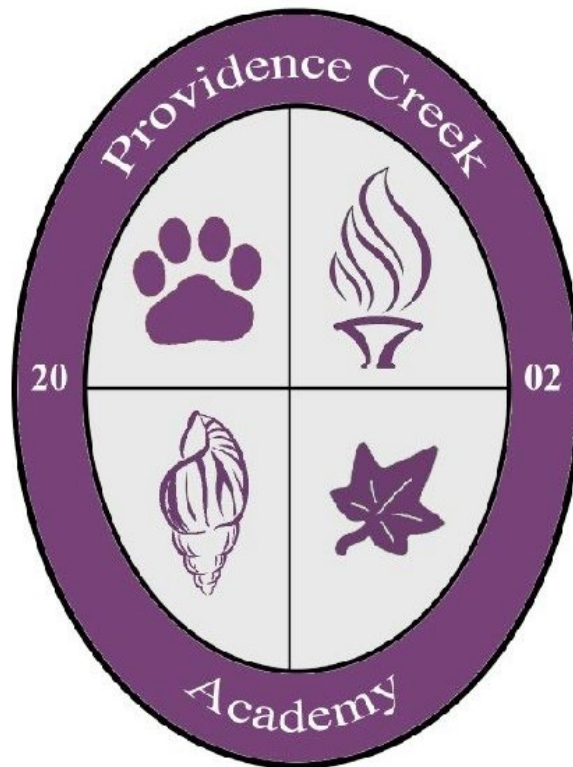


Providence Creek Academy Charter School



Student Handbook

Rev. August 2023

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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.

Welcome to PCA

Dear PCA Community,

We are very excited to have another great year at PCA! As we embark on a new school year, we are excited to see our returning Saints along with welcoming our new families! PCA is currently in the second year of a five-year expansion to 808 students. Additionally, PCA is growing its programs and buildings this school year! Students will have the opportunity to explore Theater Arts and an American Sign Language Exploratory Club throughout the school year. PCA's buildings are being expanded and renovated as well! Over the summer, we have updated the school's auditorium and added a classroom to the Lower School. The six (6) classroom expansion on the Upper School will be complete this winter. Please bear with us as we are under construction to improve the school.

We look forward to having another successful school year with our Saints!

Denise Stouffer
Head of School
Providence Creek Academy Charter School

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. 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 school's Facebook page located at this link <https://www.facebook.com/ProvidenceCreekAcademySaints/>.

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 faculty 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 at 302-653-6276.

Person	Position	Topic	Email Address
Denise Stouffer	Head of School	General School Operations	Denise.Stouffer@pca.k12.de.us
Sharvelle Cannon	Dean of Academics	Academic Program Curriculum Teachers Student's Academic Progress	Sharvelle.Cannon@pca.k12.de.us
Amanda Wells	Dean of Students	Student Code of Conduct Behavioral Concerns Therapeutic Supports School Safety	Amanda.Wells@pca.k12.de.us
Patricia Sheers	Director of Special Education	Special Education IEPs 504 Plans	Patricia.Sheers@pca.k12.de.us
Belinda Parker	Transportation Supervisor	Transportation	Belinda.Parker@pca.k12.de.us
Kevin Curry	Café Manager	Breakfast & Lunch Program Student Lunch Accounts	Kevin.Curry@pca.k12.de.us
Nicole Vanderven	School Nurse	Medications Student Injuries Medical Questions/Concerns	Nicole.Vanderven@pca.k12.de.us
Main Office	Main Office	All General Questions Dismissal Changes	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 Policy

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

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 dress code policy can be found on the PCA website by visiting the additional policies and resources section of the policies page located at <https://pcasaints.org/Policies.or> by clicking [HERE](#).

NUT Days - PCA has scheduled No Uniform Today (NUT) days throughout the school year, often used as fundraisers. Dates and purchasing information will be shared prior to the scheduled day. Students may also have a Free NUT Day if they have a Free NUT Day ticket, which are used as student incentives. On NUT days, students are permitted to wear appropriate non-collared shirts and jeans, but must follow other aspects of the Dress Code (e.g., no rips, tears, and/or excessive stains).

PCA Pride Days- PCA has scheduled Pride days for all students to celebrate PCA by wearing PCA shirts with uniform bottoms.

Morning School Drop Off Procedure

Students may be dropped off at the pillars for breakfast beginning at 7:30am.

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

If not in car rider line, cars must park in the lot and students must be walked onto campus by an adult.

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

Parents wishing to drop-off their children in the morning to their classroom are permitted to obtain a drop-off pass in the main office. This pass must be presented at the main door of the Upper School or Lower School to gain access into the building. PCA reserves the right to require parents to update drop-off passes as often as needed to ensure that the buildings are secured.

Car Rider Line Procedure

At approximately 7:37a.m., students begin exiting vehicles in the car rider line and cars in line begin moving, as directed by staff.

Remain alert to all pedestrians and vehicles and follow instructions given by PCA 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 enter into the safety zone. If not possible, students should cross in front of their parent's vehicle and enter into the safety zone.

In case of severe weather, PCA may delay and/or relocate the arrival process to ensure safety/proper staffing.

Student Dismissal

Parents must choose one primary option for their student dismissal. Parents can choose for their children to be bus riders, car riders, or Aftercare for dismissal. If a parent wishes to walk into the school to pick up their child at school, the parent sign up for Aftercare. Parents picking up children will not be charged for Aftercare if the child is picked up before 3:45p.m.

If a parent wishes to change the way a child is dismissed from school, s/he must email the office before 1:30p.m. 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.)

For a child to be assigned a bus:

- Parents of returning students must fill out a transportation request form before June 30th annually.
- 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.

Note: Additional rules apply for a student to ride the bus. Please see the Transportation section of this handbook for more information.

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.

Class Transitions

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. Additionally, teachers will escort students to and from specials in all grades. Students are expected move in an orderly manner, quietly 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.

Students are not permitted to be in the hallways without a pass or an agenda book. Agenda books are to be used every time a student leave the room except for period change. The only exceptions to this are for sickness or an emergency situation.

Students are not permitted to walk the campus alone. Students are either escorted by an adult or approved “buddy” (another student) when crossing campus.

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. Likewise, students are discouraged from bringing expensive watches, headphones, bracelets, or other items that may be stolen or lost.

All electronics and/or electronic accessories brought on school campus must be kept out of sight unless the student receives permission from their teacher beforehand. Cell phones are to remain in lockers.

PCA is not responsible for 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. Additionally, PCA hosts an Annual Title I Meeting which goes over family involvement.

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

Classroom Materials and Processes

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.

Accessing Your Child's Grades, Attendance, Schedule, and Behavior Incidents

We encourage families to stay connected with their child's progress through the Home Access Center (HAC). HAC includes your child's schedule, current grades for all classes, attendance reports, and any behavioral incidents should they exist.

You can access the Home Access Center by going to <https://hacdoe.doe.k12.de.us/HomeAccess/Account/LogOn?ReturnUrl=%2fHomeAccess>.

If you need log-in information, please call or email the Main Office at Office@pca.k12.de.us.

Grading Promotion, Retention Policy

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

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 always kept neat and clean inside and out. Lockers/Cubbies are school property and not personal property. Any needed locker repairs are to be reported to the main office. Locks will be provided by PCA for an annual rental fee (outside locks are not permitted). Students are responsible for any lost, damaged or missing locks. 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.

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.

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.

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 their grade for the class 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 have requested that they be excused from participation in PE for a few days, such requests should be honored. No penalty for 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.

Special Programs and Classes

Multi-Tiered Systems of Support (MTSS)

Multi-Tiered System of Supports (MTSS) is a framework that helps educators provide academic and social-emotional/behavioral strategies for students with various needs. Staff use student data to determine strategies and supports matched to student needs and provide a framework for progress monitoring. This is a whole-child framework for all students to reach their full potential in a positive, inclusive, and equitable learning environment. For more information on MTSS, please contact our Dean of Students.

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 IDEA are implemented. Questions about special education services should be referred to our Director of Special Education.

Homebound Students

Students who are seriously ill or physically unable to attend school, as verified by a physician and out for four (4) or more weeks, 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.

Health and Wellness

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 programs to assist students and their families.

Supports

PCA employs a variety of professionals to support the social-emotional, behavioral, and physical well-being of children, including those with special needs. Families should reach out to the following professionals for supports if they are needed:

Therapeutic Supports:

Dean of Students: Amanda Wells (Amanda.Wells@pca.k12.de.us)
School Counselor: Amber Ponchak (Amber.Ponchak@pca.k12.de.us)

Medical Supports:

School Nurse: Nicole Vanderven (Nicole.Vanderven@pca.k12.de.us)

Special Education Supports:

Director of Special Education: Patricia Sheers (Patricia.Scheers@pca.k12.de.us)

Nurse Services

The school nurse is here to assist our children as they progress through school. Information regarding medicine at school and other helpful resources can be found on our website at <https://pcasaints.org/Nurse-Information>.

Nurse's Office Procedures

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, 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.

The nurse keeps records of all students as prescribed by Delaware Law. The school nurse organizes vision, hearing, and scoliosis testing, in addition to height and weight checks. 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.

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/indeAx.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

The K-12 Payment center can be accessed at <https://www.k12paymentcenter.com/>. Payments towards a student's lunch/breakfast account can be made on that website.

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. These are taught and reviewed with students, and include:

- 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 desserts or food are permitted in Café
- Students should not share food at tables because of possible allergies or contamination

Building Procedures

Visitors

Families are always welcome at Providence Creek Academy. 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. Visitor tags must be 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. Teachers are not permitted to meet with families during times when they have students. Families are able to schedule visits to their student's classroom with at least one day in advance.

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 tag 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 disciplinary 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. School spirit must be displayed in a positive manner.

Closed Campus Philosophy

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

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.

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 the Delaware State Notification System.

To sign up for the State of Delaware Notification system, please visit the following website to register: <https://denotificationservices.bbcportal.com> click sign me up and follow the steps.

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 5:00a.m.). After evaluating the current conditions and reports, PCA will determine whether to open, delay, or close school by 6:00a.m., when possible. There are situations, such as unpredicted fog, which cause PCA to close school later than 6:00a.m. 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 school/campus 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 meet the bus at the main roads and escort their children home. Parents may pick up their children at school any time during a bad weather situation as long as they arrive before the dismissal process begins to ensure students' safety.

Student Searches

Searches of school lockers/cubbies 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.

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 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.

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

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.

Student 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). 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.

<p style="text-align: center;">Level One Offenses</p> <ul style="list-style-type: none"> • Failure to follow rules (not otherwise specified below) • Inappropriate use of language (offensive, non-school appropriate language) • Dishonest behavior (1st offense) • Minor Disruptions of class or common areas • Failure to complete work 4 times or more per TM and/or in a timely manner • Not being prepared for class 4 times or more per TM • Dress code violation (1st offense) • Minor disrespect to peers or staff • Cell phone/electronic possession or use between 7:45AM-3:30PM (1st offense) 	<p style="text-align: center;">Level One Consequences</p> <ul style="list-style-type: none"> • 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) <p>And one or more of the following:</p> <ul style="list-style-type: none"> • Student will take time to reflect on his/her behavior. Repetition of desired behavior • Utilization of classroom discipline policy- any recess consequence must include physical activity • Behavior Reflection sheet completion • Cell phone/electronic item confiscated and held until end of the day
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Level Two Offenses: These behaviors are more serious in nature and will be addressed by the classroom teacher, parent/guardian, designated behavior team member, and may involve school administration.

<p style="text-align: center;">Level Two Offenses</p> <ul style="list-style-type: none"> • Multiple Level One offense (3+) • Severe Disruption of class or common areas • Dishonest behavior (2nd offense) • Dress code violation (2nd offense) • Leaving area without permission from teacher • Disrespect toward peers or staff (2nd offense) • Cheating (1st offense) • Cell phone/electronic possession or use between 7:45am – 3:30pm (2nd offense) 	<p style="text-align: center;">Level Two Consequences</p> <ul style="list-style-type: none"> • 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) <p>And one or more of the following:</p> <ul style="list-style-type: none"> • Any of the Level 1 Consequences • Appropriate community service • Detention – may be during lunch or afterschool (mandatory grades 4-8 for Dress code violation) • Cell phone/electronic item confiscated and held until parent/guardian pick-up
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	<ul style="list-style-type: none"> • Behavior plan addressing specific behavior • In- school Suspension (1-5 days) • External Suspension (1-10 days)
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Level Three Offenses: These behaviors are considered most serious and will be managed by the classroom teacher, parent/guardian, school administration, and school resource officer/local law enforcement, when indicated. The teacher will make initial contact with the parent or guardian via email and/or phone call. School administration will contact parents to discuss all Level Three offenses.

<p style="text-align: center;">Level Three Offenses</p> <ul style="list-style-type: none"> • Multiple Level Two offense (3+) • Missing 2+ detentions • Cell phone/electronic possession or use between 7:45AM-3:30PM (3rd offense) • Dress code violation (3rd offense) • Severe Disrespect toward peers or staff (e.g., use of profanity/offensive name calling including discriminatory statements and insubordination) • Unwanted physical contact • Theft • Cheating (2nd offense) • Forgery or plagiarism • 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 	<p style="text-align: center;">Level Three Consequences</p> <ul style="list-style-type: none"> • Parent/guardian notification via phone call and, • Conference with student, parent/guardian, and teacher and/or school administration, and • Student will apologize (written or verbal) <p>And one or more of the following:</p> <ul style="list-style-type: none"> • Cell phone/electronic item confiscated and held until parent/guardian pick-up at the end of a week • Restricted from attending school-sponsored events/activities (e.g., field trips, dances, sports, and/or graduation) • In- school suspension • 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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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> .

Additional Code of Conduct Information

It is the goal of PCA to teach children to ensure that they are prepared for future grades, college, career, and community expectations. The definitions below include some of the consequences that may be used at PCA. From time to time, consequences may be created for student behavior outside of this list. 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.

Lunch Detention

Students may be assigned lunch detention for behaviors. Students will be placed in a designated area away from their peer group under adult supervision.

Teacher Led Detention

A teacher may choose to have a student stay after school from 3:30p.m. to 4:30p.m. or to eat lunch with the student. This time may be used to write an apology, to complete community service, or other appropriate consequences. Each teacher will designate a day when he/she plans to schedule detentions. Parents must be given one days' notice prior to after school detention being served. Failure to attend detention will result in further disciplinary action. Except for medical absence from school, no other excuse will be accepted.

Community Service Project

A student may be asked to complete a community service project as part of a consequence. The purpose of this project is to help the student make amends to his/her school community by offering something positive to others. Community service may include simple 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

An administrator may assign in-school suspension. Either the administrator or his/her designee will supervise the student through the day. 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. Students are not permitted to attend any afterschool activities while suspended except for tutoring or detention. Prior to returning to class, the student, teacher, parents and administrator will meet to discuss expected behavior and goals when returning to the classroom.

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.

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. 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 state reporting will be filed as required by law.

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>

Attendance at School Sponsored Functions

Children are not permitted to attend any school sponsored events while assigned internal or external suspension. This would include all school events such as sports activities (games, banquets, practices), field trips, dances, graduation, etc.

Appeal Process

A student/parent may appeal any disciplinary decision made by the school administration. Any appeal must be submitted in writing to the Head of School within 48 hours of original disciplinary action.

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>.

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> .

Social Media Policy

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

Suicide Prevention Policy

PCA's Suicide Prevention Policy can be found in 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>.

Transportation

Bus Policies

Providence Creek Academy Charter School's Student Bus Behavior Policy is consistent with the Student Code of Conduct. 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

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:

1. 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.
2. Students must be on time; the bus has to run on schedule and cannot wait for those who are late.
3. Students should never stand in, or play on, the roadway while waiting for the bus.
4. Before boarding the bus, students must keep a safe distance from it while it is in motion.
5. Students must not get on or off the bus while it is in motion.
6. Students must enter the bus without crowding or disturbing others and occupy their seat immediately. Students must keep out of the driver's seat.
7. 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.
8. Students are permitted to talk quietly on the bus and classroom conduct is to be observed while on the bus.
9. 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.
10. Students should not leave the bus without the driver's consent, except on arrival at their regular bus stop or at school.
11. Students should help to keep the bus clean, sanitary and orderly. They must not damage or abuse the equipment.
12. Students are not permitted to smoke while on the bus.
13. Students must not use profanity while on the bus.
14. Students must not throw articles of any kind out of or around the bus.
15. Students are not to eat or drink while on the bus.
16. Students are not permitted to harass, intimidate or fight on the bus.
17. Other forms of misconduct that will not be tolerated are acts such as, but not limited to, indecent exposure, obscene gestures, or spitting.
18. Students must remain in their seat and keep aisle clear.
19. Students are not permitted to tamper with emergency doors, controls, or windows.
20. 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.
21. 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).

Transportation Behavior Guidelines

Proper Bus Riding Behavior —

1. No physically dangerous behavior
 - a. Students should not touch other students for any reason.
 - b. Students should not engage in horseplay or roughhousing.
 - c. Acts of violence against another student should not occur.
 - d. Physical intimidation against another should not occur.

2. Students should never put anything out of the windows.
3. No food or drinks on the bus.
4. Derogatory comments toward others in any way are not allowed.
5. Name-calling is not allowed.
6. Laughing at the expense of another is not allowed.
7. Imitating other students in a negative way is not allowed.
8. Asking other students to join in any of the above activities is not allowed.
9. 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.
10. Any behaviors that disrupt other drivers will result in the immediate activation of the steps of consequence.

Student School Bus Code of Conduct

It is our expectation that all of our students will make every effort to be responsible and self-disciplined. We expect all of our students to make every effort for a safe bus ride to and from school. 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 Offense: These behaviors are common behaviors that may occur on the bus. It is the expectation that the Transportation Supervisor will manage all of these behaviors successfully.

Level One Offense	Level One Consequence
<ul style="list-style-type: none"> • Failure to follow bus rules • Inappropriate use of language • Minor disrespect to peers and staff • Minor disruption • Yelling out the Windows • Driver Distraction 	<ul style="list-style-type: none"> • Transportation Supervisor and student conference to encourage the correct behavior, • Written Warning and, • Verbal Apology

Level Two Offenses: These behaviors are more serious in nature and will be addressed by the Transportation Supervisor and parent/guardian.

Level Two Offenses	Level Two Consequence
<ul style="list-style-type: none"> • 2nd Level One Offense • Safety (body parts out window) • Severe Disruption • Throwing articles out window • Throwing articles inside bus • Leaving bus without permission of bus driver • Severe Disrespect toward peers or bus driver (i.e. use of profanity and insubordination) 	<ul style="list-style-type: none"> • Two day suspension of bus riding privileges and, • Parent/Guardian notification and, • Written/Verbal apology

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

Level Three Offenses	Level Three Consequences
<ul style="list-style-type: none"> • Third bus offense or First Level Three Offense • Unwanted Physical Contact • Vandalism of school/personal property • Theft • Verbal/Written threats of harm • Bullying/Intimidation of peers or staff • Sexual harassment • Fire Setting • Pulling Emergency Exit alarms • Possession/use of any type of weapon or any item as a weapon • Alcohol, Drug or Tobacco possession or use 	<ul style="list-style-type: none"> • Five day suspension of bus riding privileges and, • Parent notification • Bus contract if needed • Filing a report under the guidelines of the Delaware Department of Education
<p>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 WEBSITE:</p> <p>http://www.doe.state.de.us/programs/climate/default.shtml</p>	

Students who commit three level one offenses or three level 2 offenses or a combination of level one and level two offenses, to equal three offenses together or one level 3 offense:

- Parents/Guardians will be contacted to discuss the offense.
- Student will be suspended from the bus for five days.
- Referral will be sent home with student for parent signature and the signed copy be returned to the Transportation office.
- If the offense requires the student to be placed on a bus contract, parents will be notified, a meeting with parent(s)/guardian(s), transportation supervisor, administration and a possible meeting with Providence Creek Academy’s Board will be required.

Removal of Bus Privileges for Remainder of Year:

Students will be removed from the bus for the remainder of school year if any one of the following occurs:

- 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 one's and level two's will only be permitted with administration approval.
- Students who are suspended from the bus for the remainder of the school year or suspended three to five days will not be permitted to ride the bus on a field trip.

The student will be permitted to attend the field trip, if administration approves and the parent/guardian transports and accompanies the student.

Student School Bus Drop Off Policy

Any student who is 12 years old or above will be dropped off without parent/guardian or designee present, on the exception of hub stops, unless the parent signs the Walk Home from the Bus Stop Form. Please review the Hub Stop bus stop policy to make an informed decision.

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 students:

- 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 listed on the transportation form and form must be turned in to the Transportation Department, prior to the first day of school.
- The designee must show identification to the bus driver, before the bus driver will release the child/children to the designee.
- If the designee does not have identification the child/children will not be released to the designee. The child/children will remain on the bus and will be returned to school. The child/children will be placed in the fee-based aftercare program.
- A designee may be an older sibling who does not attend PCA but must be listed on the back of the transportation form. We understand the older siblings may not have identification; therefore, the bus driver will ask the student if they know this person. If the student states they do not know this person, the bus driver will not release the student from the bus.

Older Siblings Who Attend PCA:

- May walk their younger sibling home only if the parent/guardian has signed the Walk Home from the Bus Stop Form giving permission. If the Walk Home from the Bus Stop Form is not signed the younger sibling will remain on the bus to return to school and will be placed in the fee based aftercare program.
- If the older sibling is not on the bus, a parent/guardian or designee must meet the child/children at the assigned bus stop or fill out and sign the Walk Home from the Bus Stop Form allowing the younger child to walk home without parent/guardian, designee or older sibling.

Note: Parents must fill out, sign, date and return the Walk Home from the Bus Form to the Transportation Department, before students will be allowed off the bus to walk home from the bus stop, without the presence of a parent/guardian, older sibling or designee at the assigned bus stop. Bus stops are considered any designated bus stops the bus makes during the bus route, including but not limited to: the child/children's driveway, hub stops, development entrances or corners, parking lots, park and rides, etc. Kindergarten students must have an older sibling on the bus with a Walk Home from the Bus Stop Form signed, dated and returned to the Transportation Office, before they will be allowed to exit the bus at their assigned bus stop; otherwise, the parents/guardians' designee must be at the assigned bus stop.

Hub Stop Policy

Hub Stops are, but not limited to: parking lots, development entrances or corners, etc.

- Carpooling is allowed on the following conditions:
 - Designee is listed on the transportation form and form is filed with the Transportation Department.
 - Only the designees listed on the transportation form will be allowed to pick up your child/children from the bus.
 - Parents must arrange their own car pooling with other parents, PCA cannot arrange this for you, due to confidentiality.
 - Designees must bring their identification to show the bus driver, before the child/children will be released to the designee.
- Parent/Guardian or designee must be present at the assigned hub stop before any child/children will be released from the bus.
- Parent/Guardian may sign a Walk Home from the Bus Stop Form to allow their child/children to be released from the bus without parent/guardian or designee present.

Providence Creek Academy reserves the right to disapprove a Walk Home from the Bus Stop Form signed by parent/guardian at any hub stop, due to safety concerns.

Students Brought Back to School

Failure of a parent/guardian or designee to meet their child/children as identified above at their assigned bus stop will result in the following action:

- Any student that is brought back to school, due to no parent/guardian or designee at the assigned bus stop will be taken directly to aftercare. **Aftercare is a fee-based program and parent/guardians will be charged.** Aftercare is located in the cafeteria in the Core Building. Parents can use the side doors to access the cafe directly. Child/Children must be picked up by 6:00p.m.
 - ***Failure to pay for aftercare services will result in loss of bus riding privileges, until payment is received.***
- Transportation Supervisor or another PCA employee will contact the parent to inform them that their child/children are returning to school.

Subsequent Offenses: Parent/Guardians not at the assigned bus stop to pick up their child/children

- The parent/guardian will receive a warning indicating additional offenses may result in termination of bus riding privileges for their child/children.

Repeated Offenses will result in temporary or permanent loss of bus riding privileges, along with a referral to the Division of Family Services.

Parents/guardians may not have their child/children ride the bus, knowing someone will not be at the bus stop. This will result in parents/guardians getting charged aftercare services, or loss of bus privileges for the remainder of the year.

Every PCA student who is eligible will be assigned **one bus and bus stop according to Delaware State Regulation.** If parents/guardians need to change a students' bus stop, they must contact the transportation manager. Any changes in bus stops are to be considered permanent changes and will take

ten (10) days or more to process. The reason for the length of time is to notify bus drivers, provide time for bus drivers to locate a new stop for the of student, and to update the bus driver's student roster. Please keep in mind that this is for the safety of your child/children.

Please be aware when your child/children are riding the bus to or from school there is a 10 minute plus (+) or minus (-) pick up/drop off time. This means if your child/children's bus stop time is 6:35a.m., the child/children must be at the bus stop no later than 6:25a.m. or should stay as late as 6:45a.m. If your child/children's drop off time is 4:00p.m., the parent/guardian or designee should be at the bus stop as early as 3:50p.m. and as late as 4:10p.m., due to traffic, road conditions, construction, weather, etc.

Please ensure your child/children are at their assigned bus stop on time, **the bus will not wait for those who are late.** Please ensure you as the parent/guardian or your designee are at the assigned bus stop on time, **the bus will not wait for those who are late.** If you know you are running late you may continue to the next bus stop, but you may not pull behind the bus to put your child on the bus or to receive them from the bus. Bus drivers are not permitted to discharge a student from the bus if parents are behind the bus as this is a major safety issue. The bus will only stop at designated bus stops. Therefore, if you miss the bus, you must bring your child/children to school or pick them when the bus returns to school with them.

Parents are **NOT** permitted to pull behind a Providence Creek Academy bus to drop off their child/children. **This will result in loss of bus privileges for the remainder of the year. This is a major safety hazard for everyone.**

Parents are not permitted to pull in front of a bus to block the bus from leaving while the bus is loading or unloading students. If parents are late to the bus stop, either proceed to the next bus stop, or bring/pick up their child/children at school.

Students must ride their assigned bus. Parents should not plan on their child/children riding a different bus for short-term sitter arrangements, parent/student appointments, music lessons, grandparents, a friend's house, etc. This is not permitted.

Buses will only stop at designated bus stops. There are no exceptions to this rule.

Acknowledgement

I have read and understand all sections of Providence Creek Academy's Student Handbook located at www.pcasaints.org, including all applicable policies.

1st Parent/Guardian Signature Date

Print Parent Name Date

2nd Parent/Guardian Signature Date

Print Parent Name Date

Student Signature Grade Date

Print Student Name Grade Date

Please sign and return this page to your child's teacher.

If you have questions, contact the Head of School at (302) 653-6276 ext. 1005.