

Providence Creek Academy Charter School



Student Handbook

Revised July 2026

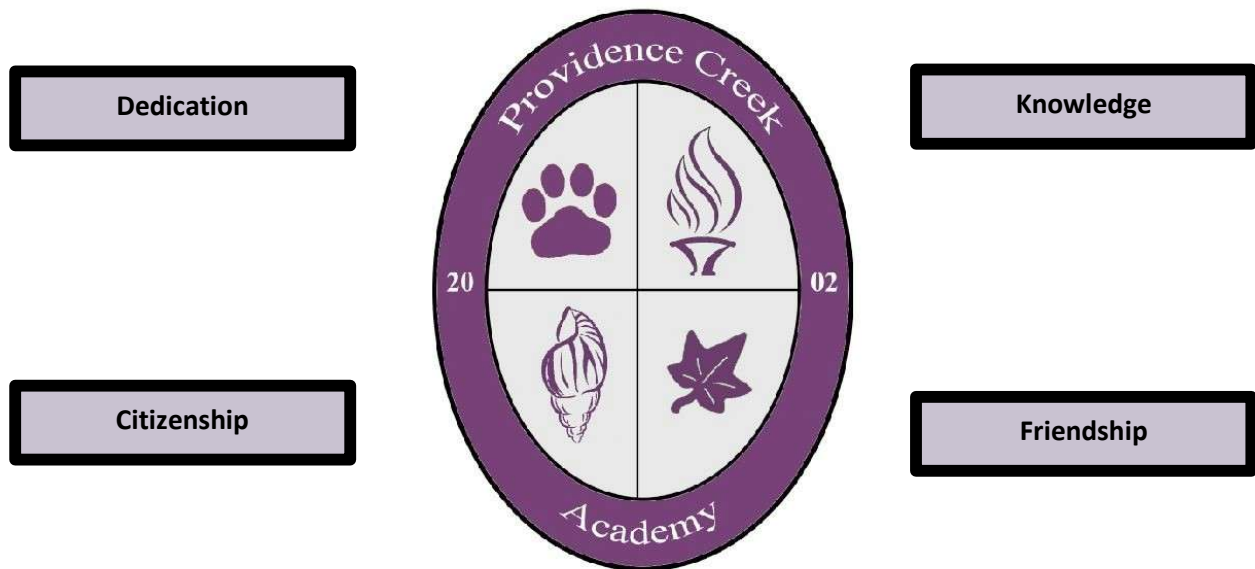
Note: PCA updates this handbook on a regular basis. Please visit the PCA website for the most up-to-date version.

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Vision, Mission, and Core Principles



Vision

Providence Creek Academy's rigorous Academics infused with The Arts and Athletics provides a foundation that enables our students to reach their fullest potential. We do this because childhood matters.

Mission

The mission of PCA is to provide a safe, nurturing, and diverse campus environment allowing our K – 8 students to learn from experiences beyond the traditional classroom setting. Our students are empowered with opportunities to engage in a number of sports, visual and performing arts, creating connections with our community to provide deeper learning experiences.

PCA focuses our work around two specific objectives:

1. PCA will be the best place to learn.
2. PCA will be the best place to work.

About this Handbook

The purpose of the Student Handbook is to provide quick access to information a student or family may need throughout the school year, along with assisting families in navigating the processes and procedures that are a part of the daily/annual routines of the school. We strongly encourage all parents/guardians to review the content with the PCA student(s). Our school's website is a great resource as well for finding important information about the school.

Nothing in this handbook is intended to supersede Delaware Code or PCA policy. In the case where there is an unintended contradiction or omission, Delaware Law, Delaware Administrative Code, and PCA policy will prevail. PCA encourages families to utilize both this handbook and our website regularly, which can be found at this link <https://pcasaints.org/>. Current events and information can also be found on the Infinite Campus Parent Portal and PCA social media pages.

Content in this document is subject to updates. The most up-to-date version of the handbook is posted on the PCA website, which can be found at this link <https://pcasaints.org/Policies>

Should you have a question about an item not listed in this handbook or on our website, please feel free to reach out to Denise Stouffer at denise.stouffer@pca.k12.de.us.

While we attempted to include the most relevant information that students and parents often request in this handbook, we encourage you to reach out to your child's teacher or our administrative team whenever you may need help or wish to have more information. Our staff directory can be found on our website at <https://pcasaints.org/Staff-Directory>.

Important Contacts

PCA is your partner in your student's education and growth. As such, we encourage all questions and concerns be brought to us. For more information or any questions, please refer to the contact information below or call our main office at 302-653-6276.

<i>Person</i>	<i>Position</i>	<i>Areas</i>	<i>Email Address</i>
Denise Stouffer	Head of School	General School Operations	Denise.Stouffer@pca.k12.de.us
Sharvelle Cannon	Dean of Academics	Academic Program/Curriculum Student's Academic Progress Grading Teachers Academic Coaches/Interventionists	Sharvelle.Cannon@pca.k12.de.us
Amanda Wells	Dean of Students	Behavioral/Therapeutic Supports Student Code of Conduct School Safety Support Team Special Area Teachers	Amanda.Wells@pca.k12.de.us
Andrea Cofield	Director of Special Education	Special Education 504 Plans Special Education Teachers Paraprofessionals	Andrea.Cofield@pca.k12.de.us
Kristine Fox	Transportation Supervisor	Transportation Bus Drivers	Kristine.Fox@pca.k12.de.us
Valerie Harris	Café Manager	Breakfast & Lunch Program Student Lunch Accounts Cafeteria Staff & Operations	Valerie.Harris@pca.k12.de.us
Nicole Vanderven	School Nurse	Health/Medical Medications Student Injuries	Nicole.Vanderven@pca.k12.de.us
Nicole Cooper KelliAnn Jones	Main Office	All General Questions Attendance Documentation Dismissal Changes Enrollment McKinneyVento/Foster Care	Office@pca.k12.de.us

Important Information & Procedures

Enrollment Policy

PCA's Enrollment Policy can be found in the 200 section of PCA website policies page located at <https://pcasaints.org/Policies>.

Attendance

Attendance at school is critical to student success. PCA and the State of Delaware takes student attendance very seriously. PCA has an attendance team to support student attendance. The school or parent/guardian may initiate a meeting to discuss expectations and supports for student attendance.

Students should be at school by 8:00AM until 3:30PM every day. Students are considered Tardy if they arrive to class after 8:00AM. Please make every effort to schedule appointments before or after school hours, such as scheduled days off within the school year.

The attendance policy outlines the valid reasons a student can be excused from school. The required documentation must be submitted to the Main Office. This documentation must include: Student Name, Date(s) of absence, Reason for absence, Parent/Guardian or Professional (e.g., doctor) Name and Signature (typed names in electronic communication suffice as a signature).

Student attendance may affect eligibility for participation in afterschool activities/events.

PCA's attendance policy can be found on the PCA website by visiting section 200 of the policy page located at <https://pcasaints.org/Policies>.

Truancy Policy

PCA's truancy policy can be found on the PCA website by visiting section 200 of the policy page located at <https://pcasaints.org/Policies>.

Student Dress Code

PCA's student dress code policy includes our standard uniform requirements of collared tops and dress pants in specific colors.

The policy also outlines expectations on special days that the full standard uniform may not be required.

No Uniform Today (NUT) Days - NUT days are days when students are NOT required to wear the standard uniform. There are fundraising NUT days, where students make a donation to participate, and Free NUT Days, where students may participate for free. There are also scheduled PCA Pride days for students to wear a PCA shirt with uniform bottoms. These days are communicated in advance. Refer to the policy for detailed apparel expectations, as well as other restrictions (e.g., footwear, hair, accessories).

PCA's dress code policy can be found on the PCA website by visiting section 200 of the policy page located at <https://pcasaints.org/Policies>.

Class Transitions

Staff will be stationed at the door and in the hallways of their respective classrooms as students change classes and as students enter and leave the building. Additionally, teachers will escort students to and from specials in all grades. Students are expected to transition in an orderly manner. When inside the buildings, students must walk in a quiet orderly manner on the right side of the hallway.

Students must have a pass or an agenda book with staff note any time they transition without an adult (e.g., bathroom, nurse's office). Students are not permitted to be in the hallways without a pass or an agenda book. The only exceptions to this are for emergency situations.

Students are not permitted to walk the campus alone. Students are either escorted by an adult or approved "buddy" (another student) when crossing campus. Permission may be granted for an Upper School student to walk to a designated location on campus alone (e.g., from Upper School to Core Building), with a pass and staff notification.

Money, Jewelry, Electronics, and Other Expensive Items

Students are encouraged to bring only the amount of money needed for lunch or other expenses to be used on a given day (e.g., NUT day money, field trip payment). Students are discouraged from bringing expensive watches, headphones, bracelets, or other items that may be stolen or lost.

All electronics and/or electronic accessories (e.g., cell phones, ear buds) brought on school campus must be kept out of sight unless the student receives permission from their teacher beforehand. Cell phones and electronics are to remain in lockers. Cell phone/electronic possession or use during breakfast or between 7:45AM – 3:30PM is prohibited.

PCA is not responsible for damaged, lost, or stolen items.

Family Involvement

PCA recognizes that families are partners in education! PCA encourages family involvement including the education of our students. Families are encouraged to get involved through extracurricular activities, school trips/events, and school meetings. We encourage families to be involved with our Parent-Teacher Organization (PTO) (Contact: pcasaintspto@gmail.com). Additionally, PCA hosts an Annual Title I Meeting which goes over family involvement.

Parents/guardians (or adult authorized by parent/guardian) are responsible for student supervision at after school/evening events (e.g., STEM/Literacy nights, athletic games), unless specified otherwise by PCA administration.

To support involvement, PCA's policies regarding parental involvement can be found on the PCA website policies page located at <https://pcasaints.org/Policies>.

Student Arrival & Dismissal

Bus Transportation

For a child to be assigned a bus:

- Parents of returning students must fill out a transportation request form before May 30th annually (or alternate date communicated by the Transportation Supervisor).
- Parents of new students must fill out the transportation forms within one week of acceptance into PCA.

Failure to complete a transportation form will result in a delay in bus assignments.

Every PCA student who is eligible will be assigned one bus and bus stop according to Delaware State Regulation. Students must ride their assigned bus. If parents/guardians need to change a students' bus stop, they must contact the PCA transportation department. Any changes in bus stops are to be considered permanent changes and will take ten (10) days or more to process.

Transportation/bus procedures and rules must be adhered to for a student to ride the bus. PCA's Transportation Procedures and Rules can be found on the PCA website by visiting the Additional Policies and Resources section of the policy page located at <https://pcasaints.org/Policies>.

Morning Student Drop-Off Procedure

No students are permitted to be dropped off prior to 7:30AM.

Students may be dropped off on campus (not in the parking lot) to eat breakfast beginning at 7:30AM. Students should transition directly to the café. If students want to eat breakfast at PCA, they must arrive in the café by 7:45AM. Students riding the bus will have the option to transition off the bus for breakfast at a designated time.

PCA cannot be responsible for the safe transition of students not riding a bus prior to 7:37AM. Staff does not provide supervision for students on campus prior to 7:40AM unless they are eating breakfast in the cafe. Staff supervision is not provided in the parking lot.

If not in car rider line, cars must park in a parking space and students must be walked onto campus. They must be walked at least to pillars at the top of the inner circle by an adult (non-staff). Students cannot be unaccompanied in the parking lot.

Students can begin entering buildings to go to their homeroom at 7:40AM.

If the student will not make it into class by 8:00AM, the parent/guardian must walk the student to the main office to sign-in and receive a late pass.

Parents/guardians wishing to drop-off their children in the morning to their classroom are permitted to obtain a visitor's pass from the Main Office. This pass must be presented at the main door of the Lower School or Upper School to gain access into the building during arrival time. [See 'Visitors' section of this Handbook.]

Parents/guardians dropping students off to their classroom are asked to facilitate a quick transition that promotes student independence. Parents/guardians must exit by 8:00AM.

Car Rider Line-

At approximately 7:37AM, PCA staff will direct students to begin exiting vehicles in the car rider line. Cars in line will begin moving once directed by staff after all students from the vehicles in the front line are in the safety zone.

Remain alert to all pedestrians and vehicles and follow instructions given by staff, including information on signs. Students should be prepared to exit the vehicle as soon as it comes safely to a stop. Adults and other children should remain in the vehicle.

Students should exit from the right (passenger) side of the vehicle and immediately walk past the cones to enter into the safety zone. If not possible to exit on the passenger side, students should cross in front of their parent's vehicle and enter into the safety zone.

The car rider line closes at 7:58AM. Once closed, park in a parking space and walk with the student onto campus. Do not stop in the lane to let your student out of the car. The student must be accompanied by an adult (non-staff) in the parking lot. If the student will not make it into class by 8:00AM, the parent/guardian must walk the student to the main office to sign-in and receive a late pass. Administration may adjust these times on specific days due to extenuating circumstances (e.g., traffic, extreme weather). In case of severe weather, PCA may delay and/or relocate the arrival process to ensure safety/proper staffing.

Student Dismissal

Parents/guardians must choose one primary option for their student dismissal. Dismissal options= bus rider, car rider, aftercare, or Upper School walker*.

If a parent wishes to change the way a child is dismissed from school, s/he must email the Main Office before 1:30PM daily with the dismissal instructions. The options a parent has for a change of dismissal are:

1. A parent wishes to have their child be a car rider.
2. A parent wishes to have their child be in Aftercare (registration required except in cases of emergency.)

Students registered to participate in PCA afterschool activities will be dismissed accordingly on scheduled days. Students participating in programs after school run by Providence Creek Ballet Theater (PCBT) must make arrangements with PCBT regarding drop off and pick up times.

PCA staff does not provide supervision for students after 3:45PM unless the student is registered for aftercare, athletics, or other PCA afterschool activity.

Car Rider Line-

All vehicles must have a PCA Car Rider tag (with last name and grade(s)) hanging from the rearview mirror when in the car rider line.

If the vehicle does not have a tag, you will be required to pull over into a designated area (often referred to as the "French fry" area), or park in the parking lot and report to Main Office, and present ID before picking up the student.

Car rider tags can be obtained from the Main Office or Support Team.

The car rider line begins moving once buses dismiss (approximately 3:30PM).

Remain alert to all pedestrians and vehicles and follow instructions given by PCA staff, including information on signs. Staff will notify students when it is safe to approach/enter their vehicle in the loading area (please do not summon your student to the vehicle). Adults and other children should remain in the vehicle.

Once your student(s) is in the vehicle, please remove the car rider tag from the rearview mirror.

Please be prepared to drive out of the loading area to depart campus immediately once directed.

The parking lot is available if more time is needed before departing campus (e.g., to buckle seat belts).

Car rider closes by 3:45PM.

Aftercare-

Families wishing to register their student(s) for aftercare should contact the Main Office.

Note: If a parent wishes to walk into the school to pick up their child at dismissal, the parent should register for Aftercare. Parents picking up children will not be charged for Aftercare if the child is picked up before 3:45PM. Students can only be picked up from the main office (prearranged early dismissal before 3pm) or Aftercare, if not in car rider line. They cannot not be picked up from any other areas of the campus unless approved as an Upper School Walker.

****Upper School Walker-***

While we do not recommend any students walking without supervision, students in grades 5 - 8 may be granted permission to dismiss to parent(s)/guardian(s) separate from the aforementioned staff supervised dismissal options, as their primary dismissal designation.

The parent/guardian must read, sign, and submit the "Consent and Waiver for After School Student Release to Parent/Guardian" form. This form outlines all the expectations for this dismissal option and is specific to the individual student. Lower School siblings must follow the aforementioned dismissal options and are not permitted to dismiss in this manner with their Upper School sibling.

The parent/guardian must request this form from the PCA main office or Dean of Students.

Going To and From School

Community residents have a right to privacy, private property, and freedom from disruptive/abusive behavior. On the way to and from school, students shall not loiter, litter, trespass, 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.

Building Procedures

Visitors

Families are always welcome at Providence Creek Academy. Families are encouraged to visit during scheduled family events throughout the school year. Visitation at other times must be arranged with and approved by school administration. Visits will be approved based on administrative discretion. Administration will not support visits that may distract from or disrupt the educational program and process and/or jeopardize the privacy, safety, or health of students. Please contact the Dean of Academics if you wish to discuss a classroom visit.

In order to ensure security in the building, it is imperative that all visitors sign-in at the front office. The front office will scan the visitor's government issued identification (e.g., driver's license) through the Raptor Visitor System. This will produce the visitor's tag for the duration of their visit.

Parents/guardians are permitted to obtain and keep a visitor's pass for building entry at daily morning arrival. It may also be used for entry to special events during the school day after checking-in at the Main Office. To obtain a pass, the front office will scan the parent/guardian's government issued identification (e.g., driver's license) through the Raptor Visitor System and confirm eligibility. This pass may only be used by the assigned adult and must be shown to PCA staff to enter a building. PCA reserves the right to require parents/guardians to still sign-in and update the pass as often as needed to ensure security of buildings. They must be renewed each school year.

Visitor tags or passes must be displayed/worn at all times. Unless otherwise noted, visitors must check-out at the front office. Visitors are not permitted to supervise students and must always remain with the staff person accountable.

Families are welcome to discuss questions or concerns with their student's teacher by making an appointment for a conference during the teacher's planning period or during scheduled conference days. Teachers are not permitted to meet with families during times when they are with students.

PCA does not permit students to bring child visitors or friends to school.

Persons who come onto PCA's campus or PCA's sponsored events that cause a disturbance will be removed from the premises and prosecuted if necessary.

Building Security

All exterior building doors remain locked from the outside to prevent unauthorized visitors from entering. Exterior doors should remain closed at all times. Exterior doors are not permitted to be propped open at any time. The door should not be open for anyone without a staff badge or visitor pass from the front office. A doorbell is located at the Upper and Lower Schools for the front office to grant access to authorized visitors.

PCA utilizes camera surveillance to monitor security and promote safety in buildings and around campus. Camera footage may be accessed by administrators as part of investigations.

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.

Closed Campus Philosophy

Upon arrival at school, no students are to leave the school campus until dismissed by staff. The campus and the school bus are considered part of the school.

Cooperation with State Agencies

All school staff are expected to follow state-mandated reporting requirements to law enforcement and Children's Protective Services/Division of Family Services.

If a representative of Children's Protective Services/Division of Family Services or law enforcement officer comes to the school to meet 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.

If a law enforcement 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 enforcement officers wishing to question students on the school premises will be requested to wait until school personnel can notify the parent/guardian prior to any interrogation. School personnel shall not require a student to answer an officer's questions.

Student Searches

Searches of school lockers/cubbies/desks, student purses/bags, and student garments may be conducted by school authorities if the events leading to the search are based on observable action or the reasonable belief that contraband may be discovered. A School Resource Officer (SRO) may be present during searches.

A student may be requested to remove his/her jacket, coat, sweater, or a normal outer garment, but only in the presence of at least one witness of the same sex as the student. A student may be required to reveal the contents of pockets, purses, or bags upon request by school authorities. If a student refuses, the parent/guardian will 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.

Other students should not be spectators during the confrontation with the student.

Emergency Drills

Emergency drills are held for the protection of students and staff. These are to be taken seriously. Staff are trained in the specific response procedures for different emergency situations. Drills

provide the opportunity for staff and students to practice procedures to promote their preparedness in the event of an actual emergency.

Some general rules for emergency drills are:

- Remain calm and quiet
- Follow instructions given by staff

School Closing

From time to time, inclement weather makes it necessary to close schools. When weather conditions threaten such action, Providence Creek Academy will notify parents using Infinite Campus alerts. Posts may also be made on the PCA social media pages (e.g., Facebook, Instagram).

PCA administration follows standard operating procedures when determining whether or not to close school or delay opening. During high-risk situations such as sleet, snow, icy streets and floods, PCA's administrative team and the Transportation Supervisor monitors weather conditions and begin checking the area roadways in the early morning hours (approximately 5:00AM). After evaluating the current conditions and reports, PCA will determine whether to open, delay, or close school by 6:00AM, when possible. There are situations, such as unpredicted fog, which cause PCA to close school later than 6:00AM. Notifications for school delay or closure are sent out as early as possible to provide families time to plan.

If weather conditions develop or worsen during the school day, PCA may close early. If school were to be dismissed early, a notification will be sent out as soon as possible to give families time to plan.

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 be required to meet the bus at the main roads and escort their children home. Parents may pick up their children at school at any time during a bad weather situation as long as they arrive before the dismissal process begins to ensure students' safety.

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 Head of School or designee must approve any poster before it can be displayed.

Classroom Processes and Materials

Assignments, Grading

Teachers will provide information on their expectations for classwork, homework, etc.

PCA's Grading Policy can be found in section 500 of the policies located at <https://pcasaints.org/Policies>.

Communication

Phone/Email/Messaging- Staff may be reached via phone by calling the Main Office at 302-653-6276. Teacher workdays are 7:40AM – 3:40PM, with limited time for phone calls during the instructional day. Staff personal cell phone information is not provided.

All staff have a PCA-issued email address that may be used for communication.

Announcements and other messages may be communicated via ClassDojo for grades K – 3 and Bloomz for grades 4 – 8. Some staff may use Clever, Schoology, or other electronic systems for messaging. Teachers will provide class specific access information.

The Infinite Campus Parent Portal is another tool for home-school communication.

Staff is expected to return communication within three school days.

Parent Portal- We encourage families to stay connected with their child's progress via the Parent Portal through Infinite Campus. The Parent Portal includes school relevant information about your child, such as your child's schedule, grades, and attendance. The Parent Portal may also be used for school/class communication, which may include voice messages, text messages, portal messages, and emails. Please ensure you keep the school updated on any changes to your contact information.

You can access the Parent Portal by going to:

<https://pcacsde.infinitecampus.org/campus/portal/providence.jsp>

If you need log-in information or other student records, please call or email the Main Office at 302-653-6276 or Office@pca.k12.de.us.

Thursday Folders- Each Thursday students will bring home a folder with important paperwork and grades for the week. Parent/guardians should review the contents, empty the folder, and complete and return any necessary paperwork. The folders should return to school with the student on Friday to give to their teacher.

Other Schoolwide Communication Sources-

PCA Facebook Page- <https://www.facebook.com/ProvidenceCreekAcademySaints>

PCA Instagram Page- https://www.instagram.com/providencecreek_academy

Lockers and Cubbies

Each student is assigned a locker/cubby for the storage of books, materials, and equipment. It is the student's responsibility to see that the locker/cubby is kept neat and clean inside and out at all times. Students are not permitted to share lockers. Students should use only the locker/cubby assigned by the school. Teachers will schedule times for students to go to their lockers.

Locks will be provided by PCA (outside/personal locks are not permitted). Students are responsible to maintain privacy of their locker combination. Students are responsible for any lost, damaged or missing locks. A fee will be charged to the parent/guardian for PCA to replace locks.

Lockers/Cubbies are school property and not personal property. Any needed locker repairs are to be reported to the homeroom teacher and/or main office.

Chromebooks and Technology

PCA's Chromebook Policy can be found in section 600 of the policies located at <https://pcasaints.org/Policies>.

Acceptable Use

PCA's Acceptable Use Policy can be found in section 600 of the policies located at <https://pcasaints.org/Policies>.

Textbooks

General Responsibilities for Students and Families:

1. Textbooks must be kept covered at all times.
2. Textbooks must be used and cared for properly.
3. Textbooks must be returned at the end of the school year, the end of the course, or at the time a student withdraws.
4. Students are required to write/enter their name on the inside front cover of the textbook.
5. Families are required to reimburse PCA for any lost, damaged, or destroyed textbooks issued to the student.

Textbook Fines

The Board of Directors of a school is the legal custodian of textbooks purchased. Students and their family are 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 and/or student's family. During this period, PCA will allow the student to use textbooks at school during the school day.

PCA has a local policy regarding collection of fines for damaged/lost textbooks. Money collected for abused books in the form of fines is retained by the school.

1. Damages % of Cost of Book:
 - a. Torn Pages: 25%
 - b. Ink and/or Pencil Marks:
 - i. Minor: \$1.00 per page
 - ii. Major: 25%
 - c. Loose Bindings due to Misuse: 50%
 - d. Missing Pages: 100%
 - e. Obscenities (Drawn or Written): 100%
 - f. Damages that Prevent Re-Issuing Book: 100%

If a student/family pays for a book in full (100%), they are entitled to keep the book.

Library Books

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 Head of School/Designee 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.

Physical Education – Participation and Medical Excuses

Students will not be allowed to participate in Physical Education (P.E.) class unless the proper footwear is worn. Students will not earn full credit for their class period grade if they do not participate.

All students shall be required to participate in Physical Education except students having a medical statement from a doctor excusing them from participation. Full year medical excuses must be renewed yearly. These are kept on file in the school nurse's office.

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

Student Teachers and Substitute Teachers

PCA hosts teacher residents, student teachers, and substitute teachers throughout the school year. These staff members 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. It is expected that these staff members are given the same respect and cooperation the regular teacher receives. Student teachers and substitute teachers will report misconduct to the regular teacher and to the school administrators as needed.

Special Programs and Supports

Multi-Tiered Systems of Support (MTSS)

PCA implements Multi-Tiered System of Supports (MTSS), which is a proactive, data-driven framework designed to provide personalized academic, behavioral, and social-emotional support for all students. At PCA, MTSS aims to ensure that every student receives the level of support they need to succeed across academic and non-academic domains, while also promoting equity and inclusivity. Staff use student data to determine strategies and supports matched to student needs, regularly monitor student progress, and adjust interventions and supports accordingly. A team-based approach is utilized, incorporating a variety of expertise and collaborative efforts to promote student success. This is a whole-child framework for all students to reach their full potential in a positive, inclusive, and equitable learning environment.

Special Education

The classroom teacher should be the first line of contact for parents/guardians to communicate any concerns they may have for their student's needs. When a student is suspected of having an educational disability, a team (inclusive of the parent/guardian) may initiate a process to evaluate the student for special education services. When a child qualifies for special education services based upon guidelines, the mandates of Individuals with Disabilities Education Act (IDEA) are implemented.

Homebound Students

Students who are seriously ill or physically unable to attend school, as verified by a physician and out for at least ten (10) consecutive school days, are eligible to apply for homebound services. Homebound teachers work closely with the school's teachers who supply and grade assignments/tests. Homebound services may be offered virtually or in the home. If services are offered in the home, an adult must be present at all times.

Student Behavior

Positive Behavior Expectations

Students are expected to display positive behaviors that promote a safe, respectful, and productive learning environment. PCA teaches, enforces, and reinforces positive behavior expectations across school settings. We utilize a Positive Behavioral Interventions and Supports (PBIS) framework. Our core expectations, or norms, are: Positive, Careful, and Accountable (matches our PCA abbreviation).

Across all settings, every student should remember:

I am Positive! I show respect.

I am Careful! I keep myself and others safe.

I am Accountable! I demonstrate responsibility.

Students may receive recognition and incentives throughout the school year for displaying positive behavior, which may be classroom-based or schoolwide. Specific criteria to earn participation in certain reward events will be communicated by classroom teachers.

We encourage families to also promote aligned expectations- teaching, enforcing, and reinforcing positive behaviors across settings.

Code of Conduct

It is our expectation that 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. This Code of Conduct applies to all areas of the PCA campus (e.g., classroom, café, gymnasium, playground) and on field trips. Please note that this is not an exhaustive list of behaviors warranting consequences, nor is this an exhaustive list of potential consequences. Each case is subject to administrative approval.

Level One Offenses: These behaviors are against school expectations, but do not result in significant disruption or safety concerns. It is the expectation that the classroom teacher will manage all of these behaviors.

Level One Offenses	Level One Consequences
• Failure to follow rules (not otherwise specified below) • Inappropriate use of language (offensive, non-school appropriate language) • Minor Dishonest behavior • Minor Disruptions of class or common areas • Failure to complete work in a timely manner 4 times or more per TM • Not being prepared for class 4 times or more per TM • Minor disrespect to peers or staff • Dress code violation (1st offense) • Cell phone/electronic possession or use during breakfast or between 7:45AM – 3:30PM (1st offense)	• Teacher and Student conference to encourage the correct behavior and, • Student will apologize (written or verbal), and • Parent/guardian notification via email and/or phone call (Required) And one or more of the following: • Student will take time to reflect on his/her behavior • Practice/Repetition of desired behavior • Utilization of classroom discipline practices any recess consequence must include physical activity • Behavior Reflection sheet completion • Dress code violation corrected/changed • Cell phone/electronic item confiscated and held until end of the day

Level Two Offenses: These behaviors are more serious in nature and will be addressed by the classroom teacher, parent/guardian, designated support team member, and may involve school administration.

Level Two Offenses	Level Two Consequences
• Multiple Level One offenses • Disruption of class or common areas • Dishonest behavior • Leaving or accessing area without permission • Disrespect toward peers or staff • Physical horseplay • Cheating/Plagiarism (1st offense) • Unauthorized use of materials (incl. Chromebooks) • Dress code violation (2nd offense) • Cell phone/electronic possession or use during breakfast or between 7:45AM – 3:30PM (2nd offense)	• Parent/guardian notification via email and/or phone call and, • Staff and Student conference to encourage the correct behavior, and • Student will apologize (written or verbal) And one or more of the following: • Any of the Level One Consequences • Appropriate community service • Detention – may be during the school day or afterschool (mandatory grades 4-8 for Dress code violation) • Related work assignment • Restricted or loss of privileges • Cell phone/electronic item confiscated and held until parent/guardian pick-up • Behavior plan addressing specific behavior • In- school Suspension (1-5 days) • External Suspension (1-10 days)

Level Three Offenses: These behaviors are considered most serious and will be managed by the classroom teacher, parent/guardian, designated support team member, school administration, and school resource officer/local law enforcement, when indicated. The teacher will make initial contact with the parent/guardian via email and/or phone call. School administration or support team designee will contact parents/guardian to discuss all Level Three offenses.

Level Three Offenses	Level Three Consequences
• Multiple Level Two offenses • Severe Disruption of class or common areas • Severe Disrespect toward peers or staff • Extremely inappropriate comments or gestures	• Parent/guardian notification via phone call and, • Conference with student, parent/guardian, teacher and/or school administration, and • Student will apologize (written or verbal)

• Unwanted physical contact • Missing 2+ detentions • Dress code violation (3rd offense) • Cell phone/electronic possession or use during breakfast or between 7:45AM – 3:30PM (3rd offense) • Significant Dishonest behavior • Theft • Cheating/Plagiarism (2nd offense) • Forgery • Verbal/Written threats of harm • Intimidation/Bullying of peers or staff • Sexual harassment • Fire setting, Vandalism, Destruction of school property • Setting a false alarm (fire or bomb) • Possession of any type of weapon or use of any item as a weapon • Possession or use of Alcohol, Drug, Tobacco, or Look-alikes	And one or more of the following: • Any of the Level One or Level Two Consequences • Cell phone/electronic item confiscated and held until parent/guardian pick-up at the end of a week • Restrictions on cell phone/electronic item possession on school property • Restricted from attending school-sponsored events/activities (e.g., field trips, dances, sports, and/or graduation) • In- school suspension (1-10 days) • External Suspension from school for (1-10 days) • Alternative Placement or Expulsion • Filing a report under the guidelines of the Delaware Department of Education
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It is the goal of PCA to teach children to ensure that they are prepared for future grades, college, career, and community expectations. Consequences are implemented in a manner that takes into account a child's age, social-emotional development, and skills, as well as the nature of the behavior offense. From time to time, alternative consequences may be created for specific student behavior at the discretion of administration. PCA strives to implement a restorative and progressive approach to discipline to promote learning and prevent recurring offenses. To the extent possible, consequences are delivered within close proximity to the time of the offense and may occur within the same school day. Failure to adhere to the assigned consequences may result in further disciplinary action. If a student is absent on the day of their assigned consequence, they will be expected to serve the consequence upon their return to school. The definitions below include some of the consequences that may be used at PCA.

Detention- Students will be placed in a designated area away from their peer group under staff supervision. This time may be used to reflect, write an apology, to complete community service, to complete an assignment, or other appropriate consequences. For afterschool detention, the student is expected to stay after school, typically from 3:30-4:30PM. Parents/guardians will be given at least one days' notice prior to the detention being served (unless mutually agreed to waive notice).

Community Service- A student may be asked to complete community service as part of a consequence. This may be completed during or after the school day. The purpose of this service is to help the student make amends to his/her school community by offering something positive to others. Community service may include simple tasks (e.g., 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.

In-School Suspension- An administrator may assign in-school suspension. Students will be placed in a designated area away from their peer group under staff supervision. In-school suspensions are typically scheduled to be served for the entire school day. The student will be excluded from group activities and expected to stay on task and complete assignments that will be supplied by the student's teacher(s). There may also be expectations for this time to be used to reflect, write an apology, complete community service, complete an assignment, meet with a member of the support team, or other appropriate consequences. Students are not permitted to attend any afterschool activities (e.g., sports

activities, field trips, dances, graduation, etc.) on the day(s) of in-school suspension except for tutoring or detention. The student, parent/guardian, teacher and/or school administration must discuss expected conduct. The student is responsible for obtaining any content/assignments from the teacher that were unable to be provided during the in-school suspension.

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. Parents/guardians are expected to pick-up students from school in a timely manner upon notification from the school. The student may not attend any activities on school property during the suspension. Being on campus without permission from school administration will be considered trespassing. The student is expected to complete work missed during the suspension. The student is responsible for obtaining any content/assignments from the teacher that were unable to be provided during the suspension. There may also be expectations for this time to be used to reflect, write an apology, complete community service, complete an assignment, or other appropriate consequences. Prior to returning to school, the student, parent/guardian, teacher and/or school administration must discuss expected 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 when other consequences are not severe enough for the offense committed. Expulsion is the most serious consequence. Expulsion is the permanent removal of a student from school. The student may not attend any activities on school property once expelled. Being on campus without permission from school administration will be considered trespassing. Once a student is expelled, he/she may not apply to another public school during his/her period of expulsion.

PCA follows the Delaware Laws applicable to charter schools relating the expulsion processes including mandatory hearings and the appeals process which can be found at: <https://regulations.delaware.gov/AdminCode/title14/600/616.shtml>

Discipline for students with disabilities is in accordance with all federal and state law and regulations.

Staff are required to document violations of the Code of Conduct by electronically entering it in Infinite Campus. In addition to citing the violation from the PCA Code of Conduct, the offense will be assigned a corresponding code defined by the Delaware Department of Education (DDOE).

When required by law for certain offenses, mandated reports of the student's offense will be made to the DDOE and law enforcement agencies.

PCA's Student Code of Conduct can be found in the Additional Policies and Resources section of PCA website policies page located at <https://pcasaints.org/Policies>.

Communication

Parents/guardians will be notified any time their student has violated the Code of Conduct and a discipline referral has been issued (may also be referral to as a 'conduct referral' or 'behavior referral'). This notification should occur as soon as possible after the violation, at least within one school day. Written documentation will be provided to the parent/guardian. This may be done electronically (such as, via email or Parent Portal) or hardcopy print-out sent home with the student. It is the responsibility of the student to give it to the parent/guardian or the parent/guardian to check the student's folder/backpack.

Appeal Process

A student or parent/guardian may appeal a Code of Conduct decision. Appeals must be submitted in writing upon notification of the infraction/consequence or no later than two school days from the notification. The content must contain the reasons for the appeal.

Level 1 referrals may only be appealed to the staff member who issued the referral.

Level 2 referral appeals must be submitted in the following order:

1. Staff member who issued the referral
2. If disagreement with initial appeal decision, the PCA Appeal form must be submitted within two days to the Dean of Students or Transportation Supervisor (for Bus offenses)

Level 3 referral appeals must be submitted in the following order:

1. Staff member who issued the referral
2. If disagreement with initial appeal decision, the PCA Appeal form must be submitted within two days to the Dean of Students or Transportation Supervisor (for Bus offenses)
3. If disagreement with the secondary appeal decision, the PCA Appeal form must be submitted within two days to the Head of School
4. Only appeals associated with suspension or expulsion may be submitted to the Board of Directors after appeal to the Head of School.

The recipient of the appeal will review the content of the appeal, investigate further (as warranted), and communicate the decision with the individual who made the appeal.

Parents/guardians and involved staff may be required to attend a discipline hearing. During this hearing, the appeal will be discussed and all designated parties will share information specific to the disciplinary action as it pertains to the appeal. A decision will be communicated to all parties involved within three school days after the hearing.

Sexual Harassment and Sexual Abuse

It is the official policy of PCA that students and employees should be always treated honorably and with respect. 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.

Bullying Policy

PCA's Bullying Policy can be found in section 200 of the policies located at <https://pcasaints.org/Policies>.

Social Media Policy

PCA's Social Media Policy can be found in section 200 of the policies located at <https://pcasaints.org/Policies>.

Teen Dating and Sexual Assault Policy

PCA's Teen Dating and Sexual Assault Policy can be found in the policies located at <https://pcasaints.org/Policies>.

Physical Restraint Policy

In the event student behavior presents a significant and imminent risk of bodily harm to self or others, after less restrictive interventions have been ineffective, a student may be physically restrained by trained school personnel. The associated Delaware Regulation can be accessed at <https://regulations.delaware.gov/AdminCode/title14/600/610.shtml>.

Health and Wellness

Supports

The health, wellness, and nutrition of our students are a priority of PCA. To ensure the needs of our children are being met, PCA offers a variety of interventions and programs to assist students and their families. We employ a variety of professionals to support the social-emotional, behavioral, and physical well-being of all children at PCA. Furthermore, we can help facilitate access to community resources. Contact information for our support staff can be found on the PCA website by visiting the support staff tab of the staff directory page located at <https://pcasaints.org/Staff-Directory>.

Nurse Services and Procedures

The school nurse is here to assist our children as they progress through school. The nurse keeps records of all students as prescribed by Delaware Law. The school nurse organizes vision, hearing, and scoliosis, and oral screenings. Additionally, the school nurse may assist students with needs/testing to fulfill Delaware Code requirements for enrollment based on health problems. The school nurse and café will also work with the Health Education and Welfare Assistance programs, including Free and Reduced Price Lunch, for applicable students.

Students will be admitted to the nurse's office only in an emergency or when sent by the teacher. The school nurse must approve any ill students as excused to go home. If it is necessary for a student to go home (e.g., fever, vomiting), the nurse will inform the parent/guardian or emergency contact if unable to reach parent/guardian. It is expected that the student be picked up within one hour. The student must be signed-out through the main office. This will be considered an excused early dismissal. If the procedure is not followed (e.g., student contacts family to pick them up without visiting the nurse, student not properly signed-out), the student's attendance will be marked as unexcused early dismissal. It is expected that nurse directives will be followed with regard to the student's return to school.

Documentation- Per Delaware law, the school must have the following documentation from every student: physical exam completed within two years of entering Kindergarten, TB risk assessment completed within one year of entering kindergarten, two lead level results (for kindergarteners), and complete list of vaccinations (or approved religious affidavit*). *Every school year a new affidavit for religious exemption must be submitted.

Medical/health information and emergency contacts must be updated and verified by parent/guardian via the Annual Update in Infinite Campus each school year. Failure to provide this information to the school nurse may impact student participation in school and/or school-sponsored activities (e.g., field trips).

Any student with asthma, allergic reactions, seizures, or other serious medical conditions must have an updated emergency care plan signed and dated by a physician on file in the nurse's office every year. A new care plan is needed every school year. Any medications that need to be implemented based on the plan must be provided to the school each year. Please be sure to keep the school nurse updated on any changes to student medical needs or contact information.

Medication- All medication, prescribed and over-the-counter, must be brought to/from school in their original packaging by the parent/guardian. Medication is stored in the nurse's office. Students are not permitted to possess medication at school (any exceptions for severe conditions require proper medical documentation, parent/guardian paperwork, and approval by nurse and administration). The parent/guardian must complete paperwork to store medication in the nurse's office and for the nurse to administer medication at school. A plan/schedule will be arranged by the nurse for student medication administration on an individual basis. Medication must be picked-up by the parent/guardian at the end of the school year.

Field trip medication permission form must be completed by parent/guardian with every field trip for those students that require medication (e.g., prescription medications, epi pens and inhalers). If the form is not completed, the student will not be permitted to attend the field trip.

Food and Beverage- For student safety, students are only permitted to consume food and beverages personally brought to school or purchased from the PCA café. Students are not permitted to sell or share food or beverages at PCA, except as permitted by teachers for classroom events following the expectations below.

*All food and beverage items brought into school to be shared for classroom events must be store bought, in their original package. The ingredients must be listed. Cupcakes and cookies must have a "peanut/nut free" sticker or note printed on the outside of the packaging.

Items that do not meet these requirements will not be accepted. Parent/guardian will be contacted to pick-up the items from the main office.

Note: Prepackaged cupcakes/cookies with the "peanut/nut free" label are sold at local stores (e.g., Food Lion, Acme, Redners, Walmart, Target).

Alternatives to cupcakes and cookies include other packaged snack items such as, fruit snacks, pretzels, chips; or stickers, pencils, small fidget toys.

More information and other helpful resources can be found on the PCA website at <https://pcasaints.org/Nurse-Information>.

Controlled Substance Policy

PCA's Controlled Substance Policy can be found in the 800 section of PCA website policies page located at <https://pcasaints.org/Policies>.

Pediculosis (Lice) Policy

PCA's Pediculosis Policy can be found in the 800 section of PCA website policies page located at <https://pcasaints.org/Policies>.

Wellness Policy

PCA's Wellness Policy can be found in the Additional Policies and Resources section of PCA website policies page located at <https://pcasaints.org/Policies>.

Nutrition and Café

Nutrition (Breakfast and Lunch) Program

PCA works continuously to provide the best quality nutritional services for our students. This is done through the Café and by educating students through Health Class. Information can be found on the school's nutrition website at https://www.schoolnutritionandfitness.com/index.php?sid=1596581659799#inbox/_blank

Student Lunch and Breakfast Menus

School menus can be accessed at <https://www.schoolnutritionandfitness.com/index.php?sid=1596581659799>

Free and Reduced Breakfast/Lunch Program

Eligible students can receive Free or Reduced Cost lunches through PCA.

Information about the free and reduced breakfast and lunch program can be accessed at <https://www.schoolnutritionandfitness.com/index.php?sid=1596581659799&page=lunchapps>.

Payments for Student Breakfast/Lunch Account

Payments for a student's breakfast/lunch account can be made on the Parent Portal of Infinite Campus. Cash or check can also be brought to the Main Office or cafeteria staff. Please ensure money brought to

school is clearly labeled with the student's name and grade, and purpose to be inputted in their breakfast/lunch account. (Account funds may also be used to purchase snacks in the cafeteria.)

Café Civil Rights Complaint Policy

PCA's Café Civil Rights Complaint Policy can be found in section 200 of the policies located at <https://pcasaints.org/Policies>.

Café Expectations

Students are expected to adhere to café procedures and behavioral expectations. Examples of these procedures and expectations, which are taught and reviewed with students, include (not limited to):

- Students are to stay seated at their tables and are not permitted to switch tables unless given permission by a staff member
- Students must use "indoor voices," communicating at a reasonable conversational volume
- Students must raise their hands and be given permission by a staff member to leave their seats for any reason
- No electronics are permitted in the Café (during breakfast or lunch)
- No outside shared special occasion food or beverages are permitted in Café
- No sharing food or beverages at tables because of possible allergies or contamination
- Students should bring food items that do not need to be heated. Microwaves are available in the café for students in grades 4-8. Students must get permission to use the microwave. Microwave use is at the own risk of the student. Staff does not supervise microwave use.

Student Handbook Acknowledgement

All parents/guardians are required to verify that they reviewed and understand of this Student Handbook prior to each school year via the required Annual Update on the Infinite Campus Parent Portal.