



**PROVIDENCE CREEK
ACADEMY
CHARTER SCHOOL**

**FACULTY STAFF
HANDBOOK
2018-2019**

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I. Section I - General Information

A. Qualifications and Duties of the Classroom Teacher

1. Qualifications

- a. The teacher must hold a valid teacher's certificate appropriate for his/her assignment and/or be a graduate of an approved college or university eligible for certification. All certificates and license documents must be submitted to the Delaware Department of Education and the DEEDS application completed prior to the first day of employment. All appropriate documentation will be submitted as per contract.
- b. The teacher will have a sense of mission and purpose about children and their educational potential. The teacher shall be child centered, caring, and committed to the premise that all children can learn.
- c. The teacher will possess organizational skills, the ability to communicate, flexibility, enthusiasm for the teaching profession, a positive attitude and outlook, and a willingness to work with all students at all levels.
- d. The teacher will be knowledgeable in academic areas, learning theories, teaching strategies and have training in classroom management and discipline.
- e. The teacher will be professional in appearance, in manner, and in attitude.

2. Appointment

- a. The Board of Directors will appoint the teacher upon the recommendation of the Personnel Committee for a term of not more than the length of the charter and the contract will be considered for recommendation at the regular April meeting each year.

3. The teacher will be responsible to the Principal/Designee for the performance of all duties.

4. Job Performance Statements

- a. The teacher adheres to personal and professional standards of the school and the profession by:
 - (1) Interacting effectively with each component of the educational setting within the framework of the philosophy and objectives established by board policy consistent with statutes and standards of regulatory agencies, and in accordance with administrative regulations and procedures.
 - (2) Demonstrating consistent loyalty to his/her school, colleagues, and profession; supporting policies and regulations positively; initiating changes through established procedures; enhancing the profession by his/her personal conduct.
 - (3) Cooperating effectively with other staff members; being highly positive and supportive in staff relationships.
 - (4) Actively pursuing a long-range program of professional growth; seeking self-improvement constantly.
 - (5) Demonstrating a strong sense of responsibility for the total school operations.
 - (6) Assuming responsibility for and cooperating effectively in the development, evaluation, and revision of the total school program.
 - (7) Accepting co-curricular activities as an integral part of the school program; supporting a wide range of co-curricular activities; approaching his/her role as activities sponsor with enthusiasm.

- (8) Demonstrating empathetic understanding of students and their problems; making effective use of pertinent information about students in suitable teacher/ counseling procedures; working effectively with specialized counseling services.
 - (9) Working effectively with parents in achieving the objectives of the school; taking initiative to inform parents of student progress; securing cooperation of parents in supporting school policies.
 - (10) Demonstrating effective identification, planning, and utilization of community resources consistent with the objectives of the class.
 - (11) Issuing, maintaining and accounting for textbooks.
- b. The teacher demonstrates knowledge and application of skills supportive to the instructional environment by:
- (1) Beginning instruction promptly, handling material in an orderly fashion, maintaining student attention to appropriate tasks.
 - (2) Organizing for effective learning activities and aesthetic appeal.
 - (3) Handling materials in an orderly fashion, insuring that equipment and materials needed for the activity are readily available and that resources used are appropriate to the activity; providing proper care and use of equipment.
 - (4) Having objectives and plans for the day; following prepared lesson plans based on the school's official curriculum and as a minimum the Common Core State Standards in conjunction with the Delaware Content Standards.
 - (5) Using Standard English pronunciation and grammatical rules when speaking or writing.
 - (6) Having teacher-made materials and board work conform to rules of spelling, punctuation and grammar.
 - (7) Ensuring lessons reflect the teacher's sound knowledge of subject matter; responding knowledgeably to student's questions on subject matter.
 - (8) Presenting a strong professional image through manner, voice and appearance.
 - (9) Creating an atmosphere in which mutual respect is evident; enjoying professional association with students.
 - (10) Creating a democratic atmosphere within the classroom; assisting students in developing techniques and skills through teacher-student planning and group discussion and decision-making.
- c. The teacher demonstrates the knowledge of and the ability to apply the essential elements of a successful lesson by:
- (1) Using an activity to focus student attention, i.e., practice of previous learning, preparation for instruction to follow, motivation, and diagnosis.
 - (2) Informing the student what they will be able to do by the end of the lesson and why it is important or useful.
 - (3) Providing information (all related to the stated objective) in a variety of ways, i.e., lecture, films, overhead, board work, lab, group work, etc.
 - (4) Demonstrating the finished product or process.
 - (5) Routinely checking for each student's level of understanding of essential information during instruction and before moving on to something else.
 - (6) Providing opportunities for students to use or apply what they are learning while the teacher is available to assist.
 - (7) Assigning outside work that reflects the lesson taught, i.e., seat work, homework, etc.
- d. The teacher demonstrates knowledge of and the ability to apply appropriate motivation techniques by:
- (1) Relating learning activities to student interests; offering varied learning activities; making involvement a part of the learning process.
 - (2) Appropriately increasing or decreasing student level of concern to maximize attention to the learning task(s) presented.

- (3) Using pleasant feeling tones.
- (4) Providing consistent and immediate feedback to students.
- (5) Setting the tasks at the correct level of difficulty; dividing assignments into short tasks when the objectives presented are difficult to master; replying promptly when students need help.
- e. The teacher demonstrates knowledge of and the ability to apply techniques that promote productive student behavior by:
 - (1) Specifically identifying the behavior being reinforced; varying reinforcers based on individual personalities, learning styles, etc.
 - (2) Praising students for appropriate classroom behavior; letting students know when they are making progress; varying praise words.
 - (3) Using negative reinforcement for inappropriate behavior; explaining the appropriate behavior, following a negative reinforcer with a positive reinforcer as soon as possible.
 - (4) Ignoring behavior that is merely attention getting, if possible.
 - (5) Using a regular enforcement schedule when new behaviors are being learned; using an intermittent reinforcement schedule when previously learned behaviors are correctly applied.

B. Sick Leave

5. General Provisions

- a. Every person regularly employed by the school is eligible to receive sick leave benefits, depending upon the number of days of service performed each year. Sick/personal leave days are not earned when employees are on leaves of absence, are absent from duty and not using earned sick leave days, or are absent from duty and are receiving worker's compensation benefits. Sick leave is earned when an employee is absent and is using compensated leave under this policy. Persons who work less than 35 hours a week, temporary employees, student workers, and volunteers are not considered regularly employed by the school and are ineligible to receive or use sick leave benefits.
- b. Employees whose employment is terminated for reasons other than retirement or death shall not be eligible for any benefits, which are not mandated by law. There is no payout for sick leave upon separation. An employee's year begins on the first day of that employee's calendar group. Leave days will be earned, accumulated, or used as sick leave. Ten (10) month employees are entitled to 10 days to be used for sick leave in accordance with 2 (a-c) below.
- c. Ten (10) month full-time employees will have sick leave front loaded. Payroll adjustments for employees who go on leave of absence or terminate service prior to the end of the school year shall be made in the employee's final check for all unearned sick days used as allowable by law. Adjustments shall be prorated based upon sick leave being earned at the rate of one (1) day per month of service. An Employee shall work through the 15th of the month in order to earn that month's entitlement.
- d. Should an employee exhaust and exceed the number of sick days in his/her sick bank, there will be a deduction in pay for each day not covered by the earned sick leave (limit of 3 sick days can be used as personal each year). The amount of deduct will be the employees daily rate, which is the employee's salary divided by 188 scheduled teaching days, per each day being deducted.

6. Days Counted Against Sick Leave:

- a. Personal illness
- b. Recognized religious holiday (Limit 3 days per year)
- c. Personal leave (Limit 3 days per school year. This limit applies the 10 sick days front loaded in SY18/19. This limit applies to all sick leave no matter when it was earned beginning in SY 19/20.)

7. Record keeping Purposes Only, No Effect on Sick Leave

- a. Employees will receive five (5) days of bereavement leave for the death of an immediate family member. Immediate family consists of: father, mother, brother, sister, son, daughter, spouse, grandparent, grandchild, relative residing with employee, person with whom employee has resided. This leave will not count against the employee's sick leave bank.
 - b. Employees will receive three (3) days bereavement leave for the death of in-law family member. In-law family consists of daughter-in-law, son-in-law, sister-in-law, brother-in-law, parent-in-law, and grandparent-in-law. This leave will not count against the employee's sick leave bank.
 - c. Employees will receive one (1) day funeral leave for the funeral of a near relative. A near relative is: first cousin, aunt, uncle, niece, and nephew. This leave will not count against the employee's sick leave bank.
 - d. Jury Duty This leave will not count against the employee's sick leave bank.
 - e. Other absences as defined in this section.
8. Other Reasons for Absence
- a. Vacation (12 month employees only)
 - b. Workman's Compensation
 - c. FMLA
 - d. Deduct
9. Requests to Use of Sick Leave for Personal Leave
- a. If the school principal believes that more than five (5) percent of a school's staff will be absent on the date for which personal leave is requested or if the request is for a date immediately before or after a school holiday or a three day weekend, the Head of School/Designee may deny the request unless the request is because of an illness of the employee, an illness or the death of a member of the employee's immediate family, a family emergency, or a personal emergency. Denial of the request shall be at the Head of School/Designee's discretion.
10. Reporting
- a. Employees who are unable to report to work and who wish to use sick leave **must notify the Substitute Hotline, 653-6276, ext. 400, not later than 6:30 A.M.** If calls are made after the designated time the employee is expected to report to work until a substitute can be arranged. Those who do not do so will not receive sick leave benefits for the absences.
 - b. Upon receipt, employees shall submit to the office staff a request for sick leave on the form adopted by the school. In order to be paid promptly for absences, which qualify for sick leave benefits, employees must submit the forms within 5 days of receipt.
11. Record Keeping
- a. Records shall be maintained to show the accumulation, use, and remaining balance of each employee's sick leave benefits. Sick leave earned or used is recorded in one-half (1/2) days and whole days only. Any absence for two (2) hours shall be recorded as an absence for one-half (1/2) of a day.
12. Misuse of Sick Leave Benefits
- a. Sick leave benefits are funded entirely by the school and are considered when adopting the annual budget and salary schedules. The extent to which benefits can be made available is dependent upon employees using sick leave only for authorized purposes. Sick leave may not be used for any purpose other than as authorized by board policy. Use of sick leave benefits for unauthorized purposes and misrepresentation of the nature of an absence in order to use sick leave benefits constitute work-related misconduct. Employees who engage in such misconduct not only jeopardize the viability of the sick leave program but also risk their employment within the School. Doctor or Health Care Provider excuse absence note may be requested for the employer at any time. Anytime an employee is out on sick leave for 5 or more consecutive days, the employee will need to provide an excused absence note by a Doctor or Health Care Provider
13. Temporary Disability Leave of Absence
- a. The Board of Directors upon recommendation of the Administrative Team may grant a temporary disability leave of absence at any time the employee's condition interferes with the

performance of his/her assigned duties. "Temporary disability" is defined as any physical or mental condition of the employee, which would prevent the employee from performing assigned duties. Pregnancy is considered a temporary disability, though pregnancy related medical conditions can be accommodated in ways other than leave.

- b. The maximum length for a leave of absence for temporary disability shall not exceed a calendar year.
- c. The Administrative Team may place an employee on a leave of absence for temporary disability when in his/her judgment, after consulting with a licensed physician who has performed a thorough medical examination of the employee, the employee's condition is interfering with the performance of regularly assigned duties. If the employee does not concur with the Administrative Team, the employee has the right to present the Board of Directors other information relevant to the employee's fitness to continue the performance of regularly assigned duties. The Board of Directors will then decide whether or not the employee is to be placed on a temporary disability leave of absence.
- d. Employee requests for temporary disability leave of absence must be submitted to the Administrative Team accompanied by a licensed physician's affidavit confirming the employee's inability to work and indicating the beginning and probable ending dates of the requested leave. An employee who is a member of the Christian Science Church may have a Christian Science Practitioner attest to the employee's disability.
- e. The employee must notify the Administrative Team of a desire to return to active duty at least thirty (30) days prior to the desired date of return. The notice must be accompanied by a licensed physician's statement indicating the employee's physical fitness for the resumption of regular duties.
- f. The employee will return to active duty if a position is available in an area the employee is certified to hold.

14. Maternity Leave

- a. The Board of Directors may grant a maternity leave of absence without sick leave benefits to an employee for a period of up to one full year upon recommendation of the Administrative Team. Maternity leave may include adoption.
- b. An employee must make written request for maternity leave without sick leave benefits with the Administrative Team at least thirty days before such leave would begin.
- c. The employee must notify the Administrative Team in writing of a desire to return to active duty at least thirty days prior to the desired date of return.
- d. The employee will return to active duty if a position is available in an area the employee is certified.

15. Sabbatical Leave

- a. The Board of Directors upon the recommendation of the Administrative Team shall grant a sabbatical leave without pay to qualified personnel for the purpose of study, travel, or for such other purposes as may be approved by the Board of Directors.
- b. Written requests for sabbatical leaves must be submitted to the Administrative Team before the effective leave date.
- c. Upon recommendation of the Administrative Team, the Board of Directors may grant a sabbatical leave to a contract employee who has not had a sabbatical leave during the seven years immediately preceding.
- d. The leave granted shall not exceed one school year.
- e. The employee upon return from sabbatical leave shall be restored to his/her former position unless agreed to otherwise.

16. Jury Duty and Response to Subpoenas

- a. When an employee is called for jury duty, he/she shall receive full pay.
- b. Time off to serve on jury duty shall not be charged to sick or emergency leave.

- c. Upon return to work an employee shall furnish his/her immediate superior a signed statement from the bailiff or other court official verifying the number of days the employee served.
- d. Any compensation received from such duty that is in excess of actual expense shall be credited against pay.
- e. The rule for jury duty shall prevail when an employee responds as a witness by force of a legal subpoena.
- f. The rule shall not apply in instances where the employee is either defendant or plaintiff in a legal action.
- g. A copy of the subpoena must accompany the Leave of Absence Form.

17. Military Leave

- a. Any regular employee who may be conscripted into the defense of the United States for service training shall be granted a military leave without pay.
- b. The employee, upon returning from military leave, shall be offered a position of employment in an area the employee is certified to hold at the adopted salary schedule for that position.
- c. The School must receive a written request for reinstatement, and proof of honorable discharge or release from military service, within 90 days from the date of that discharge or release.
- d. When short periods of military training cannot be scheduled to coincide with vacation time or during the summer periods, the employee shall be entitled to leave of absence from his or her respective duties without loss of time or efficiency rating or vacation time or salary on all days during which they shall be engaged in authorized training or duty ordered or authorized by proper authority, not to exceed fifteen (15) days in any one calendar year.

18. Family and Medical Leave of Absence

- a. See Board Policy

B. Certification

- 1. All instructional personnel shall have certificates, duly recorded with the Administrative Team, that legally qualify them for the work to which they are assigned, unless otherwise stated by the Board.
- 2. All certificates and license documents must be submitted to the Delaware Department of Education and the DEEDS application completed prior to the first day of employment.
- 3. All instructional personnel employed in elementary and secondary schools are expected to keep themselves informed of essential instructional improvements through professional study, group discussions, school visitations and professional development opportunities.

C. Request and Notification for Cancellation or Suspension of a Certificate

- 1. The Administrative Team shall notify the Department of Education whenever a certified employee, including a paraprofessional, is terminated by action of the Board of Directors and the termination is related to the individual's commission of an act, which involves:
 - a. Any form of sexual or physical abuse of a minor child, or any other illegal conduct with a minor child;
 - b. Possession, transfer, sale or distribution of a controlled substance or illegal drug;
 - c. Illegal transfer, appropriation, or expenditure of school property or funds;
 - d. An attempt by fraudulent or unauthorized means to obtain or alter any certificate or permit which would entitle the individual to a professional position or to receive additional compensation associated with a position; or
 - e. Commission of a crime occurring in whole or part on school property or at a school sponsored event.
- 2. The Administrative Team shall notify the Department of Education when a certified employee resigns and reasonable evidence exists, which would support a recommendation by the Administrative Team to terminate the employee for one of the circumstances specified above.
- 3. Before an employee's resignation which requires notice under this subsection is accepted, the Administrative Team shall inform the individual in writing that a report will be made to the Department of Education which may result in sanctions against that employee's certificate.

4. The Administrative Team shall notify the Board of Directors prior to filing the report with the Department of Education.
5. The Administrative Team shall notify the Department of Education when made aware of a certified employee's conviction of any felony, or conviction of a misdemeanor for an act or acts directly related to the categories cited above.

D. Resignation

1. Contract personnel choosing to end their employment with the School are required to submit a written notice of resignation for the coming school year no later than 30 days before the first day of the coming school year.
2. The Administrative Team may appoint administrative supervisors as their designee to accept resignations of employees or to dismiss non-contractual employees.
3. The Administrative Team shall be the designee of the Board of Directors to receive and accept resignations.
4. When an employee's resignation becomes effective, the employee shall forfeit all accumulated local sick leave benefits.

II. Section II - Administrative Procedures

A. Arrival and Departure

1. Teachers and paraprofessionals are to report at the time indicated:
 - a. K – 8th grade 7:40 a.m. - 3:40 p.m.
 - b. Morning duty assignments 7:30 a.m. -3:30 p.m.
 - c. Adjustments may be made as needed.
2. All teachers are responsible for closing their windows, turning off the lights, and locking the door when leaving their room.
3. All rooms should be left neat and orderly. Please have your children clean up after themselves.
4. Teachers required to leave the school campus during the school day must notify the building Head of School/Designee, and must sign out on the main office before leaving.
5. Teachers who need special consideration for leaving the campus before the end of their work day should write a brief explanation to the Head of School/Designee in advance.
6. Workdays and building in-service days are to be handled as normal teaching days with regular hours followed. The Head of School/Designee may make adjustments as needed.

B. Regular Duty and Special Assignments

1. Schedule
 - a. Each teacher will follow his/her schedule as assigned in eSchoolPLUS.
2. Mailbox
 - a. Each teacher has a mailbox.
 - b. Teachers are to check this box at least three (3) times a day. It is suggested that this be done in the morning when arriving, at lunch, or planning period, and when at the end of the day.
3. Communication
 - a. Voicemail
 - (1) Each teacher has a voice mailbox.
 - (2) Voicemail needs to be set-up/updated by the first day of school. Office staff can assist.
 - (3) Teachers are to check this box daily.
 - (4) Calls are to be returned within three business days.
 - b. Email
 - (1) Each teacher has email.
 - (2) Email needs to be set-up/updated by the first day of school. Office staff/HR/IT can assist.
 - (3) Teachers are to check this daily.
 - (4) Responses are to be made within three business days.

- c. Virtual Classroom (Blog)
 - (1) Each teacher has Virtual Classroom (Blog).
 - (2) Virtual Classroom (Blog) needs to be set-up/updated by the first day of school. Team Leader/IT can assist.
 - (3) Teachers are to update this weekly as a minimum.
- 4. Class Change
 - a. All teachers will be stationed at the door of their respective classrooms as students change classes and as students enter and leave the building.
 - b. Students in grades K-3 will be escorted by an adult when crossing campus. Students in grades 4-8 may traverse the campus unescorted with a "buddy". No student is to walk the campus alone.
 - c. All Teachers must escort their students to all destinations: specials, lunch, busses, recess, etc. unless the Head of School/Designee informs you differently.
 - d. Teachers will move students in a quiet orderly manner, on the right side of the pathway when outside. When inside the buildings, students will walk in a quiet orderly manner on the right side of the hallway.
 - e. Each and every staff member will be responsible for student conduct in the halls in the immediate area of their duty station at all times.
- 5. Duty Assignment
 - a. All teachers need to be in supervisory positions or classrooms at 7:40, unless otherwise informed.
 - b. Teachers must call main office by 7:30am if they are going to be late.
 - c. Office staff will coordinate who will cover the position.
- 6. Specials
 - a. All teachers must leave for specials 5 minutes prior to specials starting and ending.
 - b. Specials teachers must end classes on time and have students ready to go on time.
 - c. All teachers must be prompt in picking their students up from specials. It is recommended you arrive 5 minutes prior to specials ending time.
- 7. IEP/504 Meetings
 - a. Teachers are required to participate in IEP/504 meetings to which they are invited. If attendance is impossible, teachers are required to provide necessary data to the Designee of the meeting.
 - b. Teachers need to be able to leave IEP/504 meetings in order to get to their classes on-time.
 - c. IEP/504 Meetings must begin and end at scheduled time.
- 8. Duty Assignment
 - a. A duty roster will be given to each teacher and one will be posted in the office.
 - b. Special duty is a vital part of every teacher's responsibility. It is imperative that each teacher assumes his/her share of the responsibility of a given assignment.
 - c. Each teacher on duty is responsible for proper student conduct in and around his/her duty station; therefore, close observation is necessary.
- C. Teacher/Paraprofessional Absence Procedures
 - 1. All substitutes will be requested through this process.
 - 2. Teachers must call the substitute hotline (653-6276, ext.400) before 6:30 AM.
 - 3. No call will be accepted after 6:30 AM. If you call after this time, you are expected to come to work until a substitute can be found to cover you for the day.
 - 4. When calling, the teacher must leave name, date of absence, teaching assignment, reason for absence, full, ½ AM, or ½ PM, and substitute requirements.
 - 5. Teachers and paraprofessionals must call even if no substitute is needed.
 - 6. Teachers should call the hotline for any prearranged absence as soon as that date is determined (jury duty, professional development, doctor appointment, etc.).
 - 7. Teachers must call the hotline by 2:00 PM of the day they are absent if they are not returning the next day. This will allow for consistency in the substitute.
- D. Absence Reporting

1. The following procedure will be adhered to when reporting absences:
 - a. Office staff will provide absent staff member with the PCA Absence Report Form.
 - b. Office staff will initial and date each form on the date the form is provided to staff member.
 - c. Each staff member is required to complete the Absence Report Form within five (5) working days of the date of return to work and return form to the Office staff.
 - d. Office staff will then initial the form with the date received, and submit the form to their Supervisor or the Head of School/Designee.
 - e. Once Supervisor or the Head of School/Designee has initialed the form, it will be submitted to the Business Office.
 - f. Any staff member who fails to follow the above procedures within five (5) working days of the date of return to work will not receive compensation for days absent.

E. Planning

1. Each classroom teacher is entitled to at least 45 minutes daily for instructional preparation, including parent-teacher conference, evaluating students' work and planning.

F. Teacher's Lounge and Workroom

1. The lounge should be used as if it were one's own living room.
2. Each teacher using the lounge will be responsible for seeing that it is kept neat and orderly at all times. This includes placing bottles, paper, and other litter in the receptacles provided.
3. There will be a schedule for clean up of this area. Teams will rotate weekly.

G. Inter-School Mail Policy

1. The intended purpose of the school's internal mail system is to facilitate the communication of official business.
2. The system may be used by organizations that engage in activities of interest and educational relevance to students.
3. Organizations must contact the Head of School/Designee prior to distributing material through the system.
4. Material which promotes illegal activity, immoral conduct, or which is libelous or slanderous is inappropriate and will not be allowed.
5. Organizations that are concerned with the terms and conditions of professional, paraprofessional, or service and support staff employment may have written material made available to employees of the school by delivering such material to Main Office for approval of Head of School/Designee. Such material will be placed by school employees in the appropriate lounges.
6. Organizations, which fail to follow this procedure, will lose this privilege. Organizations, which distribute inappropriate material on school property, will lose this privilege.

H. Staff Meetings

1. The staff meetings must be attended by all staff members.
2. Meetings will be held quarterly. Efforts will be made to notify all teachers in advance when possible to do so. In any case, teachers are expected to be present.
3. Teachers will be required to meet with their Team Leader, Supervisor or the Head of School/Designee to assure content of any school staff meeting missed is received.

I. Additional Meetings/Events

1. It is recommended that staff attend at least one of the following:
 - a. Board of Directors Meeting
 - b. PTO Meeting
 - c. Athletic Event
 - d. Performing Arts Event
 - e. Other after school event

J. Teacher/Paraprofessional Attire or Dress

1. The educational environment, by Providence Creek standards, should reflect a more formal setting, and the type of apparel worn by faculty and staff should reflect that fact. Teachers are expected to set

a good example for their students and should not allow themselves to become careless in their grooming and attire. A Business Casual dress policy will be followed.

2. Business casual is a polo shirt tucked in, a dress shirt and/or a sweater with sleeves, and a modest neckline, khakis or dress pants/capris with a belt and nice shoes for women. Women can also wear a moderate length (not more than 2" above the knee) dress or skirt. For men, business casual is a collared polo shirt worn tucked in or a dress shirt, and tie, khakis or dress pants with a belt, and nice shoes. School appropriate embroidery is permitted on polo shirts. No flip flops are permitted.
3. Physical Education educators should wear a polo shirt with athletic pants/shorts worn at the waist. Shorts should be 2" above/below the knee.
4. Clothing that is obviously inappropriate for school activities must not be worn and the decision of the Supervisor or Head of School/Designee will determine the appropriateness of dress appearance.
5. Leisure, recreational and athletic type clothing (jeans, shorts, tank tops, tops with emblems, warm-up suits, flip-flops, etc.) are prohibited, as is clothing that exposes the upper thigh, midriff, cleavage, or tattoos.
6. Men are permitted to grow facial hair if it is groomed and well-trimmed.
7. Hair must be well-groomed and of moderate length.
8. In keeping with professional decorum, earrings may be worn, with ears being the only exposed areas of the body on which pierced jewelry may be worn.
9. Teachers who have shop or art classes must wear professional dress, but may wear a protective coat or smock.
10. Coaches are to be in professional dress while teaching in the classroom.
11. It is permissible for faculty members to dress casually on in-building work days. If attending meetings on other campuses, attire should be as on a regular school day.
12. On staff development days, attire will be regular school day or "Spirit Day" attire.
13. Several times a year, the school will sponsor special days that require unusual dress, such as theme days or project days.
14. The Administrative Team may select a specific day as a school spirit day. On that spirit day the staff may deviate from the Providence Creek Dress Code. It will be permissible to wear jeans, tennis shoes and approved shirts. Jeans should not be unduly faded or contain holes. Pins and other accessories cannot be substituted for the school logo. If you choose not to participate in school spirit day, regular school attire must be worn.
15. Exceptions may be granted at the discretion of the Supervisor or Head of School/Designee upon prior request by staff.

K. Class Interruptions

1. Interruptions of class for non-academic activities are to be severely limited.
2. Use of the intercom for other than emergency announcements should be limited each school day.
3. Teachers and administrators are to avoid class interruptions wherever possible.
4. The privilege of planning activities that take students from other teachers' classes is to be reduced and tightly controlled by the Supervisor or Head of School/Designee.
5. Any teacher desiring to take students from class for any activity must inform the Head of School/Designee, other teachers and staff for such absence in advance, so those affected may plan their work, arrange for students to make up work, and properly account for the student's absence.
6. When away from the classroom, teachers should notify the main office and have a radio/cell phone for contacting the school in an emergency.
7. Teachers are not to use class time to talk with salesmen, parents, or other non-school persons. If it becomes necessary for a teacher to have a conference during his/her class time, the authorization will come through the office and necessary arrangements will be made.
8. Cell phones are not to be used in the classroom other than during planning time.
 - a. Ringer volume must be turned off so not to interrupt instruction.
 - b. Exceptions must be approved by the Supervisor or Head of School/Designee.

L. Parking

1. A parking lot has been provided for staff.
2. All personnel are to park in a designated area.
3. Do not park in Visitors Parking or in Non-designated areas.
4. All Staff must park in the paved lot..

M. Room Care

1. Expectations
 - a. Each teacher has a certain amount of responsibility with regard to care of the classroom.
 - b. Keep paper off the floor and the desks away from the walls.
 - c. Initiate classroom discussion of potential student involvement in helping keep halls, rooms, and the entire building clean.
 - d. Chairs should be placed on desks or tables at the end of each day.
2. Displaying Items and Signage
 - a. All bulletin boards should be in use with orderly materials that pertain to the subject being taught.
 - b. Any staples used for displaying items should be removed from all wall surfaces when items are taken down.
 - c. When teachers advertise events, the name of the Teacher responsible and an end date must be written on all posters.

N. Fire Code

1. The applicable fire code will be enforced.

O. Repair

1. The need for repairs or maintenance to the room, furniture, or equipment should be reported to the Main Office staff /Facilities and Grounds Manager on a work order form.

P. Keys/Security Badges

1. Extreme caution should be taken at all times to prevent loss of Keys/Security Badges.
2. The teacher should not loan school Keys/Security Badges to anyone.
3. In the event a Key/Security Badge is lost or damaged, the Supervisor or the Head of School/Designee should be notified immediately and staff will be charged the fee to replace the Keys/Security Badges and change any necessary locks.
4. Keys/Security Badges will be signed for at the beginning of each school year and returned at the end of each year.

Q. Inventory

1. Each teacher will prepare an inventory of his/her assigned room in the fall and spring under the supervision of the Supervisor or the Head of School/Designee.

R. Fire and Emergency Drill Instructions

1. See emergency plan

S. Student Socials

1. Social Activities – Lower School – K-5

- a. All events and activities must be approved by the Head of School/Designee and be on the official school calendar.
- b. Christmas - A one hour party with simple refreshments can be held the last hour of the school day on the last day of classes prior to the holidays.
- c. Easter –Kindergarten, First and Second Grades are allowed to have an Easter egg hunt on the school campus.
- d. Grades Three and Four may observe Easter with appropriate activities. Refreshments may be served to all students the last thirty minutes of the day.
- e. Valentine's Day - Valentines may be exchanged by the students and a one hour party with simple refreshments can be held the last hour of the school day.

2. Social Activities – Upper School – 6-8

- a. All events and activities must be approved by the Head of School/Designee and be on the official school calendar.
- b. Christmas - A one hour party with refreshments can be held the last hour of the school day on the last day of classes prior to the holidays.
- c. Valentine's Day - Valentines may be exchanged by the students and a one hour party with simple refreshments can be held the last hour of the school day..

T. Field Trips

ALL FIELD TRIPS MUST BE APPROVED 1 MONTH PRIOR TO TRIP

Field Trip Instructions

1. Complete transportation request form
 - a. Turn in to PCA Bus Supervisor mailbox
 - b. Bus supervisor will return to your mailbox
2. Complete summary sheet
3. Complete request form
4. Inform Nurse and Cafeteria manager and get initialed.
5. Turn into Joan Messick.
 - a. Forwards to Head of School and Assistant Principal.
 - b. Makes copies for Nurse, Cafeteria Manager, Principal, and Teacher.
6. Send home permission slip and lunch request form not later than 2 weeks prior to trip.
7. Submit lunch order form to School Nutrition Manager/designee not later than 2 days prior to trip.

Please note: Requests for a check must be done TWO WEEKS before check is needed. Make sure you plan accordingly.

FIELD STUDY COST SUMMARY

Destination: _____ Date: _____

Program: _____ Grade: _____

Students: _____

Adults: _____

Cost

Ticket	Bus	Total
_____	_____	_____

Recommended Pricing

Ticket	Bus	Total
_____	_____	_____

Schedule

Depart: ___PCA_____

Arrive: _____

Activity: _____

Return: ___PCA_____

Bus Transportation Form

Date _____

School Contact Person: _____ Grade: _____

Location of Field Trip: _____

Field Trip Date: _____

Bus Pick Up Time: _____

Bus Drop off Time: _____

Number of Children: _____ Number of Supervisors: _____

Number of buses: _____

For Transportation Supervisor Use Only

PCA Bus: Bus (Put form in Bus Transportation Box in Office)

Total Bus Rental Cost: _____

This form must be reattached to the Field Trip Packet after returned by Bus Transportation Supervisor and submitted to Joan Messick

Conducting a Successful Field Trip

Field Trip Guidelines

The value of taking a field trip is to educate your students through direct experience. Field trips increase your students' knowledge about a particular subject, but even more importantly, they may spark students' interest in further exploring a topic. It is vital that the field trip be an extension of your instructional objectives. Also, space out times of field trips so parents aren't overburdened with the cost all at once.

Teacher in Charge

Fill out pre-field trip paperwork. Packet available in office or J. Messick

Collects money (from other teachers) and turns into office with appropriate form and envelope. Requests check.

Sends payment according to deadline or keeps check for payment.

Prepare: list of who is going on trip and not going. Turn into office

Bus lists (usually two classes/bus, copy attendance list)

Folder for one teacher on each bus of complete attendance including

Chaperones (See administrative policy below).

Bus list

Phone numbers

Directions

Information for check-in

Suggestion

Put together an emergency "handy bag"—a pair of sweats for students who may get sick or not make it to the bathroom in time. Put in a Wet Ones, paper towels, crackers, garbage bags, extra peanut butter sandwich and drink (extra lunch)

Field Trip Etiquette

It is important that your students know the behavior expected of them while on a field trip. To ensure this, review field trip etiquette with your students several times before the trip. Limit wording to 4-5 rules.

Listen and follow directions

Pay attention when someone is speaking

Avoid disturbing others. Keep your voice to a whisper

Always walk.

Preserve natural areas by staying on paths or walkways

Handle only those displays that you are given permission to touch.

Keep quiet during movies or presentations.

Be polite. Raise your hand if you have a question.

Common Sense Rules

Cell phones --**OFF** (This includes chaperones)

Head sets, games, toys, etc. are to be left on the bus

"Challenging" students are to be in a teacher group

Field Trip Procedures for Staff

The following are requirements and procedures that must be followed in preparing for assignments of staff, assignments of chaperones, and the roles and responsibilities of those employed by Providence Creek Academy Charter School:

1. Each teacher will have a group of not less than 3 students assigned to them. The remaining students will be assigned to either staff members or volunteer chaperones equally.

2. Parent chaperones will only be assigned students if there is student participation of more than 3 students. This number may vary depending on location; however the teachers will never have less than 3 students assigned.
3. Chaperones will be assigned written instructions to include phone numbers, emergency contact for students, procedures for lost or missing students, medical kits and other pertinent equipment/information.
4. All disciplinary violations during the field trip will be reported to the lead teacher. Non-staff chaperones will be instructed by staff on procedures to report disciplinary violations to the lead staff member.
5. Any student that violates the student code of conduct will be assigned to the lead teacher or a staff member designated by the lead teacher.
6. If the field trip is of such duration to exceed 2 hours, a check in is required with the teacher. The time does not include travel time.
7. Check in is defined as an accounting of all students that participate in the field trip. All teachers, staff members and volunteer chaperones must report to the lead teacher the accounting of students assigned to them.
8. Teacher participation is expected for all field trips, any teacher that cannot go on field trips must have Administrative permission in order to be excused.
9. Lead Teacher is defined as the teacher or teachers who arrange field trips.

The above Administrative Procedures do not take the place of the Field Trip Policy.

Approved by the Administrative Team on April 26, 2010

PCA Rule

Students may only miss one educational field trip in order to be ineligible for the “fun” field trip at the end of the year.

U. Employee Sponsored Tours/Trips

1. Employees of the Providence Creek Academy Charter School are discouraged from sponsoring student tours/trips on non-school time.
2. School time, materials, and equipment cannot be used to aid in recruiting students for such tours/trips.
3. If Providence Creek Academy Charter School students are recruited for such tours/trips by an employee, the following disclaimer must be communicated to the parents in writing:
 - (1) "This activity, though sponsored by a Providence Creek Academy Charter School employee, is not sponsored by the school or any of its administration. The School assumes no responsibility for the safety of your child while on this trip nor will it stand good for any financial loss you may incur as a result of this trip."

V. Student Lockers/Tote Trays

1. Students will be assigned a locker or tote tray for their convenience in storing books and personal belongings.
2. Lockers/Cubbies are school property and not personal property. Students are expected to maintain a clean locker/cubby. Any needed repairs are to be reported to the main office. Students should use only the locker/cubby assigned by the school. Locks will be provided by PCA for an annual rental fee (outside locks are not permitted). Students are not permitted to share lockers. Students are responsible for any lost, damaged or missing locks.
3. Teachers are expected to document locker/lock assignments and perform ongoing checks of both during the year.

W. Visitors

1. Parents wishing to discuss problems with teachers should make an appointment with the teacher for a conference during the teacher's conference period.
2. Teachers cannot take time away from their students to visit with the parents during class.

3. Parents wishing to visit a particular class should make arrangements with the teacher at least one day in advance.
 4. We do not permit students to bring visitors or friends to school.
 5. Persons who come onto our campus and cause a disturbance will be removed from the premises, and prosecuted if necessary.
 6. Visitors must sign in and obtain a badge in the office. Visitor signs into visitor book in office, which has name, badge #, destination, and place for office staff to initial and time signing in and out.
 7. Visitors must display a badge at all times and need to be held accountable by all staff members.
- X. Confiscation of Student Property
1. Property taken from a student by a teacher becomes the responsibility of the teacher.
 2. Should such items become lost before being turned into the office or before being returned to the student, the teacher is financially liable for the property.
- Y. Acceptable Use of Computers and Networks
1. See Acceptable Use Policy

III. Section III – Bookkeeping Procedures

- A. Providence Creek Attendance Policy
1. Every parent, guardian, or other person having legal control of a child between the ages of 5 and 16 is required to send such child to school. Attendance standards are applicable to all students enrolled in the School. School attendance is mandated by State law and regulations of the State Board of Education. The Student Attendance Policy of the Board of Directors establishes specific regulations related to attendance.
 2. The School is responsible for reporting violations of the attendance laws of the State. The School may excuse a child for necessary and legal absence, subject to the provisions of the Delaware Code.
 3. The following are considered necessary and legal excused absences and may not be used to file truancy charges:
 - a. Illness of the student
 - b. Medical diagnosis and/or treatment
 - c. Death in the immediate family; funerals of other relatives or close friends, not to exceed one day if in the locality or three days if outside the state
 - d. Contagious disease in the home of the child subject to regulations of the Division of Public Health, Department of Health and Social Services
 - e. Legal business requiring the student's presence
 - f. Suspension or expulsion from school
 - g. Observance of religious holidays
 - h. Approved college visits
 - i. Authorized school-sponsored activities
 - j. Absences for other reasons are classified as "unexcused."
 4. A student enrolled in grades K through 8 inclusive is considered truant if such a student has been absent from school without valid excuse, as defined in Rules and Regulations of the State Board of Education, for more than three (3) cumulative or consecutive school days during a given school year. The School will take action regarding unexcused absences including, but not limited to, written communications, home visits, required parent/guardian conferences, and referral of the parent for prosecution. A Parent/guardian who is determined to violate the State's compulsory school attendance laws is subject to penalties as described by State law:
 - a. Parents
 - (1) First offense: fine of \$25 to \$300 or imprisonment for up to 10 days or both
 - (2) Second offense: fine of \$50 to \$500 or imprisonment for up to 20 days or both
 - (3) Third offense: fine of \$230 to \$1,150 or imprisonment for up to 30 days or both
 - (4) A parent may be ordered to perform unpaid community service in lieu of a fine. If imprisoned, the court may impose conditions of release.

- b. Students
 - (1) Penalties may include community service, counseling, curfew, suspension or revocation of driver's permit or hunting license, prohibition of participation in extracurricular activities or school social events or recommendation that the student enroll in an alternative school.
 - (2) *Any pupil 16 years of age or older who is truant on more than three separate occasions during one school year may be expelled from school by the Board of Directors.*
- 5. The school, in administering the State policy, defines the most commonly used attendance terms as follows:
 - a. Excused Absence
 - (1) An excused absence from school or class is an absence for one of the reasons listed above and for which the required parental note of explanation has been presented on the first or second day of the student's return to school or class.
 - (2) Following a valid excused absence, the student will be allowed to make up all work missed, to take tests which were missed, and to submit any assignments which became due during the absence. Following an excused absence from school or class, the time allowance for taking tests or turning in assignments shall be equal to the number of school days or number of class meetings missed due to the absence. A teacher may extend the time allowance for making up work missed if the specific circumstances of the situation merit such action. The responsibility for initiating make-up work and turning in assignments rests with the student.
 - b. Unexcused Absence
 - (1) An unexcused absence from school or class is an absence:
 - (i) Which is for a reason not listed as excused
 - (ii) About which the parent/guardian has no knowledge
 - (iii) Which the parental note of explanation was not provided on the student's first or second day of return to school following the absence
 - (2) A student whose absence is unexcused shall receive no credit for assignments missed or tests given during the period of the unexcused absence unless otherwise permitted by the teacher. While an unexcused absence may result in no credit for assignments or tests missed, students may request assignments from their teacher at the initiation of the student. If the teacher provides assignments after an unexcused absence, the time allowance for requesting the instructional materials or assignments from the teacher shall be equal to the number of school days or number of class meetings missed due to the absence. A teacher may extend this time allowance if the specific circumstances of the situation merit such action.
 - c. Lateness to Class
 - (1) At the beginning of each term, the teacher shall define guidelines regarding lateness to class. When, in the judgment of the teacher, lateness becomes excessive, the student will be reported to an appropriate staff member for administrative action. Lateness to class may have a detrimental effect on student learning.
 - d. Tardiness to School
 - (1) All students are expected to be punctual to school.
 - (2) Students who arrive at their first class assignment after the start of school are tardy.
 - (3) A student who is late to school should present a written explanation for the tardiness on the first or second day following the tardiness.
 - (4) Students and Parents should recognize that a written explanation from home does not automatically cause the tardiness to be excused. Such reasons as car trouble, personal business, heavy traffic, home obligations, etc., while understandable, are not acceptable excuses and will be listed as unexcused.
 - (5) Reasons such as personal illness, medical appointments, and appearances in court will be considered as excused tardiness when verified by a note from home.
 - (6) Students who do not attend at least half of the class periods on a given day will be marked absent for that day.

- (7) Students who are absent for more than fifteen (15) minutes of a class may be considered absent from the class unless excused by proper authority.
- (8) Three tardies will equal one absence for the year.

e. **Prearranged Absence**

- (1) A prearranged absence is a student's absence from school for one or more days to visit a college or university or for other educational activities approved by the Head of School/Designee.
- (2) The absence should be prearranged by writing the Head of School/Designee, giving the full particulars of the absence.
- (3) Approval for such absences should be sought, where practicable, at least one (1) week prior to the date on which the absence is to occur.
- (4) Upon the development of a plan by student and teacher for making up the assignments to be missed, the Head of School/Designee may then define the absence as excused.
- (5) Students who must leave the building due to an emergency or some other reason which did not permit a prearranged absence must receive approval from the Head of School/Designee. The student is then responsible for completing the sign-out procedure before leaving the building and must present the required parental note of explanation upon his/her return to school.

Student Attendance Accounting

6. **Daily Register of Pupil Attendance**

- a. You have a legal and professional responsibility to maintain accurate, current daily attendance records. It is highly important that you discharge this responsibility efficiently, since these records serve as the basis for computing average daily attendance figures on which state funds are distributed.
- b. Record pupil absences in the following manner:
 - (1) Attendance is taken on-line and on the daily attendance roster. Directions will be provided by your team leader.
 - (2) The official attendance will be taken at 8:00 a.m. for all classes.
 - (3) Teachers may mark students tardy until 8:10am. After that time students entering class must have first checked into the office and present an admit slip to the teacher.

7. **September 30 Count Instructions**

- a. Refer to Board Policy

TRUANCY

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

Absences without excuse/truancy conferences:

- (a) If a student has been absent from school without a valid excuse 1 or more days, the principal or designee of the school may take such action as the principal considers appropriate.
- (b) If a student is truant, the principal or designee may schedule a truancy conference with the student, the student's parent and the principal. The conference may be attended by other persons as the principal or designee may include.

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

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

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

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

Students are entitled to make up any work that is missed as a result of medical, administrative, or excused absences; however; make-up work must be completed within the number of days the student was absent. The Head of School/Designee may also permit students to make up work missed for unexcused absences.

B. Grade Books

1. Adequate grades and evaluations should be maintained on students at all times.
2. These grades should be kept in a grade book or an electronic format and should be recorded showing the work each grade represents.
3. Each teacher should record weekly evaluations on each student, with a minimum of two grades per week on average.
4. Teachers are required to turn in grade books at the end of each year. Teachers recording grades electronically must follow these same guidelines with a hard copy submitted to the Head of School/Designee at the conclusion of the year.

C. Daily/Weekly Lesson Plans

1. Planning of daily lessons will be required of each teacher regardless of the course taught. Any subject or activity that can be taught can be taught more effectively where careful planning has been done prior to commencing to teach.
2. Plans should be made with all teachers in a given grade/department working cooperatively for each subject taught within the grade/department so that:
 - a. All teachers will know what each of the other teachers will be covering.
 - b. Teachers teaching the same subject will be covering the same areas. Each will use their own special techniques and procedures in presenting the same thing.
 - c. Each teacher will have the benefit of the thinking of every other member of the grade/department as to the topic on which emphasis should be placed.
 - d. Students working with different teachers in the same grade level will benefit from the experiences of all teachers within a grade/department.
 - e. Audio-visual aids available may be utilized.
 - f. Teachers will be able to cooperatively evaluate the results and accomplishments of students in a given grade/department.
3. All videos used in the classroom must be included in the daily plans and approved by the Head of School/Designee using the video tracking form.
4. All guest speakers must be approved by the Head of School/Designee and placed on the activity calendar one week in advance.
5. Individual plans for daily lessons will be completed by each teacher for at least one week in advance.

6. The Administrative Team/Instructional Support Team/Team Leader will review your plans.
7. The lesson plans will be readily available for use by a substitute in the event the teacher is absent for any cause.
8. Three (3) days emergency lesson plans shall be written and turned in to the Main Office.
 - a. Supporting materials should be placed in a prominent location in the classroom with that location noted on submitted plans.
 - b. This must be completed no later than September 30th of each school year.
9. Lesson plan books are auditable records and must be submitted to the Head of School/Designee at the conclusion of the year.

D. Textbooks

1. General

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

2. Teacher - Responsibilities

- a. Must keep an accurate record of all textbooks received and issued to students.
- b. Must keep a record of the accession number (textbook number on the inside cover) for all books issued to each pupil.
- c. Ensures that all textbooks are covered at all times.
- d. Conducts periodic textbook inspections.
- e. Must notify the parent when first becoming aware of a textbook that is lost, destroyed or damaged.
- f. An obligation slip should be turned in to the Main Office on each lost book.
- g. Must store all surplus textbooks in the classroom. Surplus textbooks are defined as any extra textbooks in the classroom.
- h. Must store all textbooks in the classroom at the end of the year or the end of the course, following inventory.
- i. Must check the textbook number and condition of the textbooks as they are returned by the students.

3. Student/Parent or Guardian - Responsibilities

- a. Must keep textbooks covered at all times.
- b. Must ensure proper use and care for all textbooks
- c. Must return textbooks at the close of school or the end of the course or at the time the pupil withdraws
- d. Must reimburse the school for any lost, destroyed or damaged textbooks issued to that student
- e. Must enter his/her name inside the front cover of the textbook.

4. Textbook Fines

- a. The collection of fines for damaged textbooks is strictly local policy. Money collected for abused books in the form of fines is retained by the school.

(1) Damages % of Cost of Book

- (i) Torn pages 25%
- (ii) Ink and/or pencil marks:
 - (a) Minor = \$1.00/page

- (b) Major = 25%
 - (iii) Loose bindings (due to misuse) 50%
 - (iv) Missing pages 100%
 - (v) Obscenities (drawn or written) 100%
 - (vi) Damages that prevent re-issuing book 100%
- b. If a student pays for a book in full (100%), he/she is entitled to keep that book.

E. School Funds

1. In order to make any purchase involving school funds you must submit a completed "Supply Request" form along with a written/typed order for approval.
2. The Head of School/Designee will indicate approval on the form then forward to the Director of Finance and Personnel.
3. Once approved submission to the school office for ordering will be made.
4. It is necessary to have the employee name, vendor name, address, phone number, and EIN number on the form.
5. Orders requiring purchase order will be handled by the school office and the Director of Finance and Personnel.
6. All trip and fundraiser monies should go through the school account unless directed otherwise.
 - a. See
 - b. See Fieldtrip Policy for request of funds.
7. All fundraisers must have prior approval of the Head of School/Designee. This approval will be requested on the Fundraiser Request Form.

F. Activity Calendar

1. An overall plan showing activities for the year (i.e., fund raising projects, special events, use of the cafeteria, and other important dates) will be kept on a master calendar available in the Main Office and online at <http://www.google.com/calendar/embed?src=providencecreek%40gmail.com>
2. All teachers scheduling such events must check with the office personnel who are in charge of the activity calendar.

G. Announcements

1. All announcements should be written or e-mailed and turned in to Office personnel responsible the day before they are to be announced.

H. Budgetary Process

1. All teachers have the opportunity to have input in the development of their school budget within their grade level or subject area.
2. The Head of School/Designee will meet with the staff to discuss the budgetary process and meeting grade level or department needs.

I. Hall Pass

1. No student should be in the halls without a hall pass/agenda book. This is to be used every time a student leaves your room, except at the period change.
2. This form must be filled out completely, and in ink.
3. Exception: Sickness or an emergency will not require a corridor pass/agenda book.
4. Do not leave any corridor passes/agenda books lying around on your desk and do not sign in advance.

IV. Section IV – Academic Information

I. Grading Policy – Grades 1 - 8

a. Grade Reporting

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

b. Grading System

12. All academic grades below 70% are failing.
13. All Citizenship grades below 2- are failing.
14. The following grades will be reported:

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

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

II. Homework Policy

- a. Homework will count towards students' citizenship or work/study habits grade. To ensure homework is appropriate, teachers should follow these guidelines:
 1. Assign meaningful homework. Legitimate purposes for homework include practicing a skill or process that students can do independently, pleasure reading (40-50 minutes per week tracked through a reading log), and providing opportunities for students to explore topics of their own interest.
 2. Design homework to maximize the chances that students will complete it. For example, ensure that homework is at the appropriate level of difficulty and offers authentic, engaging opportunities to apply knowledge. Students should be able to complete homework assignments independently with relatively high success rates, but they should still find the assignments challenging enough to be interesting.
 3. Involve parents in appropriate ways, for example, as a sounding board to help students summarize what they learned from the homework, without requiring parents to act as teachers or to police students' homework completion.
 4. Carefully monitor the amount of homework assigned so that it is appropriate to students' age levels and does not take too much time away from other home activities. The National PTA recommendation is 10 minutes per night per grade level, (e.g., 20 minutes for second grade, 80 minutes for eighth). A good practice may be to assign weekly homework which would allow students to complete the assignments at their own pace throughout the week, for example a Wednesday to Wednesday homework assignment so students also have a weekend to complete the assignment. Teachers should keep in mind that there does not have to be an assignment for each day. Concentrate on quality versus quantity.

III. Make-Up Work

- a. In the case of absence from school, a student's make-up work will be completed within the number of days the student is absent beginning with the date work is provided to the student. Students will receive full credit for work completed in this time.
- b. When a student is truant, the work missed can be made up with full academic credit and no citizenship credit.

- IV. Tutorials
 - a. School may provide tutoring in math and reading as needed.
- V. Late Work
 - a. Late work is accepted up to 3 school days after due date. The work will receive full academic credit and zero citizenship credit (a score of 0) in the responsibility category.
- VI. Missing/Incomplete Work
 - a. Work not handed in will not be averaged into the academic grade and receive zero points in the responsibility category.
 - b. Missing/Incomplete work may result in a grade of Incomplete (I) for a marking period and/or final course grade
 - c. A final course grade of Incomplete (I) will result in mandatory Summer School attendance in courses eligible in the PCA Retention and Promotion Policy.
- VII. Summer School
 - a. PCA Summer School is a tuition-based program designed for students who have failed a course or have not met the requirements for promotion to the next grade.
 - b. Students are required to provide their own transportation to and from school.
 - c. Promotion to the next grade is determined in accordance with the Providence Creek Academy Charter School Promotion and Retention Policy.
 - d. Enrollment and attendance alone do not satisfy the requirements for successful completion of a summer school course. All course requirements must be met.
- VIII. Promotion/Retention/Placement
 - a. A student must meet the grade level criteria for promotion.
 - b. Parents of students in danger of being retained must be notified no later than the end of the second trimester. Reasons for possible retention and suggestions for increasing the child's achievement level must be provided.
 - c. Retained students will be assigned to a new classroom and teacher unless the teacher, student, parents, and administration agree that identical placement will be beneficial or necessary or unless no other placement is available.
 - d. A fee based summer school program will be available for students who fail Reading, Writing, Mathematics, science, or social Studies.
 - e. A student who has failed more than one core subject area (Reading, Writing, Math, Science, and Social Studies) will not be eligible for promotion through the summer school program.
 - f. Grade level criteria must be met by the end of summer school in order to be considered for promotion.
 - g. All retention decisions will be reviewed by the administrative team.
- IX. Criteria for Promotion
 - a. Kindergarten: A student will be considered for retention if he/she has not mastered the comprehensive Kindergarten curriculum, with a year-end grade average of a 70% or higher in each of the following core subject areas: Reading, Writing, Math, Science, and Social Studies.
 - b. Grades 1-2: A student will be considered for retention if he/she has not mastered the comprehensive curriculum of the current grade level, with a year-end grade average of 70% or higher in each of the following core subject areas: Reading, Writing, Math, Science, and Social Studies.
 - c. Grades 3-8: A student will be considered for retention if he/she has not mastered the comprehensive curriculum of the current grade level, with a year-end grade average of a 70% or higher in each of the following core subject areas: Reading, Writing, Math, Science, and Social Studies.
 - a. Citizenship: A student must achieve an overall citizenship average of 2- or above in all classes. Any student that fails the overall citizenship average is eligible for summer school for a fee equal to other summer school program costs. The summer school program will consist of study habits, community service, bullying prevention, positive behavior, and more as appropriate.

Revised by the Board of Directors on July 15, 2008

Approved by the Board of Directors July 15 2008

Revised by the Board of Directors June 28, 2011

Revised by the Academic Excellence Committee July 21, 2015

Approved by the Board of Directors August 18, 2015

Revised by the Board of Directors April 25, 2017

A. Substitute Teacher

1. The substitute teacher depends upon the regular teacher to keep the substitute's needs in mind.
 - a. Seating Charts - Seating charts that are complete and correct are a substitute's greatest aid.
 - b. Lesson Plans - The lesson plans that a teacher leaves often reflect his/her consideration for students and for the substitute.
 - (1) Discipline problems are generally minimized when quiet work is assigned.
 - (2) Checking exercises, etc., that are unfamiliar to the substitute is often an opening for control problems.
 - (3) Three (3) days emergency lesson plans shall be written and turned in to the Main Office.
 - (i) Supporting materials should be placed in a prominent location in the classroom with that location noted on submitted plans.
 - (ii) This must be completed no later than September 30th of each school year.

B. Honor Roll

1. Excellence in education is a goal that every school system strives to accomplish. Each twelve-weeks, students in Providence Creek Academy are recognized for their academic excellence by their selection to the Honor Roll.
2. The Providence Creek Academy Charter School uses the following honor roll guidelines:
 - a. High Honor Roll - Students receiving A's in all reported areas.
 - b. Honor Roll - Students receiving any combination of A's and B's in all reported areas.

C. Special Education

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

D. Library

1. The resources and services of the Library are readily accessible to all students and teachers.
2. The Library houses a variety of printed materials including:
 - a. Nonfiction books, which provide background information for each subject taught and for every unit, covered.
 - b. Standard reference books, such as encyclopedias, almanacs, atlases, and other sources of information.
 - c. Periodical literature consisting of magazines and a variety of daily newspapers.
 - d. Recreational reading material.
3. The Library can provide educational opportunities for whole classes, small groups, and individual students. Included are:
 - a. Assistance in locating information.
 - b. Use of audio-visual materials, including those which have been commercially prepared as well as those which have been made by teachers.
4. The Librarian will help plan and implement instruction in the Library where successful learning activities are based upon:
 - a. Worthwhile assignments, which are related to the curriculum and the student's personal interests.
 - b. Assignments that have been adjusted to the student's ability, the time allotted, and the available resources.
 - c. Cooperation between the Librarian and each individual classroom teacher.
 - d. Thoroughly prepared students who:
 - (1) Understand the assignment and its objectives.
 - (2) Know which area of the Library has been reserved for them.
 - (3) Bring the supplies they need.
 - (4) Behave properly in the Library.

Revised by the Board of Directors June 28, 2011

V. Section V - Student Code of Conduct

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

Level One Offenses: These behaviors are common behaviors that may occur in the classroom. It is the expectation that the classroom teacher will manage all of these behaviors successfully and notify parent/guardian via email and/or phone call.

Level One Offenses	Level One Consequences
<ul style="list-style-type: none"> • Failure to follow classroom rules • Inappropriate use of language • Minor Disruptions of class and common areas • Failure to complete work 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 and staff • Cell phone/electronic possession or use between 7:45AM-3:30PM (1st offense) 	<ul style="list-style-type: none"> • Teacher and Student conference to encourage the correct behavior and, • Student will apologize (written or verbal) <p>And/or one 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 parent pick up at the end of the day.

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

Level Two Offenses	Level Two Consequences
<ul style="list-style-type: none"> • Multiple Level One offense (3+) • Severe Disruption of class • Dishonest behavior • Dress code violation (2nd offense) • Leaving area without permission from teacher • Severe Disrespect toward peers or staff (i.e. use of profanity and insubordination) • Cheating (1st offense) 	<ul style="list-style-type: none"> • Parent notification via email and/or phone call and, • Written or Verbal apology, <p>And one of the following:</p> <ul style="list-style-type: none"> • Appropriate community service • After School detention (mandatory grades 4-8 for Dress code violation) • Behavior plan addressing specific behavior

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

Level Three Offenses	Level Three Consequences
<ul style="list-style-type: none"> • Multiple Level Two offense (3+) • <u>Missing 2+ detentions</u> • Cell phone/electronic possession or use between 7:45AM-3:30PM (2nd offense) • Dress code violation (3rd offense) • 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 	<ul style="list-style-type: none"> • Cell phone/electronic item confiscated and held until parent pick up at the end of a week. • Written or verbal apology, and • Conference with student, parent, and teacher and/or administration designee, and <p>And one of the following:</p> <ul style="list-style-type: none"> • In- school suspension (when available) • Suspension from school for (1-10 days) • Alternative Placement or Expulsion • Filing a report under the guidelines of the Delaware Department of Education

E. Definitions and Procedures:

1. Time Out

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

2. Teacher Lead Detention

- a. After a Level Two offense, a teacher may choose to have a student stay after school from 3:30pm to 4:30pm under their supervision.
- b. This time may be used to write an apology, complete community service, or other appropriate consequences.
- c. Parents must be given two days notice prior to detention being served and confirm the date with the teacher in writing by returning the signed detention notice.
- d. Failure to attend detention will result in further disciplinary action. Except for medical absence from school, no other excuse will be accepted.

3. Community Service

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

4. In-School Suspension

- a. After a Level Three offense the teacher, parent and/or administrator may assign in-school suspension for a period of not more than three days.
- b. Either the administrator or his/her designee will supervise the student through the day.
- c. Prior to returning to class, the student, parents, teacher and/or administrator will meet to discuss expected behavior and goals when returning to the classroom.
- d. This is only an option when staff is available to supervise.

5. Out-of-School Suspension

- a. Out-of-school suspension may be short term or long term depending on the severity of the offense.
- b. 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.

6. Expulsion

- a. Providence Creek Academy Charter School has a zero tolerance policy for behaviors that endanger students and staff.
- b. Alternative School placement (depending upon age), or expulsion is the final step in limit setting when other consequences are not severe enough for the offense committed.
- c. Expulsion is the most serious consequence and will only be applied after a hearing with the school board, parents, teachers and administrator.
- d. 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.
- e. As required by law the local police and Department of Education will be notified of a student's infraction and charges will be filed as required.

7. Appeal Process

- a. A student may appeal any long-term out-of-school suspension (greater than five days), alternative placement or expulsion.

- b. An appeal must be submitted in writing to the school administrator within 48 hours of original disciplinary action.
- c. The school board will convene as soon as reasonably possible and provide a written response to the student.
- d. All appeals outside of the time frame must be addressed to the State Board of Education.

8. Attendance at School Sponsored Functions

- a. Any student that has multiple discipline referrals will not be permitted to attend school sponsored trips or activities until the Head of School/Designee has approved the student to attend. This would include sports activities, field trips, dances, etc.

F. Tips for Good Discipline

1. Teachers have two discipline responsibilities:

- a. First, to help pupil's learn that they are responsible for their behavior;
- b. Second, to provide a good learning situation.
- c. Neither of these can be taken lightly, because a teacher's success depends upon the effectiveness with which they are managed.
- d. Methods designed to prevent undesirable behavior are more effective than those that correct mistakes.
- e. Positive forces are generated where class activities are organized to keep pupils constructively busy with purposeful, enjoyable work during the class time.
- f. Positive methods of control include:
 - (1) Careful planning of class work. Planning for and teaching children at their own instructional level, reduces frustration.
 - (2) Establishing classroom procedures so students know expectations.
 - (3) Expecting observance of school policies.
 - (4) Being consistent in the application of school and class rules.
 - (5) Monitoring the classroom continually.
 - (6) Keeping students on task.
 - (7) Giving clear directions.
 - (8) Giving specific instructions to students.
 - (9) Using a variety of teaching strategies.
 - (10) Speaking clearly and enthusiastically.
 - (11) Reinforcing appropriate behavior.

G. Parental Involvement

- 1. Parents are encouraged to be involved with their child's education.
- 2. Good cooperation and communication between home and school will result in better education.
- 3. Parents and teachers are, therefore, encouraged to make appointments as needed. One of the best ways to get to know people and keep people informed is the parent-teacher conference. The following suggestions should be helpful in planning parent-teacher conferences.
 - a. Review the pupil's records and make definite plans for the conference.
 - b. Schedule a specific time for the conference in a setting of privacy and confidence.
 - c. Have the pupil's records and samples of his work to show to the parents.
 - d. Ask questions of the parents concerning the pupil's interests.
 - e. Be objective in attitude when expressing the pupil's strengths and weaknesses.
 - f. Ask the parents for suggestions and give constructive suggestions of your own to help in the pupil's development.
 - g. Be aware of the importance of the parent leaving the conference with a positive attitude about his/her child's need and his/her development.
- 4. One or more conferences during each school year between a teacher and the parents is required if the student is not maintaining passing grades or achieving the expected level of performance or presents some other problem to the teacher or in any other case the teacher considers necessary.

5. If a student receives an "F" in any class on any nine-week report card, the parents will be notified of the need for a conference with the teacher who issued the failing grade. The parent must be given the option of two or more dates for the conference.
6. All such conferences must be documented by the teacher.

VI. Section VI – Student Dress Code

Pants

Regular straight leg, ankle length, dockers, chino, or cargo style khaki, navy blue, or black dress pants must be worn. Pants need to **fit** the student; they cannot be skin-tight or excessively loose fitting. **Skinny, denim, wide-legged, yoga, logos, or designs of any kind are not allowed.** Pants are to be worn at the waistline. Loose fitting, those hanging off the waistline and pants that are excessively tight are not acceptable. Undergarments cannot be visible. Midriff or bottoms cannot be exposed. Leggings are not accepted as pants. **Any rips, tears, and/or excessive stains in pants are not acceptable. Pants may not be tucked into footwear unless it is during inclement weather.**

Shorts

Shorts may be worn in khaki, navy blue or black and must be 2 inches above or below the knee. Shorts are worn only from August to Thanksgiving break and again after spring break. **Any rips, tears, and/or excessive stains in shorts are not acceptable.**

Shirts

Collared short sleeved or long sleeved polo shirts in solid white, dark purple, navy, or black may be worn un-tucked with school pants. Button up dress shirts may be worn in the above colors, but must be tucked into pants. **Shirt logos are not to be any larger than 1 inch by 1 inch (stamp size). LIGHT BLUE IS NO LONGER PERMITTED.**

-Undershirts: Students are allowed to wear an undershirt, turtleneck, or tank top **but only with the above option of collared shirts and cannot be visible.** Undershirts, turtlenecks, or tank tops may be **solid white only or solid black.** Undershirts, turtlenecks, or tank tops cannot have logos or designs that can be seen through the top shirt or down the sleeves. **Any rips, tears, and/or excessive stains in shirts are not acceptable.**

Sweaters

Solid colored sweaters can be worn over the required shirt in navy blue, white, black, or purple. Crew neck, V-neck, cardigan sweaters, or vests are acceptable for wearing. No sweatshirts with or without hoods (hoodies) may be worn in class. **Any rips, tears, and/or excessive stains in sweaters are not acceptable.**

PCA Classroom Wear

Students may wear PCA sportswear inside the classroom during instruction time under the following conditions: sportswear must be made of either fleece or nylon material. No other material is permitted. Sportswear may be half zip or full zip in the front, pullovers are permitted, the only logos permitted must be PCA approved; iron on logos are available at no cost. White, Navy Blue, Purple and Black are the only approved colors, no kangaroo pockets are allowed, thumb holes are permitted, school shirts must be worn under the outerwear, no hoodie of any kind is allowed in the classroom.

Skorts/Skirts/Capris/Jumpers/Polo Dresses

Skorts, skirts, jumpers/polo dresses, or capris must be khaki, navy, purple, or black in color and must be 2 inches above or below the knee. Stockings must be worn with skorts, skirts, jumpers, and/or polo dresses from Thanksgiving Break until Spring Break. No denim, stripes, logos, designs of any

kind is allowed. **Any rips, tears, and/or excessive stains in skirts, skorts, jumpers/polo dresses, or capris are not acceptable.**

Shoes

The type/style of shoes is optional. **Sneakers are permitted but must be in clean and in good condition.** Dress shoes are permitted, however students are responsible for bringing a change of shoes on the days of PE. Sandals are permitted, but must have a strap on the back. NO FLIP FLOPS or slides are allowed. Slippers are not acceptable footwear. **Pants may not be tucked into footwear unless inclement weather occurs.**

Socks

Socks must be solid white, navy, or black. *Socks with bold colors and designs are not permitted.

Stockings

Stockings, tights, or leggings may be navy, white, black, or tan. They must be plain, without designs, stripes, or logos. Leggings may be worn but only under a skirt. Thigh highs are not acceptable. **Stockings must be worn from Thanksgiving Break until Spring Break.**

Belts

For grades K-3rd: Solid black or brown belts are optional.

Grades 4th-8th: Solid black or brown belts are to be worn when shirts are tucked into pants. Button down shirts must be tucked into pants.

Jewelry

The only jewelry permitted will be simple studs or small hoop earrings no larger than a quarter or 1 inch in length. No more than two earrings per ear are allowed. Ear clips, nose rings, or any other body piercings are not allowed. Necklaces may be worn, but cannot cause disruptions or distractions during the school day.

Hair/Make-up

Students must keep their hair neat and out of their eyes. Students may only dye their hair in a color that is naturally grown out of a person's head. Bright colors and unnatural shades of hair dye (pink, purple, blue, etc...) are not acceptable. Make-up is allowed but cannot be distracting to the learning environment. Hair accessories need to be minimal and cannot be other than barrettes, head bands, hair ties, or bobby pins.

Accessories

Sunglasses are not permitted to be worn in the buildings (on eyes or head). **Electronics are not permitted to be worn on the student or to be in their possession from 7:45am- 3:30pm and must be stored in a locker.** Any additions to Providence Creek Academy's dress code standards above are not allowed. This includes scarves, hats, bandanas, wallet chains, outerwear, and extreme hair accessories.

Providence Creek Academy may offer additional dress code appropriate items throughout the school year for purchase.

***Violating these dress codes rules will result in a disciplinary referral.** 1st offense, level one; 2nd offense, level 2, 3rd offense, level 3, and a parent will need to come to school to correctly dress/bring clothes to his/her child.

APPROVED BY THE BOARD OF DIRECTORS MAY 5, 2014

REVISED BY THE BOARD OF DIRECTORS MAY 23, 2017

VII. Section VII – Athletic Policy

Mission Statement

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

The program goals are threefold:

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

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

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

Alcohol and Other Drugs (AODA) Policy

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

Team Selection

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

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

- A. Students turn in permission slips to the athletic director. The coach then decides whether a cut is necessary and if so, how many students are to be cut.
- B. All students attend a minimum of the first two practices/tryouts in order to be evaluated.
- C. Coaches evaluate students and make roster selections according to the following criteria (in no particular order):
 1. Ability

2. Effort/Attitude
3. School behavior
4. Commitment to AODA contract
5. Classroom work completion
6. Classroom academic progress
7. Grade level-In the case of all else being equal, an emphasis will be placed on keeping the student from the highest grade level.

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

Student Eligibility

A. Student Records

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

B. Unexcused absences

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

C. Academic Eligibility

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

D. Eligibility

1. A student's academic and behavioral progress will be determined on a per game basis. The athletic director/coach will supply a list of team members to all appropriate teachers the day prior to each game.

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

Responsibilities of Others

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

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

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

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

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

Coach Evaluation

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

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

Feedback forms will include items such as:

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

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

Appeals

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

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

Out of Season Participation/Coaching

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

Approved by the Board of Director November 19, 2003

Revised by the Board of Directors December 20, 2005

Revised by the Board of Directors April 15, 2008

Revised by the Board of Directors July 19, 2011

VIII. Section VIII – Bullying Policy

Providence Creek Academy Policy for Bully Prevention & Cyberbullying

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

Prohibition of Bullying Which Includes Cyberbullying

To further these goals and as required by 14 Del. C. 4112D, the District/Charter School hereby *prohibits the bullying of any person on school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network or other electronic technology of a school district or charter school from grades kindergarten through grade twelve. In addition, cyberbullying (as defined herein) is prohibited by students directed at other students. Incidents of cyberbullying shall be treated by each school district and charter school in the same manner as incidents of bullying. The District/Charter School further prohibits reprisal, retaliation or false accusation against a target, witness or one with reliable information about an act of bullying.*¹

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

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

Definition of Bullying & Cyberbullying

- A. *As used in this policy, bullying means any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee that a reasonable person, under the circumstances should know will have the effect of:*
- 1. Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property; or*
 - 2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or*
 - 3. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or*
 - 4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.*
- B. *As used in this policy, cyberbullying means the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction which (1) interferes with a student’s physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to*

¹ Legal or Regulatory Requirements are in *italics* throughout this model policy. This policy is due to the passage of HB 268 and SB 193, respectively, of the 146th General Assembly and 14 DE Admin Code 624 – School District/Charter School Policy Prohibiting Cyberbullying.

limit a student's ability to participate in or benefit from the educational programs of the school district or charter school. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.

- 1. Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim.*
- 2. The place of origin of speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school or district materials.*

Explanation: Bullying is usually defined as involving **repeated** acts of aggression that aim to dominate another person by causing pain, fear or embarrassment. However, one act alone may constitute bullying if the requisite intent and effect set forth in the definition are met. Bullying may be perpetuated by an individual or a group. It may be direct or indirect. Although a person may be repeatedly bullied, a different person might be doing the bullying each time, which may make it difficult to recognize that bullying is occurring. An act is intentional if it is the person's conscious objective to engage in conduct of that nature. The actions listed below are some examples of intentional actions which may become bullying depending on their reasonably foreseeable effect:

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

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

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

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

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

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

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

School-wide Bully Prevention Program

The District/Charter School is committed to support each school in their adoption of a school-wide bully prevention Program. *Each school is directed to develop or adopt a school-wide bully prevention program that is research-based.*

- A. Each school will strive to meet these goals:
 1. Reduce existing bullying problems among students
 2. Prevent development of new bullying problems
 3. Achieve better peer relations and staff-student connections at school
- B. In order to be a school-wide program, the program must contain:
 1. School-level components
 - a. All school staff will to strive to:
 - i. Treat others with warmth, positive interest and involvement
 - ii. Set firm limits for unacceptable behavior
 - iii. Apply nonphysical, non-hostile negative consequences when rules are broken.
 - iv. Act as authorities and positive role models
 - v. Solve bullying problems in a consistent manner across all grade levels and all school locations.
 - b. *A Coordinating Committee will be created, as described in Section IV of this policy.*
 - c. *The school's supervisory system in non-classroom areas will be reviewed as set forth in Section IV of this policy.*
 - d. The following principles will apply to everyone on school property or at a school function:
 - i. I will not bully others
 - ii. I will try to help anyone that I suspect is being bullied
 - iii. I will try to include students who are left out.
 - iv. If someone is being bullied, I will tell an adult
 - e. School-wide programs may also include a school kick-off event, committee and staff trainings, school-wide questionnaires, staff discussion group meetings, and programs to involve parents, as determined by the Coordinating Committee.
 2. Classroom level components
 - a. Post and enforce principles against bullying
 - b. Regular, ongoing class meetings, discussions, or role playing activities
 - c. Involve parents in bullying prevention
 - d. Find creative ways to incorporate issues involving bullying into the regular curriculum.
 3. Individual Level Components
 - a. Supervise students' activities
 - b. Ensure that all staff intervene appropriately on the spot when suspected bullying occurs
 - c. Discuss bullying behavior with students who bully and (separately) with targets of bullying, and with their parents.
 - e. Develop Behavioral Intervention Plans for involved students, with a graduated response.
 - f. Address bystander involvement.
 4. Community Level Components
 - a. Develop partnerships with community members to support your school's program
 - b. Help spread anti-bullying message in the community
 - c. Involve community members in the Bully Prevention Coordinating Committee.
- C. Resources and Curricula

A list of recommended supplemental materials and resources is attached hereto as Exhibit A. The District/Charter School encourages staff to find or create appropriate bullying prevention resources that can be used within the overall structure set forth above without compromising the fidelity of the school-wide program. Classroom curricula may be used as one part of the implementation of the school-wide program, but must not be the sole component of the program.

D. When setting up their school wide bully prevention program, each school should avoid the following:

1. Relying on quick fixes. A one-time speaker may be one component of the program but by itself does not meet the requirements of a school wide program.
2. Providing group treatment or self-esteem programs for students who bully is inappropriate as research shows that these methods are counterproductive.
3. Focusing on anger control management for those who bully. Bullying is not a result of uncontrolled anger toward the target, but rather proactive aggressive behavior. Anger management may be more appropriate for participants in mutual conflicts or for those who are being bullied.
4. Providing Mediation/Conflict Resolution for bullying. The power imbalance involved in bullying may make the process intimidating for the victim and therefore inappropriate. These methods are useful only where the peers involved in conflict were formerly friends, or in situations of normal peer conflict that is not based on a power imbalance.
5. Exposing a specific victim's feelings to the bully or class.

Coordinating Committee

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

A. When setting up the Committee the principal may wish to consider including other persons in addition to those required, such as a school counselor, school psychologist or other school-based mental health professional, a school resource officer, a nurse, a librarian, or a representative from the medical, business or faith-based community who might have a stake in the results of the program. The principal should also decide on an appropriate award system for the committee, within available resources.

B. The Committee shall:

1. Hold regular meetings
2. Select a coordinator of the program
3. Consider, decide upon and coordinate any staff training sessions (beyond the 1 hour gang and bully prevention training required in 14 Del. C. 4123A), as needed.
4. Create and maintain a training log (either paper or electronic) to keep a record of the school staff which have been trained, and what training they have received. Decide upon the need for and provide short, concise training updates in writing or at staff meetings.
5. Consider, decide upon and oversee formal or informal evaluation techniques and materials (such as questionnaires), as needed
6. Consider, decide upon and order materials, as needed
7. Consider, decide upon and lead staff discussion groups as needed

8. Consider and decide upon additional guidelines for consistent positive consequences for those who follow the rules and consistent negative consequences for students who break them.
9. Review and refine the school supervisory system.
10. Plan a school kick-off event
11. Establish subcommittees, as needed
12. Decide upon and implement methods of notification to students, parents and the community concerning the school-wide program.

Reporting Requirements

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

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

1. Initial Concerns
 - a. Staff members are encouraged to watch for early signs of bullying and stop them before they worsen.
 - b. Even though there has been no report of bullying to a staff member, each staff member is encouraged to be vigilant and look for students who appear to be isolated from other students, about whom inappropriate comments are made by other students, or who show signs of peer victimization.
 - c. To confirm their concerns the staff member may choose to take the following steps:
 - i. Intensify observations of student in question
 - ii. Confer with colleagues about that student
 - iii. Consult the school's bullying database.
 - iv. Take an informal survey of students about class climate
 - v. Engage in short personal interviews with some students
 - vi. Conduct a brief sociometric survey
 - vii. Contact the parent to see how student likes school
 - viii. Speak privately with the victim
2. Written Report
 - a. If measures confirm the staff member's concerns that a student is being bullied, if a staff member receives a report of a bullying matter, or if a staff member observes a bullying incident, they must inform the principal or designated person immediately and in writing within 24 hours. The written report shall be reasonably specific as to actions giving rise to the suspicion of bullying and shall include:
 - i. Persons involved, designating bully, target, and bystanders roles.
 - ii. Time and place of the conduct and alleged, number of incidents.
 - iii. Potential student or staff witnesses.
 - iv. Any actions taken.
 - b. Short, easy to use forms can be obtained from the school administration or district/charter school office.

Investigative Procedures

A. *Each school is required to have a procedure for the administration to promptly investigate in a timely manner and determine whether bullying has occurred and that such procedure include investigation of such instances, including a determination of whether the target of the bullying was targeted or reports being targeted wholly or in part due to the target's race, age, marital status, creed, religion, color, sex, disability,*

sexual orientation, gender identity or expression, or national origin. This does not preclude schools from identifying other reasons or criteria why a person is a target of bullying.

1. All complaints must be appropriately investigated and handled consistent with due process requirements.

2. Each principal may designate a person or persons to be responsible for responding to bullying complaints.

3. Neither complainant nor witnesses should be promised confidentiality at the onset of an investigation. It cannot be predicted what will be discovered or what kind of hearing may result. However, efforts should be made to increase the confidence and trust of the person making the complaint. Whenever practical, the investigating person will make efforts to document the bullying from several sources. This prevents the bully, when confronted, from assuming that the victim is the complainant. Student victims may have a parent or trusted adult with them, if requested, during any investigatory activities.

4. After receiving notice of the suspected bullying, either through a short form, an incident report, or an anonymous or other written complaint, the designated person will review the complaint in conjunction with any other related complaints. Reasonable steps will then be taken by the designated person to verify the information and to determine whether the information would lead a reasonable person to suspect that a person has been a victim of bullying.

5. Once the principal or designated person has confirmed that a person has been the victim of bullying, the principal or designated person will take prompt investigatory steps to determine who committed the acts of bullying and whether others played a role in perpetuating the bullying. The principal or designated person will avoid forewarning the student suspects, and will interview suspects separately and in rapid succession.

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

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

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

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

B. *All reported incidents of bullying, regardless of whether the school could substantiate the incident, must be reported to the Department of Education by the principal or his designee within five (5) working days pursuant to Department of Education regulations.*

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

Non-Classroom Supervision

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

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

1. Determine the “hot spots” for bullying in the building, and why those hot spots exist.

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

Consequences for Bullying

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

- A. Consequences should take into account:
 1. Nature and severity of the behaviors
 2. Degrees of harm
 3. Student's age, size and personality (including development and maturity levels of the parties involved)
 4. Surrounding circumstances and context in which the incidents occurred
 5. Prior disciplinary history and incidences of past or continuing patterns of behavior
 6. Relationships between the parties involved (including any imbalance of power between the perpetrator and victim)
 7. Ease of use for staff (within available resources and time constraints)
- B. *The appropriate range of consequences for bullying is as follows:*
 1. Removal of positive reinforcers:
 - a. Time-out.
 - b. Loss of a privilege.
 2. Use of negative or unpleasant stimuli:
 - a. Rebuke or verbal reprimand clearly specifying what is not acceptable and consequences if repeated.
 - b. Notice to parent (required by law)
 - c. Serious talk with school staff member.
 - d. Serious talk with school staff member with parents present.
 - e. Supervised break times.
 - f. Behavioral report cards sent home.
 - g. Creation of a behavior contract.
 - h. In-school suspension.
 - i. Detention.
 - j. A period of inclusion in the Learning Support Unit.
 - k. Reassignment of seats in class, lunch or on bus.
 - l. Forbidden to enter certain areas of school.
 - m. Reassignment of classes.
 - n. A referral to an external agency
 - o. Reassignment to another school, or another mode of transportation.
 - p. Expulsion.

- q. Report to Law Enforcement officials
- 3. In addition, but never as replacement for disciplinary action, formative activities should be given, which may include:
 - a. Reparation to victim in the form of payment for or repair of damage to possessions out of bullies own money.
 - b. Cooperation with assessment of problems.
 - c. Education about what bullying is and why it is not acceptable.
 - d. Documentation on books or films about bullying.
 - e. Completion of bully related workbooks.
 - f. Completion of Letter of acknowledgement of actions to victim (only after reviewed by staff and never in cases of sexual bullying).
 - g. Completion of psychological assessment or evaluation.
 - h. Completion of counseling (In house or referral to an outside agency, individual or family).
 - i. Cooperation with a behavioral management program developed in consultation with a mental health professional.
 - j. Submission to a psychological, psychiatric or neuropsychiatric evaluation before bully can return to school.
 - k. Completion of community service.
- C. The District/Charter School believes that positive consequences should be given when students are obeying the rules about bullying. These consequences may include:
 - 1. Enthusiastic, concrete, behavior-specific praise
 - 2. Creative consequences that are truly positive for your students considering their age, sex, and maturity level.
- D. The District/Charter School believes that victims should be given support. If bullying is suspected, staff members will make an effort to:
 - 1. Find a private opportunity for discussion with victim.
 - 2. Discuss with victim what support they need.
 - 3. Ensure their safety.
 - 4. Record the event and follow through with actions.
 - 5. Provide the victim with opportunities to gain peer support.
 - 6. Refer the victim to available help in-school.
 - 7. Provide the victim with an opportunity to explain to the alleged perpetrator that the conduct is unwelcome, disruptive, or inappropriate either in writing or face to face, if the victim chooses to do so.
 - 8. Make referrals to external agencies if necessary.
 - 9. Provide the victim with information for mental health or medical treatment needs.

Training

A. *The District/Charter School will provide a combined training each year totaling at least one (1) hour in the identification and reporting of criminal youth gang activity pursuant to § 617, Title 11 of the Delaware Code and bullying prevention pursuant to § 4112D, Title 14 of the Delaware Code. The training materials shall be prepared by the Department of Justice and the Department of Education in collaboration with law enforcement agencies, the Delaware State Education Association, the Delaware School Boards*

Association and the Delaware Association of School Administrators. Any in-service training required by this section shall be provided within the contracted school year as provided in 14 Del. C. § 1305(e).

B. All school employees must either attend the provided training session live or watch the official training materials provided by the district/charter school in lieu of attendance, with written proof in the form of signing in an out of the live session, or signing the film in and out, and providing adequate written answers to questions about the training materials.

Reporting Procedures

A. *The procedures for a student and parent, guardian or relative caregiver pursuant to 14 Del. C. § 202(f) or legal guardian to provide information on bullying activity will be as follows:*

1. If a child complains of bullying while it is happening, the staff member will respond quickly and firmly to intervene, if safety permits, if the situation appears to that staff member to involve bullying or real fighting.

2. If a child expresses a desire to discuss a personal incidence of bullying with a staff-member, the staff-member will make an effort to provide the child with a practical, safe, private and age-appropriate method of doing so.

3. A letter box will be placed in a place or places selected by the committee, so that students who feel unable to talk to any staff can have a point of contact. Information found in the box must be treated with care and a staff-member or members will be designated to be responsible for this information. Blank “Bullying – request for support forms” will be available to all students, but are not required for a report.

4. Written complaints shall be reasonably specific as to actions giving rise to the complaint and should include information as to:

- a. Conduct involved
- b. Persons involved, designated bully, target, and bystanders’ roles
- c. Time and place of the conduct alleged, number of incidents
- d. Names of potential student or staff witnesses.
- e. Any actions taken in response

5. Short, easy to use complaint forms can be obtained from the school administration or district/charter school office.

6. An electronic system will be established whereby a person can email anonymous complaints of bullying that only designated persons will have access to.

7. Anyone may report bullying. A report may be made to any staff member. Reports should be made in writing.

8. Each principal will designate a person or persons responsible for responding to bullying complaints.

9. Every identified complainant who files a written complaint with a staff member will receive a written explanation of results to the extent that it is legally allowed and be given an opportunity to inform the designated person as to whether or not the outcome was satisfactory. Easy to use follow-up forms will be made available.

10. Every confirmed bullying incident will be recorded in the School Register of Bullying incidents, which will be a central record for designated staff to read. This will give an indication of patterns which may emerge of both bullies and victims.

Anonymous Reports

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

Notification of Parents, Guardian or Relative Caregiver

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

Retaliation

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

Procedure to Communicate with Medical and Mental Health Professionals

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

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

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

3. After confirmation that a child has been involved in a bullying incident, if the principal or designated person recommends a mental health evaluation be completed, the school may:

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

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

4. Summary of this evaluation shall be shared at a meeting with student, parent/guardian and school principal or designated person prior to return to school or the general population.

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

Implementation

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

Accountability

Each school shall notify the District/Charter School Board in writing of their compliance with this policy and submit a copy of the procedures they have adopted under this policy by January 1, of each school year. Each school shall verify for the District/Charter School Board the method and date that the policy has been distributed, to all students, parents, faculty and staff.

Awards

In any year when the Delaware Department of Education provides an awards system for exemplary bullying prevention programs, the District/Charter School shall submit a nomination of 1 exemplary school and the

reasons why it believes that school should receive an award for its Bully Prevention Program, with supporting documentation.

Immunity

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

Other Defenses

A. *The physical location or time of access of a technology-related incident is not a valid defense in any disciplinary action by the school district or charter school initiated under this policy provided there is sufficient school nexus.*

B. *This section does not apply to any person who uses data or computer software that is accessed through a computer, computer system, computer network or other electronic technology when acting within the scope of his or her lawful employment or investigation of a violation of this policy in accordance with school district or charter school policy.*

Relationship to School Crime Reporting Law

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

School Ombudsperson Information

The telephone number of the Department of Justice School Ombudsman shall be provided in writing to parents, students, faculty and staff; and shall be on the website of the school district and each school. The contact information shall also be prominently displayed in each school.

Informing Students of Electronic Mediums

Upon implementation of this policy, and again at the beginning of each academic year, each school district and charter school shall inform students in writing of mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings. From implementation of this policy through the end of 2013-14 school year, postings on Facebook, Twitter, MySpace, YouTube, and Pinterest shall, at minimum, be included in each district's and charter's school list of mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings.

Policy Notification

The policy shall appear in the student and staff handbook and if no handbook is available, or it is not practical to reprint new handbooks, a copy of the policy will be distributed annually to all students, parents, faculty and staff.

Rules and Regulations

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

IX. Section IX - Personal and Professional Responsibilities Defined

- A. Providence Creek Academy requires that each teacher actively participate in the following number of Professional Involvement Activities:
1. Committees
 - a) All staff members are requested to actively participate in at least one committee per year.
 - b) Committees will meet as needed, with meeting dates posted with the office personnel responsible for the calendar.
 - c) The meeting agenda and minutes will be provided to the Head of School/Designee quarterly.
 - d) Below is a list of active committees for the 2017-2018 school year.
 - (1) Consolidated Grant Committee
 - (2) Code of Conduct Committee
 - (3) Curriculum Committee
 - (4) Facilities Committee
 - (5) Budget Oversight Committee
 2. Board Meetings
 - a) All staff members are required to attend one monthly PCA Board of Directors meeting.
 3. PTO Meetings
 - a) All staff members are required to attend one monthly PCA Parent Teacher Organization meeting.

X. Section X – FORMS

Forms can be found [here](#)

XI. Section XI – ACCEPTABLE USE POLICY FOR ELECTRONIC-TECHNOLOGY RESOURCES

1. Purpose

It is the policy of Providence Creek Academy Charter School that electronic-technology resources are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of Providence Creek Academy Charter School. Users of Providence Creek Academy Charter School electronic-technology resources must acknowledge their understanding of the following guidelines as a condition of using the resources. Any questions regarding this policy are to be directed to the school administration and/or the Board of Directors.

2. Introduction

This policy applies to “Electronic-Technology Resources,” which are those resources that are: (a) provided by the school; (b) paid for, in whole or in part, by the school; (c) used to conduct business or other activity for or on behalf of the school; or (d) used in or at a school facility. These resources include, without limitation, the following:

- “E-mail”, which includes all electronic-mail accounts and services provided to Users by the State of Delaware or Providence Creek Academy Charter School;
- “Technology Resources”, which includes all computers and related resources whether stationary or portable, including but not limited to all related peripherals, components, disk space, storage devices, servers, and output devices such as telephones, hand-held devices, printers, scanners, and copiers, whether owned or leased by the school;
- The “Providence Creek Academy Charter School Network”, which includes the infrastructure used to transmit, store, and review data over an electronic medium, and includes any and all of the following technologies provided to authorized users: (a) Internet service; (b) intranet system; (c) PCA mainframe

system; and (d) any collaboration systems, including but not limited to calendaring, message boards, conference boards, blogs, text messaging, instant messaging, video conferencing, websites, and podcasting, whether the system is owned or contracted;

- “Electronic Data”, which includes any and all information, data, and material, accessed or posted through any Electronic Resource; and
- “Personal Communication Devices”, which includes any cellular phone, smartphone, personal digital assistant, or other personal electronic communication device.

This policy applies to all “Users”, which includes:

- PCA Board of Directors
- All Providence Creek Academy Charter School staff including employees, contractors, consultants, temporary, and other workers at the school, including all personnel affiliated with third parties;
- All Providence Creek Academy Charter School students under the supervision of a staff member and/or parent/guardians
- Others who request Guest Accounts or electronic-technology resources. These requests will be reviewed on a case-by-case basis and will be granted, if warranted, as needs and resources permit.

3. User Responsibilities

All Users: Use of the Providence Creek Academy Charter School electronic-technology resources and network services is a privilege, not a right. Failure to adhere to this policy and administrative procedures may result in disciplinary action or criminal penalties under applicable state and federal law. In addition, all Users have a duty to protect the security, integrity, and confidentiality of Electronic Resources, including the obligation to protect and report any unauthorized access or use, abuse, misuse, degradation, theft, or destruction. Users shall comply with this Policy and all other applicable policies, rules, and laws, when using Electronic Resources.

School: School officials are responsible for designating Users authorized to use Electronic Resources. The school provides for the education of students regarding the Acceptable Use Policy. The school will also educate students in the following topics: safety on the internet; appropriate behavior while online, including interacting with other individuals on social networking websites and in chat rooms; and regarding cyber-bullying awareness and response.

Students: Students have a duty to take reasonable steps to protect their privacy and personal information when using Electronic Resources. Students must not disclose personal contact information, except to educational institutions for educational purposes, without prior advance approval. Students also must promptly disclose to a teacher or other appropriate school employee any violation of this Policy, including any message received that the student believes to be inappropriate or makes the student feel uncomfortable.

Personnel: Providence Creek Academy Charter School employees are expected to communicate with students and parents through the school-provided e-mail and are strongly advised against using other forms of personal electronic communication with students, such as Instant Messaging or texting. School employees are required to take reasonable measures to protect their personal information and reputation when using Electronic Resources or otherwise participating in activity online.

4. Acceptable Uses of electronic-technology resources and the network are activities which support learning and teaching. Users are encouraged to develop activities which meet their individual educational needs and which take advantage of the network's functions. The use of electronic-technology resources must be consistent with the academic goals of the school, curriculum standards, and Providence Creek Academy Charter School policies. Providence Creek Academy Charter School works in conjunction with the Department of Education in the blocking and filtering of resources to restrict access to inappropriate websites and other materials harmful to minors to insure the safety and security of all students, and to comply with State law and /or regulation.

Internet Use Procedures

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

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

b) Independent Searches: Students wanting to use the Internet for independent educational searches must meet the following criteria:

1. Students must participate in an Internet training workshop conducted by the teacher, where proper Internet behavior and Providence Creek Academy Charter School's Acceptable Use Policy for electronic-technology will be discussed. Parents may participate in the training with the student by requesting such from the teacher.
2. An Acceptable Use Policy Agreement Form for use of electronic-technology resources must be signed by the student, parent, and teacher. The form will remain on file with the student's homeroom teacher.

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

c) **User Safety**: To the extent practical, steps shall be taken to promote the safety and security of users of the Providence Creek Academy Charter School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

(a) Unauthorized access, including so-called 'hacking', and other unlawful activities; and

(b) Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Providence Creek Academy Charter School Board of Directors, employees, and guest users must have a signed Acceptable Use Policy Agreement Form on file in order to use electronic-technology resources.

5. Unacceptable Uses of electronic-technology and the network include, but are not limited to:

- Violating the rights to privacy of students or employees of Providence Creek Academy Charter School, or others outside the school system.
- Using profanity, obscenity, or other language which may be offensive to another user.
- Copying materials in violation of copyright law.

- Plagiarizing, taking of someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.
- Using the network for financial gain or for any commercial or illegal activity.
- Attempting to degrade or disrupt system performance or unauthorized entry to and/or destruction of computer systems and files.
- Re-posting personal communications without the author's prior consent.
- Revealing home phone numbers, addresses, or other personal information or making personal purchases or unauthorized orders using the Providence Creek Academy Charter School name.
- Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offends or tends to degrade others.
- Downloading or copying information on to disks or hard drives without prior teacher approval.
- Violating the policy as outlined in the Providence Creek Academy Charter School Board of Education Code of Student Conduct.
- Cyber-bullying: Bullying by using information and communication technologies. Cyber-bullying may include but is not limited to:
 - Denigration: spreading information or pictures to embarrass,
 - Flaming: heated unequal argument online that includes making rude, insulting or vulgar remarks,
 - Exclusion: isolating an individual from his or her peer group,
 - Impersonation: Using someone else's screen name and pretending to be them
 - Outing or Trickery: forwarding information or pictures meant to be private.
- It shall be a violation of this Policy for any User to use any Electronic Resource in any way that threatens or violates the security of any Covered Technology, where such use:
 - *contains a virus, Trojan horse, logic bomb, malicious code, or other harmful component;
 - *constitutes a chain letter, junk mail, spam, or other similar electronic mail;
 - *constitutes unauthorized access or attempts to circumvent any security measures;
 - *obtains access to or use of another User's account, password, files, or data, or attempts to so access or use, without the express authorization of that other User;
 - *deprives a User of access to authorized access of Electronic Resources;
 - *engages in unauthorized or unlawful entry into a PCA Network;
 - *shares e-mail addresses or distribution lists for uses that violate this Policy or any other school Policy;
 - *transmits sensitive or confidential information without appropriate security safeguards;
 - *falsifies, tampers with, or makes unauthorized changes or deletions to data located on the Providence Creek Academy Charter School Network;
 - *obtains resources or Providence Creek Academy Charter School Network access beyond those authorized;
 - *distributes unauthorized information regarding another User's password or security data;
 - *discloses confidential or proprietary information, including student record information, without authorization;
 - *involves the relocation of hardware (except for portable devices), installation of peripherals, or modification of settings to equipment without the express prior authorization by the school administration or designee;
 - *installs, downloads, or uses unauthorized or unlicensed software or third-party system

without the express prior authorization by the school administration or designee;
*involves a deliberate attempt to disrupt the Providence Creek Academy Charter School Network.

6. Consequences of Unacceptable Use

Providence Creek Academy Charter School makes no warranties of any kind, neither express nor implied, for the Internet access it provides. The school will not be responsible for any damages any User suffers, including but not limited to, loss of data. The school will not be responsible for the accuracy, nature, or quality of information stored on the Providence Creek Academy Charter School Network, nor for the accuracy, nature, or quality of information gathered through the PCACS-provided Internet access. The school will not be responsible for financial obligations arising through the unauthorized use of the network.

Inappropriate use or vandalism by Users will result in disciplinary action consistent with the Student/Parent Handbook and Employee Handbook and may include the limitation/cancellation of User privileges appropriate to the offense. If damage occurs due to willful misconduct, the User may be permanently restricted from the use of technology and charged for the cost of repair or replacement for such damage. Providence Creek Academy Charter School will cooperate fully with local, state, and federal officials, in any investigation related to any alleged or suspected illegal activity conducted through the Providence Creek Academy Charter School Network.

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

7. Failure to sign: Failure to sign the Acceptable Use Policy of Providence Creek Academy Charter School by all users (including students, staff, Board of Directors, and assigned others) will result in the suspension of the privilege to use electronic-technology resources of the school.

8. Review and reporting: This policy is subject to ongoing review and revision in response to administrative, staff, student and parent suggestions, legal interpretation and changes in electronic-technology resources.

9. History: Adopted 4/15/03; Policy annually reviewed as a part of the PCA Student Handbook for school years 2004 through 2012; Modified 2/15/12

10. References and Adaptations from:

47 U.S.C. § 254, Children's Internet Protection Act (CIPA)

State Acceptable Use Policy of Delaware, <http://www.delaware.gov>

New Castle County Vocational-Technical School District Acceptable Use Policy, 7/28/10

Brandywine School District Acceptable Use Policy, 2/23/09

APPROVED BY THE BOARD OF DIRECTORS MAY 15, 2012

REVISION APPROVED BY THE BOARD OF DIRECTORS ON JUNE 19, 2012

REVISED SICK LEAVE POLICY JULY 21 2015

Entire Handbook Revised by the Board of Directors on July 25, 2017

Employee/Guest Acceptable Use Policy Agreement Form

I have read, understand, and will follow all rules, regulations, and policies when accessing and using the Providence Creek Academy Charter School electronic-technology resources. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation of the policy, I understand and agree that my access privileges may be revoked and disciplinary action and/or legal action may be taken.

Employee Signature: _____ Date: _____

Guest Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____