of Incomplete (I) for a marking period and/or final course grade
 - c. A final course grade of Incomplete (I) will result in mandatory Summer School attendance in courses eligible in the PCA Retention and Promotion Policy.
- VII. Summer School
 - a. PCA Summer School is a tuition-based program designed for students who have failed a course or have not met the requirements for promotion to the next grade.
 - b. Students are required to provide their own transportation to and from school.
 - c. Promotion to the next grade is determined in accordance with the Providence Creek Academy Charter School Promotion and Retention Policy.
 - d. Enrollment and attendance alone do not satisfy the requirements for successful completion of a summer school course. All course requirements must be met.

Promotion/Retention/Placement

In order to be promoted, students must meet the following criteria:

- a) Complete grade level requirements in reading and mathematics with an overall average of 70 or above in each subject. Student Portfolio may be used as documentation of student achievement for placement in the next grade.
- b) Achieve an overall grade average of 70 or above in writing, science, and social studies. Student Portfolio may be used as documentation of student achievement for placement in the next grade.
- c) Achieve an overall citizenship average of 2- or above in all classes.
- d) In exceptional cases, placement of a student at the appropriate grade level may occur with the approval of the Principal.

A student who has failed both reading and math will not be eligible for promotion through the summer school program

e) Any student that fails the Over all Citizenship average is eligible for summer school for a fee equal to other summer school program cost. The summer school program will consist of study habits, community service, bullying prevention and positive behavior and more as appropriate.

Revised by the Board of Directors on July 15, 2008

Approved by the Board of Directors July 15 2008

Revised by the Board of Directors June 28, 2011

Providence Creek Academy Charter School
Bullying Policy
Available online @ Providencecreekacademy.org

The Providence Creek Academy Charter School, Inc. (hereinafter referred to as “The Providence Creek Academy Charter School, Inc.”) recognizes that safe learning environments are necessary for students to learn and achieve high academic standards. The Providence Creek Academy Charter School strives to provide safe learning environments for all students and all employees.

Prohibition of Bullying

To further these goals and as required by 14 Del. C. 4112D, the Providence Creek Academy Charter School hereby prohibits the bullying of any person on school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network or other electronic technology of a school from grades kindergarten through grade eight. The Providence Creek Academy Charter School further prohibits reprisal, retaliation or false accusation against a target, witness or one with reliable information about an act of bullying.

"School function" includes any field trip or any officially sponsored public or charter school event in the State.

"School property" means any building, structure, athletic field, sports stadium or real property that is owned, operated, leased or rented by any public school Providence Creek Academy Charter School or charter school including, but not limited to, any kindergarten, elementary, secondary, or vocational-technical school or charter school, or any motor vehicle owned, operated, leased, rented or subcontracted by any public school or charter school.

Definition of Bullying

As used in this policy, bullying means any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee that a reasonable person, under the circumstances should know will have the effect of:

- A. Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property.
- B. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or
- C. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or
- D. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.

Explanation: Bullying is usually defined as involving repeated acts of aggression that aim to dominate another person by causing pain, fear or embarrassment. However, one act alone may constitute bullying if the requisite intent and effect set forth in the definition are met. Bullying may be perpetuated by an individual or a group. It may be direct or indirect. Although a person

may be repeatedly bullied, a different person might be doing the bullying each time, which may make it difficult to recognize that bullying is occurring. An act is intentional if it is the person's conscious objective to engage in conduct of that nature. The actions listed below are some examples of intentional actions which may become bullying depending on their reasonably foreseeable effect:

Physical bullying: Pushing, shoving, kicking, destroying of property, tripping, punching, tearing clothes, pushing books from someone's hands, shooting/throwing objects at someone, gesturing, etc.

Verbal bullying: Name calling, insulting, making offensive comments, using offensive language, mimicking, imitating, teasing, laughing at someone's mistakes, using unwelcome nicknames, threatening

Relational Bullying: Isolation of an individual from his or her peer group, spreading rumors.

Cyber-bullying: Bullying by using information and communication technologies. Cyber-bullying may include but is not limited to:

1. Denigration: spreading information or pictures to embarrass,
2. Flaming: heated unequal argument online that includes making rude, insulting or vulgar remarks,
3. Exclusion: isolating an individual from his or her peer group,
4. Impersonation: Using someone else's screen name and pretending to be them
5. Outing or Trickery: forwarding information or pictures meant to be private.

Sexual Bullying: Unwanted touch of a sexual nature, unwanted talking about private parts, unwanted comments about target's sexuality or sexual activities.

This list should be used by way of example only, and is by no means exhaustive. These actions become bullying if they meet the definition with regard to intent and reasonably foreseeable effect. This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the education environment. Similar behaviors that do not rise to the level of bullying may still be prohibited by other Providence Creek Academy Charter School policies or building, classroom or program rules.

School-wide Bully Prevention Program

The Providence Creek Academy Charter School will use the OLWEUS BULLYING PREVENTION PROGRAM developed by Clemson University. A Coordinating Committee will be created, as described in Section IV of this policy.

The Providence Creek Academy Charter School encourages staff to find or create appropriate bullying prevention resources that can be used within the overall structure set forth above without compromising the fidelity of the school-wide program. Classroom curricula may be used as one part of the implementation of the school-wide program, but must not be the sole component of the program.

Coordinating Committee

Providence Creek Academy Charter School shall establish a site-based committee that is responsible for coordinating the school's bully prevention program including the design, approval and monitoring of the program. A majority of the members of the site-based committee shall be members of the school professional staff, of which a majority shall be instructional staff. The committee also shall contain representatives of the administrative staff, support staff, student body (for school enrolling students in grades 7 through 12), parents and staff from the before- or after-school program(s). These representatives shall be chosen by members of each respective group except that representatives of the non-employee groups shall be appointed by the school principal. The committee shall operate on a 1-person, 1-vote principle. In the event a site-based school discipline committee has been established pursuant to § § 1605(7)(a) and (b), of Title 14 of the Delaware Code, that committee shall vote whether or not to accept the aforementioned responsibilities.

The Committee shall:

1. Hold regular meetings
2. Select a coordinator of the program
3. Consider, decide upon and coordinate any staff training sessions (beyond the 1 hour gang and bully prevention training required in 11 Del. C. 4123A), as needed.
4. Create and maintain a training log (either paper or electronic) to keep a record of the school staff which have been trained, and what training they have received. Decide upon the need for and provide short, concise training updates in writing or at staff meetings.
5. Consider, decide upon and oversee formal or informal evaluation techniques and materials (such as questionnaires), as needed
6. Consider, decide upon and order materials, as needed
7. Consider, decide upon and lead staff discussion groups as needed
8. Consider and decide upon additional guidelines for consistent positive consequences for those who follow the rules and consistent negative consequences for students who break them.
9. Review and refine the school supervisory system for students.
10. Plan a school kick-off event
11. Establish subcommittees, as needed
12. Decide upon and implement methods of notification to students, parents and the community concerning the school-wide program.

Reporting Requirements

Bullying is unacceptable and a culture of openness is the best way to counter such behavior. It is the responsibility of each member of the school community: pupils, staff and parents to report instances of bullying or suspicions of bullying, with the understanding that all such reports will be listened to and taken seriously.

A. Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall immediately report it to the administration.

Initial Concerns

a. Staff members are encouraged to watch for early signs of bullying and stop them before they worsen.

- b. Even though there has been no report of bullying to a staff member, each staff member is encouraged to be vigilant and look for students who appear to be isolated from other students, about whom inappropriate comments are made by other students, or who show signs of peer victimization.
- c. To confirm their concerns the staff member may choose to take the following steps:
 - i. Intensify observations of student in question
 - ii. Confer with colleagues about that student
 - iii. Consult the school's bullying database.
 - iv. Take an informal survey of students about class climate
 - v. Engage in short personal interviews with some students
 - vi. Conduct a brief sociometric survey
 - vii Contact the parent to see how student likes school
 - viii Speak privately with the victim

Written Report

If measures confirm the staff member's concerns that a student is being bullied, if a staff member receives a report of a bullying matter, or if a staff member observes a bullying incident, they must inform the person designated by the administration immediately and in writing within 24 hours. The written report shall be reasonably specific as to actions giving rise to the suspicion of bullying and shall include:

- i. Persons involved, designating bully, target, and bystanders roles.
- ii. Time and place of the conduct and alleged, number of incidents.
- iii. Potential student or staff witnesses.
- iv. Any actions taken.

Investigative Procedures

A. Each school is required to have a procedure for the administration to promptly investigate in a timely manner and determine whether bullying has occurred.

1. All complaints must be appropriately investigated and handled consistent with due process requirements.
2. Each principal will designate a person or persons to be responsible for responding to bullying complaints.
3. Neither complainant nor witnesses should be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. However, efforts should be made to increase the confidence and trust of the person making the complaint. Whenever practical, the investigating person will make efforts to document the bullying from several sources. This prevents the bully, when confronted, from assuming that the victim is the complainant. Student victims may have a parent or trusted adult with them, if requested, during any investigatory activities.
4. After receiving notice of the suspected bullying, either through a short form, an incident report, or an anonymous or other written complaint, the designated person will review the complaint in conjunction with any other related complaints. Reasonable steps will then be taken by the designated person to verify the information and to determine whether the information would lead a reasonable person to suspect that a person has been a victim of bullying.
5. Once the administrator has confirmed that a person has been the victim of bullying, the administrator will take prompt investigatory steps to determine who committed the acts of bullying and whether others played a role in perpetuating the bullying. The administrator will

avoid forewarning the student suspects, and will interview suspects separately and in rapid succession.

6. After identifying those who committed the act or acts of bullying, the administrator will apply disciplinary action, consistent with due process rights, and the range of consequences identified herein. The bully will be informed that graduating consequences will occur if the bullying continues.

7. The administrator will keep a written record of the bullying incident, and any disciplinary actions taken. The administrator will keep any written statements of those committing the bullying, victims and witnesses. Discussions with all parties should be documented as soon as possible after the events. The school will not destroy or discard any material records or evidence while a criminal investigation into or prosecution relating to the incident is ongoing.

8. A follow-up will be completed two weeks later to determine whether the bullying has continued, and whether additional consequences are needed. An additional follow-up will occur in two months, regardless of whether new incidents have been reported.

9. Each confirmed incident must be recorded in the School Register of Bullying Incidents.

B. All confirmed bullying incidents must be reported to the Department of Education by the principal or his designee within five (5) working days pursuant to Department of Education regulations,

C. The administrator should be aware that some acts of bullying may also be crimes which under the School Crime Reporting Law (14 Del. C. 4112) are required to be reported to the police and/or the Department of Education.

Non-Classroom Supervision

To the extent that funding is available, Providence Creek Academy may develop a plan for a system of supervision in non-classroom areas. The plan shall provide for the review and exchange of information regarding non-classroom areas.

A. The Coordinating Committee will review and refine the supervisory system specifically to make bullying less likely to happen using the following techniques:

1. Determine the "hot spots" for bullying in the building, and why those hot spots exist.
2. Consider ways of either keeping certain groups apart during transition, or building positive collaborations between older and younger students.
3. Consider adult density in hot spots, if necessary.
4. Consider the attitude and behaviors of supervising adults in hot spots, and determine a way to increase their competence in recognizing and intervening in bullying situations.
5. Determine and disseminate a consistent graduated method by which all staff will recognize and respond to bullying.
6. Develop and provide a method for communication of staff so that staff who observe bullying can intervene and notify other staff involved in supervising the same students during the day.
7. Develop a consistent and user-friendly school-wide method of logging bullying incidents or observations about students at risk for bullying or being bullied.
8. Develop or review the policy for hallway supervision before and after school and during the time when students are moving between classes

Consequences for Bullying

Consequences for bullying should be immediately and consistently applied and must be delivered in a non-hostile manner. Consequences should be disagreeable or uncomfortable but should not involve revenge or hostile punishment.

A. Consequences should take into account:

1. Nature and severity of the behaviors
2. Degrees of harm
3. Student's age, size and personality (including development and maturity levels of the parties involved)
4. Surrounding circumstances and context in which the incidents occurred
5. Prior disciplinary history and incidences of past or continuing patterns of behavior
6. Relationships between the parties involved (including any imbalance of power between the perpetrator and victim)
7. Ease of use for staff (within available resources and time constraints)

B. The appropriate range of consequences for bullying is as follows:

1. Removal of positive reinforcers:

a. Time-out.

b. Loss of a privilege.

2. Use of negative or unpleasant stimuli:

a. Rebuke or verbal reprimand clearly specifying what is not acceptable and consequences if repeated.

B Notice to parent.

c. Serious talk with school staff member.

d. Serious talk with school staff member with parents present.

e. Supervised break times.

f. Behavioral report cards sent home.

g. Creation of a behavior contract.

h. In-school suspension.

i. Detention.

j. A period of inclusion in the Learning Support Unit.

k. Reassignment of seats in class, lunch or on bus.

l. Forbidden to enter certain areas of school.

m. Reassignment of classes.

n. A referral to an external agency

o. Reassignment to another school, or another mode of transportation.

p. Expulsion.

q. Report to Law Enforcement officials

3. In addition, but never as replacement for disciplinary action, formative activities should be given, which may include:

a. Reparation to victim in the form of payment for or repair of damage to possessions out of bullies own money.

b. Cooperation with assessment of problems.

c. Education about what bullying is and why it is not acceptable.

d. Documentation on books or films about bullying.

e. Completion of bully related workbooks.

f. Completion of Letter of acknowledgement of actions to victim (only after reviewed by staff and never in cases of sexual bullying).

g. Completion of psychological assessment or evaluation.

h. Completion of counseling (In house or referral to an outside agency, individual or family).

i. Cooperation with a behavioral management program developed in consultation with a mental health professional.

j. Submission to a psychological, psychiatric or neuropsychiatric evaluation before bully can return to school.

k. Completion of community service.

C. The Providence Creek Academy Charter School believes that positive consequences should be given when students are obeying the rules about bullying. These consequences may include:

1. Enthusiastic, concrete, behavior-specific praise
2. Creative consequences that are truly positive for your students considering their age, sex, and maturity level.

D. The Providence Creek Academy Charter School believes that victims should be given support. If bullying is suspected, staff members will make an effort to:

1. Find a private opportunity for discussion with victim.
2. Discuss with victim what support they need.
3. Ensure their safety.
4. Record the event and follow through with actions.
5. Provide the victim with opportunities to gain peer support.
6. Refer the victim to available help in-school.
7. Provide the victim with an opportunity to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face to face, if the victim chooses to do so.
8. Make referrals to external agencies if necessary.
9. Provide the victim with information for mental health or medical treatment needs.

Training

The Providence Creek Academy Charter School will provide a combined training each year totaling at least one (1) hour in the identification and reporting of criminal youth gang activity pursuant to § 617, Title 11 of the Delaware Code and bullying prevention pursuant to § 4112D, Title 14 of the Delaware Code. The training materials shall be prepared by the Department of Justice and the Department of Education in collaboration with law enforcement agencies, the Delaware State Education Association, the Delaware School Boards Association and the Delaware Association of School Administrators. Any in-service training required by this section shall be provided within the contracted school year as provided in 14 Del. C. § 1305(e).

All school employees must either attend the provided training session live or watch the official film provided by the Providence Creek Academy Charter School in lieu of attendance, with written proof in the form of signing in an out of the live session, or signing the film in and out, and providing adequate written answers to questions about the film.

Reporting Procedures

A. The procedures for a student and parent, guardian or relative caregiver pursuant to § 202(f) of this Title or legal guardian to provide information on bullying activity will be as follows:

1. If a child complains of bullying while it is happening, the staff member will respond quickly and firmly to intervene, if safety permits, if the situation appears to that staff member to involve bullying or real fighting.
2. If a child expresses a desire to discuss a personal incidence of bullying with a staff-member, the staff-member will make an effort to provide the child with a practical, safe, private and age-appropriate method of doing so.

3. A letter box will be placed in a place or places selected by the committee, so that students who feel unable to talk to any staff can have a point of contact. Information found in the box must be treated with care and a staff-member or members will be designated to be responsible for this information. Blank “Bullying – request for support forms” will be available to all students, but are not required for a report.
4. Written complaints shall be reasonably specific as to actions giving rise to the complaint and should include information as to:
 - a. Conduct involved
 - b. Persons involved, designated bully, target, and bystanders’ roles
 - c. Time and place of the conduct alleged, number of incidents
 - d. Names of potential student or staff witnesses.
 - e. Any actions taken in response
5. Short, easy to use complaint forms can be obtained from the principal or Providence Creek Academy Charter School office.
6. An electronic system will be established whereby students can email anonymous complaints of bullying that only designated persons will have access to.
7. Anyone may report bullying. A report may be made to any staff member. Reports should be made in writing.
8. Each principal will designate a person or persons responsible for responding to bullying complaints.
9. Every identified complainant who files a written complaint with a staff member will receive a written explanation of results to the extent that it is legally allowed and be given an opportunity to inform the designated person as to whether or not the outcome was satisfactory. Easy to use follow-up forms will be made available.
10. Every confirmed bullying incident will be recorded in the School Register of Bullying incidents, which will be a central record for designated staff to read. This will give an indication of patterns which may emerge of both bullies and victims.

Anonymous Reports

Formal disciplinary action solely based on an anonymous report is not permitted. Independent verification of the anonymous report is necessary in order for any disciplinary action to be applied.

Notification of Parents

A Parent, guardian or relative caregiver pursuant to 14 Del. C § 202(f) or legal guardian of any target of bullying or person who bullies another must be notified.

Retaliation

Retaliation following a report of bullying is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Procedure to Communicate with Medical and Mental Health Professionals.

A. The following procedures for communication between school staff members and medical professionals who are involved in treating students for bullying issues must be followed:

1. Pediatricians/Primary Care Physicians and Mental Health Professionals are important links in the overall wellness of the whole child. The ability to communicate appropriately to identify the optimal health care needs of the child is necessary when issues at school impact the physical and emotional health of the child. This is especially true in bullying due to the social nature of the problem. Release of information forms must be signed by the parent, guardian or relative caregiver pursuant to 14 Del. C. § 202(f) or legal guardian in order for the primary care physician or mental health professional to communicate with school personnel regarding any treatment of a child. Releases should be signed both at school and at the physician or mental health professional's office before communication may take place according to HIPPA and FERPA guidelines.

2. If a parent refuses to sign a release form at school the school will review this policy with them, explaining the reasons the release would be advantageous to their child.

3. After confirmation that a child has been involved in a bullying incident, if the administrator's designee recommends a mental health evaluation be completed, the school may:

a. Require that return to school will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.

b. Require that student remain in in-school suspension and that return to regular class schedule will be contingent upon the clinical evaluation providing recommendations and treatment plan if identified as appropriate.

4. Summary of this evaluation shall be shared at a meeting with student, parent/guardian and school administrator's designee) prior to return to school or the general population.

B. Emergency evaluations can be obtained through Christiana Care Health Services Emergency Center at Christiana or Wilmington Hospital (302)-733-1000, the Rockford Center (866)-847-4357. Crisis services are also available through Child Mental Health, State of Delaware 24 hour hot line (302)-633-5128. Non-emergent services can be obtained through Children and Families First (800)-734-2388, Catholic Charities (302)-655-9624, and Delaware Guidance (302)-652-3948 in New Castle County or by contacting your medical insurance for recommended providers in your area.

Implementation

The school bullying prevention program must be implemented throughout the year, and integrated with the school's discipline policies and 14 Del. C. § 4112.

Accountability

The Administration shall notify the Providence Creek Academy Charter School Board of Director in writing of their compliance with this policy and submit a copy of the procedures they have adopted under this policy by November 1, of each school year to include distribution to parents, students, faculty and staff.

Awards

A. Each year, Providence Creek Academy Charter School shall submit to the Delaware Department of Education a nominations the school should receive an award for its Bully Prevention Program, with supporting documentation.

B Criteria to be considered are:

“A school employee, school volunteer or student is individually immune from a cause of action for damages arising from reporting bullying in good faith and to the appropriate person or persons using the procedures specified in the school Providence Creek Academy Charter School bullying prevention policy, but there shall be no such immunity if the act of reporting constituted gross negligence and/or reckless, willful, or intentional conduct.”

Other Defenses

- A. The physical location or time of access of a technology-related incident is not a valid defense in any disciplinary action by the school Providence Creek Academy Charter School or charter school initiated under this policy provided there is sufficient school nexus.
- B. This section does not apply to any person who uses data or computer software that is accessed through a computer, computer system, computer network or other electronic technology when acting within the scope of his or her lawful employment or investigation of a violation of this policy in accordance with school Providence Creek Academy Charter School.

Relationship to School Crime Reporting Law

An incident may meet the definition of bullying and also the definition of a particular crime under State or federal law. Nothing in this policy shall prevent school officials from fulfilling all of the reporting requirements of § 4112, Title 14 of the Delaware Code, or from reporting probable crimes that occur on school property or at a school function which are not required to be reported under that section. Nothing in this section shall abrogate the reporting requirements for child abuse or sexual abuse set forth in Chapter 9 of Title 16 of the Delaware Code, or any other reporting requirement under State or federal law

Rules and Regulations

Implementation of this policy shall comply with all rules and regulations the Delaware Department of Education may promulgate to implement Title 14 Section 4112D of the Delaware Code.

APPROVED BY THE BOARD OF DIRECTORS MAY 18, 2010

Providence Creek Academy Charter School

Athletic Policy

Mission Statement

The mission of Providence Creek Academy Charter School athletics is to provide an enjoyable educational experience for students based on their developmental characteristics and needs. The development of the student's self-esteem, citizenship, responsibility, and skills in cooperative and leadership behaviors are positive outcomes of the PCA athletics program. These programs should be enjoyable, vigorous, and safe and should occur in a positive climate with appropriate adult leadership and support.

The program goals are threefold:

- A. To provide a fun activity for the students.
- B. To learn the basic skills of that particular activity.
- C. To develop cooperation, sportsmanship, leadership, and personal improvement skills

In order to provide this experience for our students, a fifty (50) dollar athletic fee is required for each sport. This fee will assist in paying for transportation, uniforms, official fees, etc.

Athletes are defined as students participating in extra-curricular activities that involve athletic competition such as, but not limited to, Football, Baseball, Soccer, Cheerleading and Field Hockey.

Alcohol and Other Drugs (AODA) Policy

Any participant who is judged to be in possession of and/or using alcohol or other drugs, which includes tobacco products and commercial products used for something other than their intended use, will be dropped from that activity and/or not allowed to participate in any extra-curricular activities for the remainder of the school year.

Team Selection

The privilege of participating in the PCA extra-curricular program is extended to all students. Athletics at Providence Creek Academy Charter School are meant to be a participatory activity in which as many students as possible are allowed to participate. However, it is recognized that there is a limit with regards to space and manageability which may force coaches of some activities to limit the number of students allowed to participate.

Using the following procedures, it is up to each individual coach to determine the size of his/her squad, as long as the participation goal is kept as the primary motivating factor.

- A. Students turn in permission slips to the athletic director. The coach then decides whether a cut is necessary and if so, how many students are to be cut.

- B. All students attend a minimum of the first two practices/tryouts in order to be evaluated.
- C. Coaches evaluate students and make roster selections according to the following criteria (in no particular order):
 - 1. Ability
 - 2. Effort/Attitude
 - 3. School behavior
 - 4. Commitment to AODA contract
 - 5. Classroom work completion
 - 6. Classroom academic progress
 - 7. Grade level-In the case of all else being equal, an emphasis will be placed on keeping the student from the highest grade level.

NOTE: These expectations are expected to be met throughout the school year, not JUST during the particular season in question as specified in the behavior contract which is signed at the beginning of the year. Failure to comply is grounds for exclusion from the team.

Student Eligibility

A. Student Records

- 1. Authorization for Participation in Athletics including a Physical form and a parent's signature. Physical must be current within a calendar year.
- 2. Signed Athletic Code
- 3. Emergency Medical Card
- 4. Must be legally registered as a student at Providence Creek Academy Charter School.

B. Unexcused absences

- 1. Any participant will be allowed no more than 2 unexcused absences from practice/activities. If there are more than 2 unexcused practices, games, or activities, the student will be dropped from that particular sport/activity.
- 2. Unexcused absences include the following:
 - a. A person receiving a detention/suspension will be ineligible for extra-curricular activities the day of the detention/suspension. This is considered an unexcused absence.
 - b. If a student is in school and does not come to practice without notifying his/her coach/advisor beforehand regarding the reason for the absences, it will be considered an unexcused absence.
 - c. A student will not be allowed to participate if the student doesn't have the required suitable attire as judged by the coach/advisor. This is considered an unexcused absence.
 - d. If a team/activity member is asked to leave a practice, game, or activity for unacceptable behavior, it will be considered an unexcused absence.
 - e. If a student is deemed ineligible for an event, it will be considered and unexcused absence.

C. Academic Eligibility

1. You must maintain a “C” average in each course that you are enrolled in at Providence Creek Academy Charter School in order to tryout in school athletics.
2. You must maintain a “C” average at each marking period in each course that you are enrolled in at the Providence Creek Academy Charter School for participation in the athletic program.
3. You must maintain an overall 2- in the Citizenship Grade for participation in the Athletic Program

D. Eligibility

1. A student’s academic and behavioral progress will be determined on a per game basis. The athletic director/coach will supply a list of team members to all appropriate teachers the day prior to each game.
2. Eligibility for activities held during a weekend and/or vacation period will be determined the last day of school previous to the weekend and/or vacation.
3. A student will be deemed ineligible if on the day prior to a game or event:
 - a. They are receiving a failing grade in one or more classes.
 - b. They have incompletes in one or more classes.
 - c. They have demonstrated poor behavior in one or more classes as defined by the PCA Student Handbook.
4. A student athlete that becomes ineligible to play, at the end of a marking period may become re-eligible to participate in games and practice once a new grade of 77 (C) or above is entered for the new marking period
5. In addition to official athletic department eligibility, a student may also be subject to individual team rules as determined by the coach/advisor of that activity.
6. A behavioral infraction of Level 2 or higher resulting in a behavioral referral will render the student ineligible for one game/event. This shall count as an unexcused absence as outlined above.
7. Any general school discipline directed from PCA administration will take precedence over the extra-curricular policies.
8. In the event a player becomes ineligible to play they are still to attend all practices and games, but to participate in the event. If an athlete does not attend it will count as an unexcused absent.
9. In the event that the team does not have enough eligible players to hold a game, the team will forfeit the game, but still play the game as a scrimmage.
10. A student athlete must maintain an overall 2- in order to participate in all practice or games.

Responsibilities of Others

Students are not the only group associated with the school to have a responsibility to the athletic program.

Parents, Coaches, and the Administration also must conduct themselves in accordance to the rules of good sportsmanship and ambassadorship.

Because athletes look up to the coaching staff, the staff will conduct themselves in a professional manner at all times. They must also be knowledgeable in the sport or sports they are involved in coaching.

Parents need to support the athletic program by making sure their child is keeping up with school work and maintaining grades. Parents must also keep a positive attitude when speaking to their child about all aspects of the schooling process.

The administration plays a very important role in the life of an athletic program. The athletic program looks to the administration for financial support, provide safe appropriate facilities and equipment.

Coach Evaluation

In order to improve the overall quality of coaching at PCA and to involve the families in the athletic program at PCA, informal evaluation of coaches will be offered to the athletes and parents/guardians of athletes at the conclusion of each season.

Forms will be handed out to all participating athletes and their parents/guardians and returned to the athletic director in order to insure anonymity. The athletic director will in turn share the comments with the respective coach.

Feedback forms will include items such as:

1. How well did your coach know their sport/activity?
2. How fairly/respectfully did your coach treat you/your child?
3. How well did your coach communicate with you and your child?
4. What were your coach's strengths?
5. What could your coach improve?
6. How organized was your coach?
7. Overall, how much did your child enjoy their season?

We also encourage you to offer praise to your child's coach when warranted, as personal feedback is very meaningful to the coaches at PCA.

Appeals

Hopefully, the PCA Athletic Policies are relatively clear cut and the decisions made by the PCA coaching staff are understandable and fair. However, if you feel that you would like to appeal a decision:

1. Contact the athletic director immediately in order to discuss the situation and present the reasons for your appeal. Appeals must be made within 7 working days of the initial decision.
2. If the athletic director's decision stands, a parent may appeal the decision to the administration, upon which time a meeting will be set up between the athletic director, the parent, a member of administration, and possibly the coach in order to discuss the situation and reach a resolution.
3. Note that while an appeal is in motion, the original decision will be in effect.

Out of Season Participation/Coaching

Obviously, students are free to participate in whichever off-season activities they choose. However, note that there is a conference rule against a school coach coaching a student while that sport is not in season if that student may be on that coach's team during the upcoming season.

Approved by the Board of Director November 19, 2003

Revised by the Board of Directors December 20, 2005

Revised by the Board of Directors April 15, 2008

Revised by the Board of Directors July 19, 2011

I have read and understand all sections of the **athletic policy** at PCA. I pledge to uphold these duties and policy, and represent my school as a student athlete. My signature below signifies that I am responsible for abiding these rules and consequences if policy is broken.

Athlete/Student Signature _____

Parent Signature _____

Date _____

Sport _____

Please sign and return this page to your child's teacher, indicating **receipt of this handbook**. If you have questions, contact the Principal at (302)653-6276.

I received Providence Creek Academy's Student Handbook. I have reviewed it with my child.

Parent Signature _____
Date

Print Parent Name _____
Date

Print Student Name _____
Date

Please sign and return this page to your child's teacher. If you have questions, contact the Principal at (302)653-6276.

Acceptable Use Policy

This is to certify that I have read and agree to abide by the guidelines set forth within the Providence Creek Academy Charter School Acceptable Use Policy. As a student I fully intend to comply with this policy realizing that I am personally liable for intentional misuse or abuse of the communications and computer systems. If I have any questions about the policy, I understand that I need to ask my teacher or for clarification.

Print Student Name: _____

Student Signature: _____

School: Providence Creek Academy Charter School

Date: _____

Print Parent Name: _____

Parent Signature: _____

Please sign and return this to your child's teacher. If you have questions, contact the Principal at (302)653-6276.

**PROVIDENCE CREEK ACADEMY CHARTER SCHOOL
SCHOOL-PARENT-STUDENT COMPACT
SCHOOL YEAR 2011-2012**

Providence Creek Academy Charter School, and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA), agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved student academic achievement and the means by which the school, the parents, and the students will build and develop a partnership that will help children achieve Delaware's high standards.

School Responsibilities

Providence Creek Academy Charter School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to meet Delaware's student academic achievement standards as follows:
 - a) a daily schedule of instruction in academics, the arts, and athletics
 - b) additional support for low-achieving students in and out of the regular classroom setting
 - c) after-school instruction for recommended students
 - d) summer school instruction for recommended students
2. Hold parent-teacher conferences in the first marking period during which this compact will be discussed as it relates to the individual child's achievement. Additional parent-teacher conferences may be held throughout the year.
3. Provide parents with frequent reports on their children's progress, formally every four and one half weeks and informally throughout the year.
4. Provide parents reasonable access to staff during teacher planning periods, by phone messages, through the school website, and through written communication.
5. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities through the School Improvement, school staff, and the Title I/Grants Coordinator.
6. Involve parents in the planning, review, and improvement of all school policies in an organized, ongoing, and timely way.
7. Provide parents an individual student report about the performance of their child on the Delaware assessment in math, language arts, reading, social studies, and science and on other school assessments and academic indicators.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance and arrival time to school.
- Making sure homework is complete.
- Monitoring our child's adherence to PCA student policy, including safety regulations and school dress code.
- Communicating with staff by signing agenda books and other forms.
- Monitoring the amount of television and type of television programs viewed by our child.
- Volunteering in or for our child's classroom.
- Participating, as appropriate, in decisions related to our child's education.
- Promoting positive use of our child's extracurricular time.
- Staying informed about our child's education and communicating with the school by promptly reading all notices from the school either received by our child or by mail and responding, as appropriate.
- Attending and/or serving, to the extent possible, on such policy advisory groups as the school PTO, PTO committees, or the School Improvement Committee.
- Maintaining current contact information with the school.

Student Responsibilities

I, as a PCA student, will share the responsibility to improve our academic achievement and achieve the Delaware high standards. I will:

- Complete class work and homework as assigned.
- Read at least 30 minutes every day outside of school time.
- Practice positive health and nutrition habits.
- Give to my parents or the guardian all notices and information that I receive from school each day.

Providence Creek Academy Charter School sincerely appreciates the participation of parents and students in the 2011-2012F School Year School-Parent-Student Compact.

Signature of School Official

Date

Signatures of Parents/Guardians

Date

Signature of Student

Date

Print Student Name

Grade