

DELAWARE DEPARTMENT OF EDUCATION
CHARTER SCHOOL APPLICATION FORM

OCT 13 2010

Providence Creek Academy Charter School, Inc.
Name of Proposed School

Charles Taylor
Name of Contact Person

Dr. Charlie Wilson
Name of the Head of the Board of Directors

273 West Duck Creek Road, PO Box 265
Clayton, DE 19938
Mailing Address of Contact Person

Charter Renewal
Proposed Opening Date

302-653-6276
Telephone Number of Contact Person

K-8
Grades for School

302-653-7850
Fax Number of Contact Person
cetaylor@pca.k12.de.us
E-mail Address of Contact Person

First Year Enrollment

669
Total Number

K-8
First Year Grade Span

Second Year Enrollment

669
Total Number

K-8
Second Year Grade Span

Third Year Enrollment

669
Total Number

K-8
Third Year Grade Span

Fourth Year Enrollment

669
Total Number

K-8
Fourth Year Grade Span

Note: If this application is approved by the Department of Education and State Board of Education, with or without amendment, the final approved application and any amendments and conditions will serve as the approved charter for the school. Once granted, a charter cannot be modified without the approval of the Secretary of Education (see 14 Delaware Code, Section 511).

Providence Creek Academy Charter School, Inc. Charter School Application

Enrollment Breakdown by Grades

List the enrollment per grade for each of the first four years of school operation for a new charter application or the proposed enrollment for a renewal or modification application beginning with the current year.

	Year 1	Year 2	Year 3	Year 4
Kindergarten	72	72	72	72
1 st Grade	72	72	72	72
2 nd Grade	75	75	75	75
3 rd Grade	75	75	75	75
4 th Grade	75	75	75	75
5 th Grade	75	75	75	75
6 th Grade	75	75	75	75
7 th Grade	75	75	75	75
8 th Grade	75	75	75	75
9 th Grade	0	0	0	0
10 th Grade	0	0	0	0
11 th Grade	0	0	0	0
12 th Grade	0	0	0	0
Total Enrollment	669	669	669	669

Introduction

- A) As an introduction, describe the proposed charter school in one page or less. Include the specific grades to be served, target population (if any), school size, location (i.e., name of city or county), founding group, school focus or special educational approach, and any other descriptive information (e.g., parental involvement) that will provide a context for the remaining narrative in this application. For renewals and modifications, please update this information if necessary. Otherwise, indicate that this information remains unchanged from your last application. If this is your first renewal or modification using the on line application, please supply this information as it appeared on your last application. Please follow the same process for all of the sections of this application.

Response: The school was approved to open as the Charter School of Southern New Castle County in 2001. The opening was delayed until September 2002. In December 2001, the State Board of Education approved the request to modify the charter to change the location from New Castle County to Kent County and to change the name of the school to Providence Creek Academy Charter School.

Providence Creek Academy Charter School, Inc. (PCA) opened its doors in September 2002. Since the inception many changes have taken place. Within the first month of operation PCA released the management company of their responsibilities for the operation and management of Providence Creek Academy Charter School. From the decision to release the management company, to the present, Providence Creek Academy Charter School has overcome numerous obstacles to accomplish its mission.

Currently, PCA has an authorized enrollment of 669 students in grades K through 8. PCA is located in Clayton, Delaware on the historic grounds of St. Joseph's at Providence Creek. Providence Creek Academy strives to create a partnership with our parents and community, as both are a vital part of our success. We utilize the latest innovations in teaching with rigorous academic content, to stimulate the child's mind and instill a passion for learning. We use a proven combination of instructional techniques, such as project based learning, technology and an academic content with a strong emphasis on literacy. Our parents and community are involved through PCA PTO, athletics, and the arts programs offered at PCA. PCA hosts Girl Scout and Boy Scout troops on site

Changes: The above is what appeared on our last Charter Renewal. The only change was the location of the school. A charter Modification was submitted and approved to build a new school on the property of the original school. This application was approved in February of 2008.

1. Applicant Qualifications

- A) Describe the involvement of each of the Delaware certified teachers, parents, and community members who have participated in the preparation of the application and the development of the proposed school. (Renewal/Modifications - provide original documentation and any changes)

Response: This question was not listed on our last Charter Renewal

Changes: The Board of Directors, certified teachers, students, parents and the community participate in the school on a daily basis. It is the "customer" that assists in the direction of Providence Creek Academy. The school community is afforded opportunity each day; in addition there are monthly parent meetings, Monthly Board Meetings, Finance Committee Meetings, quarterly Code of Conduct Meetings, Teacher/Parent Meetings among other planned and unplanned meetings. PCA has an open door policy for all staff and Board Members.

Providence Creek Academy Charter School, Inc. Charter School Application

- B) Describe how the group that participated in the development of the application came together and if there are any partnership arrangements with existing schools, educational programs, business, non-profit organizations, or any other entities or groups. If any consultants or contractors were enlisted to help prepare this application, identify them, describe their qualifications, and indicate the areas where they provided information and assistance. (Renewal/Modifications – provide original documentation and any changes)

Response: This question was not listed on our last Charter Renewal

Changes: The Board of Directors for PCA held Board/Administrative Retreat in 2006 to enhance roles that were required to improve the operation of PCA. This was facilitated by Dr. Nikki Castle. After this retreat the Administrative Team held numerous retreats with the staff as well as developing a Teacher Leader Institute for a select number of teachers. There were no hired contracted or outside consultants that were used to prepare this Charter Renewal or the previous Charter Renewal.

- C) List the names, the places of residence, and the phone numbers of the founding board of directors and indicate which members are teachers currently certified in Delaware, parents, and community members. Describe how the location of the founding group members is related to the proposed location of the charter school. (Renewal/Modifications – provide original documentation and any changes)

Response: The members listed below are the current Members of the Board of Directors; Nicole Lewis is a certified teacher and serves on the Board of Directors as its Teacher Member. Joan Messick is the current Parent Member. The remainders of the Board of Director Members are all local members of the Smyrna Clayton Community and the Middletown Odessa Townsend community. PCA is located in Clayton; the majority of our student population comes from the Smyrna Clayton area. PCA serves students for the Middletown Odessa Townsend community and Joan Messick lives in this area and represents this area as a member of the Board of Directors. Our location is near the Appoquinimink School District and is in the boundary of the Smyrna School District.

Joan Messick, Parent Member
195 Oliver Guessford Road
Townsend, DE 19734
302-659-3323
pcarep18@aol.com

Ed H. Ide, Vice President
5819 Underwood's Corner Road
Smyrna, DE 19977
302-383-9090
ed@i3allc.com

Nicole Lewis, Teacher Member, Secretary
55 White Rabbit Drive
Smyrna, DE 19977
302-659-1013
nlewis@pca.k12.de.us

Gary F. Stulir, Parent Representative, Treasurer
320 South Delaware Street
Smyrna, DE 19977
302-653-9789
gstulir@aol.com

Dr. Charlie D. Wilson, President
19 Harkins Dr.
Smyrna, DE 19977
302-659-3914
drcdwil@aol.com

Amy T. Santos, Member
415 West Street, P.O. Box 1025
Clayton DE, 19938
302-653-7775
akt120@yahoo.com

Dennis Ballard, Member
P.O. Box 555
Smyrna, DE 19977
302-653-9764
DennisBallard@comcast.net

- D) Describe the plans for further recruitment of board members of the school, especially teachers to be employed at the school and parents of students to be enrolled at the school. (Renewal/Modifications – provide original documentation and any changes)

Response: PCASCS has used newspaper advertisement, radio advertisement, direct mailing and open houses to recruit students. This process was used in the beginning of the charter and as PCASCS matures, the only method of advertisement is word of mouth, open houses, and newspaper advertisements.

Changes: PCA uses postings on the front door, website, and PTO publications to inform any one when there are openings in the school.

- E) Describe how the background of each member of the founding group makes him or her qualified to operate a charter school and implement the proposed educational program. Describe how the board of directors has and will maintain collective experience, or contractual access to such experience, in the following areas: (Renewal/Modifications – provide original documentation and any changes)

-Research-based curriculum and instructional strategies, to particularly include the curriculum and instructional strategies of the proposed educational program.

Response: Two members of our Board of Directors are university professors; Dr. Charlie Wilson, Associate, Delaware State University and Amy T. Santos, Assistant, West Chester University. Mrs. Santos assisted in the creation and writing of our existing curriculum. Both above named members work with researched-based curriculum and instructional strategies in their careers as professors. Mrs. Santos continues to assist our educational program with ongoing professional development for teachers in balanced literacy. Dr. Wilson works with our school in helping to provide additional curriculum resources. Dr. Wilson serves as the Content Area Coordinator for the Education unit at Delaware State University, has written a successful grant proposal on reform of science teacher preparation, and is a fellow of the Institute for Transforming Undergraduate Education at the University of Delaware.

Changes: None

-Business management, including but not limited to accounting and finance.

Response: Mr. Harold Horan and Mr. Gary Stulir serve on the Finance Committee. Mr. Horan is a small-business owner and Mr. Stulir is the Chief Comptroller for the Town of Smyrna, Delaware. Mr. Stulir is a member of the Delaware Society of CPA's.

Changes: Mr. Gary Stulir serves on the Finance Committee. Mr. Stulir is the Chief Comptroller for the Town of Smyrna, Delaware. Mr. Stulir is a member of the Delaware Society of CPA'S. Mr. Dennis Ballard is the owner of a construction and land site development company. Mr. Ed Ide is a small business owner and a Professional Engineer and a Consulting Engineer.

-Personnel management.

Response: Mr. Harold Horan, local small business owner, manages 7 employees on a daily basis. Mrs. Joan Messick, as Administrative Secretary for the Master's and Commissioner's Unit of Family Court for the State of Delaware, daily oversaw the workflow of 10 secretaries and senior secretaries. Mr. Gary Stulir is the Human Resources Director of the Town of Smyrna.

Changes: Mr. Horan is no longer on the Board of Directors. Mrs. Messick remains on the Board of Directors along with Mr. Stulir. Mr. Ballard oversees 10 employees.

-Diversity issues, including but not limited to outreach, student recruitment, and instruction.

Response Mrs. Amy Santos has experience as a teacher for the Migrant Education Program, an instructor at the Jewish Community Center and teacher and coach at Reading High School in Reading, PA. In addition, Mrs. Santos is a literacy coach in the Philadelphia District through West Chester University. Mrs. Santos has taught graduate courses in teaching reading to culturally linguistically diverse students. Dr. Charlie Wilson, being a professor at Delaware State University works within a very diverse population of

students and faculty on a daily basis. Dr. Wilson has extensive experience in outreach, student recruitment, and instruction. All board members participate in PCA open houses. Ms. Donna Arvey is a teacher at PCA and is familiar with and working within a diverse student population on a daily basis.

Changes: Ms. Arvey is no longer employed by PCA. Mrs. Nicole Lewis is a special education teacher at PCA and is familiar with and working within a diverse student population on a daily basis.

-At-risk populations and children with disabilities, including but not limited to students eligible for special education and related services.

Response: Mrs. Joan Messick is involved in the PCA student mentoring program, a program focused on providing mentoring support to the at-risk population students. Mrs. Jennifer Meekins is a parent of a child with autism and has participated in supporting parents with autistic children as well as been a participant working on educational legislative reform for support of families and children with autism. Ms. Donna Arvey supports and works with children eligible for special education in an inclusion setting on a daily basis at PCAS.

Changes: Mrs. Nicole Lewis is a certified special education teacher and Teacher Member to the Board of Directors. Mrs. Lewis works directly with students in the Upper School. Mrs. Meekins is no longer serving on the Board of Directors. Mrs. Messick is our full time Interventionist and works with students across all grade levels.

-School operations, including but not limited to facilities management.

Response: Ms. Donna Arvey, a teacher at PCAS, Mrs. Amy Santos, and Dr. Charlie Wilson all work within an educational setting as teachers/professors. These board members understand school operations. Mr. Harold Horan, as a small business owner, manages his business facilities as well as being a member of the Facilities Committee at PCAS.

Changes: Mrs. Nicole Lewis has replaced Ms. Arvey and assumes the same role. Mr. Dennis Ballard is the Chair of the Building and Facilities Committee; Mr. Ballard owns and operates a successful small construction business.

Response: See above responses and changes

2. Form of Organization

- A) Identify the name of the organizing corporation, date of incorporation, and names of the corporation's officers and the office held by each. Attach a copy of the Certificate of Incorporation and a copy of the bylaws of the corporation. The bylaws must be consistent with the provisions of the Freedom of Information Act, 29 Delaware Code, Chapter 100 (related to public bodies, public records, and open meetings) and provide for representation of the school's teachers and parents of students on the board of directors. The by-laws must demonstrate that the applicant's business is restricted to the opening and operation of charter schools, before school programs, after school programs and educationally related programs offered outside the traditional school year. (Renewal/Modifications – provide original documentation and any changes)

Response: PROVIDENCE CREEK ACADEMY CHARTER SCHOOL, Incorporated December 27, 1999 as The Charter School of Southern New Castle County and a restated certificate of incorporation was approved by the Board of Directors of the corporation in the manner required by 245 and 242 of the General Corporation Law of Delaware on October 24, 2002. Corporate officers: (See Attachment 2A1)

Changes: The Providence Creek Academy Charter School, Inc. adopted their By-Laws on September 19, 2006 and amended their By-Laws on October 21, 2009 by unanimous vote. There have been no changes to the Articles of Incorporation. (See Attachment 2A2)

3. Mission, Goals and Educational Objectives

- A) Describe the purpose, mission, goals, and core philosophy of the proposed school. Indicate how the mission, goals, and educational objectives are consistent with the legislative intent of 14 Delaware Code, Section 501, and the restrictions on charter schools set forth in 14 Delaware Code, Section 506. (Renewal/Modifications – provide original documentation and any changes)

Response: The vision of Providence Creek Academy Charter School (PCASCS) is to provide a dynamic educational experience for children to realize success in academics, athletics, and the arts. Academics at PCASCS is hands-on, child-centered, and aligned with the State of Delaware Standards as a minimum educational requirement with high expectations to exceed beyond the minimum. Parents enjoy an active and collaborative role in the effort to integrate foundational skills with a broad scope of diverse and global knowledge. Students are given the tools to promote lifelong learning and growth in a safe and supportive learning environment by highly qualified and effective educators. Additional support to students and the school is provided by working partnerships with support staff, specialists, administrators, parents, families, business members, and the school community.

Providence Creek Academy Charter School will serve students in grades K through 8. At all times PCASCS will promote high expectations as it strives to achieve and maintain the minimum school performance rating of "Commendable" as set forth by the requirements for public schools in the regulations adopted pursuant to Del. C., Title 14, Section 14. PCAS will demonstrate that its students are increasing in academic achievement as measured by the Delaware State Testing Program (DSTP) in each subject area at each grade required by the Department of Education. At the same time the school staff will promote models of high expectations for students and guide them in developing a plan to meet their academic, career, and personal needs. All students will be encouraged to earn a high school diploma and to continue their life long education beyond the completion of high school.

Providence Creek Academy Charter School will promote positive student behavior as related to academic success. Attendance percentages, behavior incidents, percentage of students re-enrolling for each new school year, staff reports and surveys, student surveys, and parent surveys will be used in the evaluation of academic success. Pre- and post-testing, as well as DSTP ratings and AYP statistics, will be an integral part of the evaluation process used for planning to meet the needs of students.

PCASCS has identified the following goals which are consistent with the legislative intent of 14 Delaware Code, Section 501:

1. The school will develop, implement, and monitor a K-8 curriculum that will enable students to meet or exceed state standards.
2. The school will implement a technology plan that addresses student learning, staff development, and data management.
3. The school will provide students and staff with a safe, orderly, welcoming, and drug-free environment that is conducive to learning and working.
4. The school will develop and implement an accountability plan that is based on academic achievement.
5. The school will develop a parent/community/school partnership that promotes a positive relationship focused on learning and open communication among all stakeholders.
6. The school will implement strategies to recruit, train, and retain an adequate supply of instructional and non-instructional staff who are able to fully support all state and school level objectives as measured by evaluative performance standards.

For educational objectives, (See Attachment 3A1).

PCASCS adheres to the guidelines of 14 Delaware Code, Section 506 on State Law, Regulations and Board Policy in relationship to religion, tuition, discrimination, student admissions, enrollment preference, minimum enrollment, parent enrollment confirmation, and financial viability.

Changes: None

- B) Describe the methods of internal evaluation that will be used by the board of directors to ensure that the school is meeting its stated educational mission and objectives. (Renewal/Modifications – provide original documentation and any changes)

Response: Annual Board/Administration Retreat and monthly Board Updates from the Directors of Curriculum, Fine Arts, the Principal and the Managing Director are the means by which the Board of Directors ensures that the school is meeting its stated educational mission and objectives. Included in the above are detailed briefings of financial status, implementation/evaluation of curriculum, educator professional development, program development and assessment data.

Changes: The Board of Directors had not scheduled a retreat. The information above is still in practice and has expanded to written reports and monthly Financial, Code of Conduct and Personnel Committee meetings.

- C) Describe the procedures the school will use to ensure compliance with the requirements of 14 Delaware Code, Section 506, related to enrollment. (Renewal/Modifications – provide original documentation and any changes)

Response: In order to comply with 14 Delaware Code, Section 506 (c) PCASCS internally confirms reenrollment of current students by having the parents/guardian sign intent to reenroll. PCASCS complies with 14 Delaware Code Section 506 (d) by sending each district superintendent a letter with Appendix informing them of student intent to enroll in PCASCS. This communication occurs on or before April 1 of each year via email followed by a hard copy of a District Form 4 complete for students in their district. To insure student enrollment for one full year, student data is maintained on eSchoolPLUS with enrollment dates. Prior to records release, data is reviewed to identify time period of attendance. If enrollment is for less than one year, parent must provide “good cause” or the Board of Directors of PCASCS and the Board of the receiving district must reach agreement which is consistent with the definition of “good cause”.

Changes: None

4. Goals for Student Performance

- A) List the specific student performance goals in math and reading by grade for students disaggregated by grade and ethnicity for the initial four years of operation and describe the assessment instruments that will be used to measure whether students meet or exceed those goals. (Renewals/Modifications – show and discuss the results during the current period as necessary)

Response: See Attachment 4A_Performance Goals Math Reading_DisaggByGrade

- B) List the specific measurable performance targets for each student performance goal for each year of the Delaware Student Testing Program (DSTP) for the initial four years of the charter. (Renewals/Modifications – Update this section to make it current)

Response: See Attachment 4B_Measurable Performance Targets 2010

- C) List the assessment tools that will be used including the DSTP, standardized, formative, benchmarks, or performance assessments. Describe why these particular assessment instruments have been selected and provide the timetable indicating when those instruments will be used. (Renewals/Modifications – Provide original documentation, the results of these assessment tools and discuss the results)

Response: This question was not part of our last Charter Renewal, our response is attached. See Attachment 4C_PCA Assessment Inventory 2010

- D) Renewals/Modifications Only - Include a copy of the current signed Performance Agreement between the school and the Secretary of Education. Describe in detail the performance of the school on each of the objectives in the Performance Agreement. Place particular focus on the school's academic performance, including evaluation results from the DSTP and other measures. Discuss highlights and concerns.

Response: See Attachments:

4D_Performance Agreement
4D_Performance Agreement Summary
4D_2A Target Data 2007-2010
4D_2B_Achievement Target 2 Data 2006 - 2010

- E) Renewals/Modifications Only - Provide the charter Performance Agreement for the renewal period. Include a list of proposed measurable performance objectives with specific measurable targets for each year of the charter renewal period

Response:

Providence Creek Academy Charter School
PERFORMANCE AGREEMENT for the Renewal Period
October 2010

Effective Date

This agreement is in effect from the date this charter school receives its five-year renewal (during 2010-2011 school year) through school year 2015-2016.

Goal 1

- During the term of this agreement, this school will demonstrate that its students are meeting state standards as determined by performance on the Delaware Comprehensive Assessment System (DCAS).

Measurable Objective 1

Each year, for each subject assessed at each grade level on the DCAS, the school's average performance will meet the state average.

Goal 2

- During the term of this agreement, this school will demonstrate that each of its subgroup populations of students are meeting state standards as determined by performance on the Delaware Comprehensive Assessment System (DCAS).

Measurable Objective 1

Each year the percentage of students who meet or exceed the standard based on performance levels on the DCAS for each subgroup identified under No Child Left Behind (i.e., race, low income, gender, LEP, disabilities) will be equal to the state average for these same categories. Data will be analyzed for "accountability grades". At least 15 students must be found in each grade level subgroup for that subgroup to be analyzed.

Goal 3

- During the term of this agreement, the school will demonstrate that it has strong market accountability.

Measurable Objective 1

Each year, the school will have enough students seek admission to have at least 95% of the maximum number of students allowed by the charter enrolled in the first week of the school year.

Measurable Objective 2

Each year of school operation, the school will have a waiting list of students seeking admission.

Measurable Objective 3

Throughout the school year, Providence Creek Academy Charter School will maintain an enrollment of at least 80% of the maximum allowed by the charter.

Measurable Objective 4

Each year, at least 80% of the non-graduating student body will return to the school the following September, excluding students who relocate outside of our transportation radius.

Goal 4

- During the term of this agreement, the school will demonstrate that the parents of the students at the school are satisfied with the school's administration and educational program.

Measurable Objective 1

Each year, Providence Creek Academy Charter School will conduct a survey of parents of students who attend the school. Each year, 85% of the parents of students who attend the school, and who return the survey, will indicate overall satisfaction with the school. The specific question that will be used will be:

Please rate your overall level of satisfaction with the Providence Creek Academy Charter School.

For those who score this question 1 through 4, 85% of the responses will be a 3 or a 4.

- (0) Unable to Evaluate (1) Completely Dissatisfied
(2) Somewhat Dissatisfied (3) Somewhat Satisfied
(4) Completely Satisfied

Goal 5

- During the term of this agreement, the school will demonstrate that its students exhibit positive behavior related to academic success through the following:

Measurable Objective 1

Each year, average daily attendance, excluding excused absences, will be at least 90% of average daily enrollment.

Measurable Objective 2

Each year, the school will have fewer reportable incidents pursuant to Delaware Code, Title 14, Section 4112, than the average for all schools with similar grade configuration in Kent County.

5. Evaluating Student Performance

- A) Describe the process how student evaluation information will be used to improve student performance. (Renewal/Modifications – provide original documentation and any changes)

Response: Student evaluation information is used to improve student performance by taking corrective action when students do not meet performance expectations as well as when the overwhelming majority of students meet or exceed minimum standards. In the latter case, consistent high scoring is an indication that content material may not be developmentally challenging or grade appropriate. Differentiated instruction is utilized to challenge students to achieve a higher level than was previously achieved. By utilizing

instructional theories such as Vygotsky's Zone of Proximal Development, teachers teach at a level higher than students' actual functioning level, thus stimulating growth and achievement.

Changes: Student evaluation information is used to improve student performance by taking corrective action when students do not meet performance expectations as well as when the overwhelming majority of students meet or exceed minimum standards. After administering an assessment, teachers are required to analyze data and determine whether students need further instruction or are ready to move on in the curriculum content sequence. Data analysis provides the information teachers need to plan effective instruction. When students demonstrate mastery, teachers will determine if course content is challenging enough or if students are ready to learn the material in greater breadth or depth. Differentiated instruction is utilized to challenge all PCA students to achieve higher levels of academic proficiency. In addition to instructional planning, student evaluation information is shared with parents and/or guardians to bring the family in as a support network for students. Research shows the most effective forms of parent involvement are those, which engage parents in working directly with their children on learning activities at home. The more intensely parents are involved, the more beneficial the achievement effects.¹ Research also tells us that 86% of the general public believes that support from parents is the most important way to improve the schools.² PCA has put measures in place to improve parent involvement in student academic life such as requiring a parent/guardian signature on all tests and assessments in each course, mandatory meet/greet Parent-teacher conferences prior to October 30 and again as needed for each grading term thereafter, Thursday Folders (mandatory at all grade levels) sent home containing formative assessments, class work and academic announcements, and teacher virtual classrooms in every grade/course updated weekly.

- B) Describe the corrective action that will be taken when students do not meet performance expectations. (Renewals/Modifications Only - Describe how analysis of student evaluation information on the DSTP and other measures is used to guide instruction and improve student performance. Give examples from the current charter period of instructional change which has led to improved student performance.)

Response: When students do not meet performance expectations the following corrective actions are taken

1. Mandatory Summer School enrollment
2. Implementation of an Individual Improvement Plan, or IIP
3. After school instruction
4. After school tutoring program
5. Extended Year Program for Special Education Students
6. Consistent monthly implementation of writing prompts in ELA, Math, Social Studies, and Science
7. Implementation of DSTP Preparation Resource Materials in Math
8. OAI Packets: When evaluation information reveals that student performance is below statewide achievement levels, indicated by scores of 1 or 2 on the DSTP test, student retention or promotion is determined through other academic indicators. These other academic indicators reveal individual student performance over the span of a year based on pre-selected indicators of student progress. This "portfolio" is approved by the DDOE. Other Academic Indicators are submitted to the DDOE Assessment and Accountability branch and are updated yearly as approved when resources and materials are added or replaced.

Changes: When students do not meet performance expectations the following corrective actions are taken:

1. Mandatory Summer School enrollment
2. Implementation of an Individual Improvement Plan
3. After/Before school instruction
4. After school tutoring program
5. Extended Year Program for Special Education Students
6. Ongoing, quality Assessment of & for Learning: Data Analysis, instructional planning, and progress monitoring (RTI Process) utilizing STAR Early Literacy, STAR Reading, Accelerated Math, and State (DCAS) and local summative and formative assessments of learning.

¹ Cotton, K., Wiklund, K., Northwest Regional Educational Laboratory, School Improvement Research Series. In Parent Involvement in Education.

² Rose, Gallup, & Elam, 1997

Analysis of student evaluation information on state (DCAS/DSTP) and local assessments is used to guide instruction and improve student performance in the following manner: See attachment 4C_PCA Assessment Inventory 2010.

- C) If the proposed school requests and receives a waiver for an enrollment preference for students at risk of academic failure, then describe the expected performance of each student on the Delaware Student Testing Program in each grade during the initial four year charter period. (Renewal/Modifications – provide original documentation and any changes)

NOTE: The applicant must agree and certify in the application that it will comply with the requirements of the State Public Education and Accountability System pursuant to 14 Delaware Code, Sections 151, 152, 153, 154, and 157 and Department rules and regulations implementing Accountability, to specifically include the Delaware Student Testing Program (Regulation 275, Subsection 4.2.1.1).

Further, the application must include certification that the proposed school's mean student performance on the Delaware Student Testing Program assessments in each content area will meet or exceed the statewide average student performance of students in the same grades for each year of test administration. Applicants with enrollment preferences for students at risk of academic failure may request a waiver of this requirement in the application (Regulation 275, Subsection 4.2.2).

Response: N/A

6. Educational Program

- A) Provide a scope and sequence document for required content areas ELA, Math, Science, Social Studies, Health Education, Physical Ed, (see below) for proposed grades to be served over the first four years of the school charter. Click here to view a sample Scope and Sequence document.

For new applicants, this is a Phase I requirement. Renewal and modification applicants only, please include the following: Units required in (i) below with duration of instruction and alignment of instructional strategies to formative and summative assessment measures for required content areas for grades to be served by the school. Alignment of instruction to state content standards for required content areas for grades served by the charter school. Alignment of instructional strategies to formative and summative assessment measures for required content areas for grades to be served by the school.

Response: See 6A_Scope and Sequence Attachments.

- B) Provide a statement defining likely curriculum basis in each of the following areas (for new applicants this is a Phase I requirement, renewal and modification applicants must complete all sections):

- Mathematics
- English Language Arts
- Science
- Social Studies
- World Languages (Renewals Only)
- Visual & Performing Arts (Renewals Only)
- Health Education (Renewals Only)
- Physical Education (Renewals Only)

Response: Providence Creek Academy Charter School Curriculum Basis Overview:

The following curriculum overview defines the basis of the current PCACS curriculum, which is almost entirely based on and adapted from the Delaware State Content Standards and Performance Indicators. As with any curriculum document, we feel that it is vital to our success to continuously assess, develop and revise this document to ensure that the needs of every child are met.

Committees will continually be formed to support the writing, revisions, and direction of the K-8 PCACS curriculum. The process is one in the same for the creation of the elementary and middle school curricula since we see the middle school as a continuum of the elementary school. Monthly reports to the Board of Directors shall continue as a means of reporting progressions in the curriculum and to seek approval for future curricular implementation, resource acquisition, and professional development.

In Social Studies, the sequence provided by the Delaware Content Standards serves as a guide for the History, Social Studies, Geography and World Cultures curricula. The curriculum reflects an inquiry based approach which builds on topical units of study. The curriculum is inter-disciplinary, incorporating the art, music, drama, literature, science, mathematics, language, communications and physical activities of a variety of cultures from around the world and throughout history. Whenever possible, students engage in communications and participate in field trips, virtual or real, in order to make learning more meaningful. For Language Arts, PCA uses a balanced approach to literacy. Students learn to read and write for various purposes with support and guidance from teachers in the various skills areas such as phonics, vocabulary, spelling and grammar. Students learn to enjoy literature for many purposes, including but not limited to: learning about something new, connecting with someone who has had similar experiences, or empathizing with someone who has had completely different experiences. Students engage in writing and reading across the curriculum. Students learn to write persuasive, expository, narrative, and technical papers. Students author and produce plays, books, poems, web-sites and oral presentations. Students study the media and advertising as a genre, writing and producing their own ads and becoming aware of how the media in its various forms influences our decisions and lives. Literature circles, book talks and inquiry projects are important experiences, offering children the opportunity to explore, discuss and share literature in meaningful ways.

Mathematics instruction incorporates the use of manipulatives to provide an understanding of basic math operations. There is an early introduction of concepts, including algebra, geometry, multiplication, division, and problem-solving, which helps students develop a deeper understanding of mathematics. Whenever possible, students are introduced to mathematical concepts through projects. Examples include projects like: building and planning a playground or tree-house, designing and flying a kite, or modifying and baking a favorite recipe. Children are encouraged to explore mathematical concepts through games, projects, and puzzles in order to understand the processes behind traditional number skills.

For science, teachers and students utilize the Delaware Science Coalition Kits as the primary means of Science instruction. It is a hands-on, inquiry-based approach to science. Students use experiments to guide their scientific inquiry. They also study the effect that scientific invention has had on the development of culture. Our science program features local environmental projects that utilize our campus resources. These resources include a pond, acres of wetlands, a working farm, gardens and hiking trails all of which enable PCA to deliver a "school without walls" experience.

Visual arts, dance, music, and theater are an integral part of the curriculum. Students become familiar with exemplary works of art in each field and from a variety of cultures and historical periods through: field trips (virtual and real), school assemblies, classroom presentations, and through participation as 'artists' themselves. Each student is encouraged to explore the history, methods of creation, and methods of critique in each area of the arts in order to enjoy an appreciation for how the arts can be an enriching part of our lives. Students are encouraged to communicate their impressions of various art forms with clarity and sensitivity through authentic conversations surrounding the arts. Each student is encouraged to become proficient in at least one art form. The school allows students the opportunity to participate in various art forms through multiple after school and enrichment programs.

Lifelong habits for a healthy and active lifestyle are emphasized through the health and physical education curriculum. Students learn how to gain and maintain knowledge, skills, and attitudes of good health and life-long fitness. Students learn how nutrition, rest, and exercise work together to reduce stress and improve overall health. Students are also provided with numerous opportunities to participate in various recreational and athletic activities. Setting and achieving individual fitness goals, as well as participating in group activities helps to promote positive feelings about self and others which contribute to a more positive and cooperative school environment. The opportunity shall be provided for each child to participate in some form of physical activity of their choice.

Students participate in World Language studies on a weekly basis. Students in kindergarten through eighth grade study the Spanish, French, German, Latin, Korean, and Italian languages and cultures. Students participate in role plays which allow for practice of basic conversational skills. Students also learn to read the language by focusing on literature written in or translated into the language of study and students learn

to write in the language of study through translation as well as creative writing opportunities. There is an emphasis on vocabulary and grammatical structures. Also, students learn the historical and cultural components associated with the language of study through virtual field trips and student inquiry projects.

- C) Provide a signed memorandum of understanding with the Science coalition, the Mathematics coalition, and the Social Studies coalition if chosen. For new applicants this is a Phase I requirement. Renewal and modification applicants attach the updated information as it has changed from your last renewal or original application.

Response: See Attachment 6C_ScienceCoalitionSignedMemorandum.

- D) Provide a statement of plans for additional academic support for at risk students. For new applicants, this is a Phase I requirement. For renewal and modification applicants, please provide updated information as it may vary from your last renewal or original application.

Response: The PCA educational program includes provisions for extra instructional time for at-risk students, summer school and other services pursuant to 14 Delaware Code, Section 153 (d)(1), (d)(1)a., (d)(1)b., (d)(1)c., (d)(2), (d)(2)a., (d)(2)b., (d)(2)c., (d)(2)d., (d)(3)a., (d)(3)b., (d)(3)c., (d)(4), (d)(4)a., (d)(4)b., (d)(4)c., (d)(4)d., (d)(5), (d)(6), (d)(7), (d)(8), (d)(9), (d)(10), (d)(11), (d)(12), (e)(1), (e)(2), (f), (g), (h), & (i).

- E) Provide a list of courses at grades 9-12 with sufficient detail to meet the state requirements for graduation and any and all Career and Technical Education (CTE) pathways courses. (secondary only) For new applicants this is a Phase I requirement. For renewal and modification applicants, please provide updated information as it may vary from your last renewal or original application.

Response: N/A

- F) Provide the Teacher to student ratio for the school. For new applicants this is a Phase I requirement. For renewal and modification applicants, please provide updated information as it may vary from your last renewal or original application.

Response: The 2005-2006 teacher/student ratio is anticipated to be 1:17. The teacher/student ratio at PCASCS for the 2004-2005 school year was 1:17.2. During the 2003-2004 school year the teacher/student ratio was 1:18.7. The teacher/student ratio for the 2002-2003 school year was 1:16.6.

Changes: See Attachment 6F_TeacherStudentRatio.

- G) Provide a description of the unique features of the school's educational plan including differentiated instruction, special materials and use of technology to serve the intended population of the school. For new applicants this is a Phase I requirement. For renewal and modification applicants, please provide updated information as it may vary from your last renewal or original application.

Response: The mission of Providence Creek Academy Charter School is to provide a dynamic educational experience for children to realize success in academics, athletics, and the arts. PCA utilizes the latest innovations in teaching with rigorous academic content, to stimulate each student's mind and instill a passion for learning. We strive to create a partnership with our parents and community, as both are a vital part of our success. Teachers use a proven combination of instructional techniques such as project-based learning, scaffolding, and reciprocal teaching in addition to ongoing formative assessment to ensure student success. PCA extends the classroom learning environment to embrace our natural resources; our campus features hiking trails, a pond, an outdoor amphitheater, athletic fields, a creek, a working farm, a science lab, and numerous other outdoor educational resources. Some unique features of Providence Creek Academy Charter School's Educational Plan include:

- **CITIZENSHIP:** PCA believes that students who are capable of developing cooperation, self-discipline, and responsibility in the classroom will be better prepared to assume the

responsibilities associated with being a good citizen in life. Rubrics have been developed collaboratively by Teachers and Administration for reporting overall citizenship in the areas of respect, responsibility, participation, and following directions. Citizenship is assessed in each class and citizenship grades are reported separately from academic grades on student report cards. A system of earning rewards through positive citizenship is in place in all grades K-8.

- **PROFESSIONAL RESPONSIBILITIES:** Specific Instructional Requirements are maintained by the teaching staff to assess and monitor student progress.
- **ASSESSMENT & GRADING FOR LEARNING:** In 2008, PCA implemented a grading system that promotes continual use of formative and summative assessment data to guide instruction and learning. Student grades are reflective of summative assessment data exclusively, in order to capture and accurately report student academic proficiency levels.
- **ACADEMIC PROGRESS REPORTING:** Progress reports are completed every six weeks and report cards are issued every twelve weeks.
- **MARK REPORTING INTERVALS:** Grading is reported for three trimesters. Policies have been developed regarding make-up work, late work, and homework.
- **EXTRA SUPPORT:** After-school tutoring at no charge to students in Reading and Math is available. The instructional staff is available to assist students on an individual basis.
- **PARENT INVOLVEMENT:** Administrative Team oversees the process within the school and works with the Board of Directors, parents, and staff to foster the collaborative effort for the education of all students. Each summer data from the annual Parent Survey (completed on Survey Monkey) is analyzed and used to improve parent involvement and communication.
- **SPECIALISTS:** Instructional specialists work directly with staff and students in the effort for increased student achievement and success. The School Nurse provides training and written procedures to staff regarding the health needs of students.
- **TEACHER LEADERS:** Teacher leadership is an essential component in whole-school improvement. Effective PCA teacher leaders influence school culture, build and maintain successful teams, equip other potential teacher leaders and enhance and improve student achievement. At the heart of this approach to working and learning together is the basic human inclination toward relationship and connection. PCA embraces Teacher Leadership because we believe in the potential for human beings to do great work together.
- **SCHOOL SAFETY:** Board Members, Administration, Interventionists, and Teacher Leaders evaluate and update information and procedures used throughout the school that result in a safe learning environment.
- **FLEXIBLE GROUPING:** Flexible grouping is a research-based and proven method of increasing student achievement in Reading and Math. As part of our strategic plan, in Reading and Math flexible grouping was implemented in 2006 in grades 2 – 8. For Science, Social Studies, and Writing, mixed ability grouping is maintained. Kindergarten and 1st grade classes remain in mixed ability groups for all classes throughout the school day. State assessments (such as DCAS) and school-selected assessments (such as placement and benchmark testing) are used to determine the assignment of students in classes for Reading and Math.
- **DIFFERENTIATED INSTRUCTION:** PCA embraces instruction that is student centered and promotes active learning on a stimulating and challenging level. Teachers utilize student inventories (learning styles, interests, motivational levels) and a wide variety of teaching resources

so that students have multiple options for taking in information, making sense of ideas, and expressing what they learn.

- RTI: In grades kindergarten through eighth grades, RTI is being implemented in both Reading and Math. Resources used to assist teachers in this process include STAR Reading and Accelerated Math. STAR Reading is a standardized, computer-adaptive RTI progress monitoring tool recognized as reliable and valid by the National Center on Student Progress Monitoring. Accelerated Math's advanced technology helps teacher's provide the essential math practice component of the PCA math curriculum. This classroom-proven software helps teachers differentiate math instruction, addressing each student's individual needs.
- INCLUSION: For all grades special education instructors are assigned to work with students having special needs. At the middle school level, special education teachers work in regular classrooms to provide inclusive experiences for special education students. A pull-out Resource Class for Reading and Math is also available to assigned special education students. Teachers are provided continuous support throughout the year from specialists and the Administrative Team for professional development in working with all levels of students.
- STUDENT SUPPORT: PCA students are supported emotionally through the work of the Intervention Team. One-on-one counseling with school staff as well as professional staff is available. The Intervention Team also works with small groups of students for counseling as well as for mentoring of other students.
- CREATIVE MENTORING: The Intervention Team continues to support and strengthen its adult-student mentoring program through such programs as "Creative Mentoring." Parent contact and involvement with these programs is crucial for their success.
- SERVICE LEARNING: The Intervention Team also oversees students helping others within the school and in the community through service learning projects. Service-Learning a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.
- DATA ANALYSIS: At Providence Creek Academy Charter School, the collection and evaluation of assessment data is an on-going process. School activities and programs are continuously analyzed and improved to support positive development and increase student achievement. Through ongoing data assessment using AYP results, DSTP/DCAS data, local assessment data (utilizing programs such as Accelerated Math and STAR Reading), teacher input, report card grades in all subjects, Growth Model Data, Achievement Gap Analysis, Technology surveys, the UD Health Risk Survey, and participation in Student Success Plans, PCA identifies target student groups and their needs in order to create meaningful and effective plans to improve student learning.

- H) For new applicants, provide plans for professional development that outlines the initial three year approval span for the school with one year benchmarks. This is a Phase I requirement. For renewal and modification applicants provide plans for ongoing, high quality professional development for staff for the duration of the charter renewal as it varies from your last renewal or original application.

Response: See Attachment 6H_PCA Professional Development Plans.

- I) Provide three approved (Submitted units are scored "3" or "4" on the Charter School Unit Review Rubric . Click here to view the Charter School Unit Review Rubric) units of instruction for Mathematics, English Language Arts, Science, Social Studies, Visual & Performing Arts, World Languages, Health Education & Physical Education at each grade cluster in which the school intends to serve students. For new applicants, this is a Phase II requirement. For renewals and modifications provide updated information as it may differ from your last renewal or original application. Include plans for the modification of approved Delaware

Model Units (from the DOE website) to meet the specific needs of the student population of students you serve. Click here to view the Model Unit Modification document.

Response: See Unit Attachments. (6I_UnitAttachmentNamesExample)

- J) Provide a description of major curricular resource adoptions for Mathematics, English Language Arts, Science and Social Studies. For new applicants this is a Phase II requirement. For renewal and modification applicants provide updated information as it may vary from your last renewal or original application.

Response:

Providence Creek Academy Curricular Resource Adoptions:

MATHEMATICS:

- Scott-Foresman Addison-Wesley Mathematics (gr. K-5)
- Accelerated Math-Renaissance Learning (gr. K-8)
- Prentice Hall Mathematics Courses 1,2,3 2010 edition (gr. 6-8)
- Prentice Hall Skill Builders (gr. 6-8)
- Prentice Hall Pre-Algebra (gr. 7-8)
- Prentice Hall Algebra (gr. 8)

ENGLISH LANGUAGE ARTS:

- Houghton Mifflin Reading 2006 (gr. K-5)
- Zaner Bloser Strategies for Writers 2010 (gr. 2-5)
- Zaner Bloser Handwriting (K-3)
- STAR Reading, Renaissance Learning (K-8)
- McDougal Littell Language of Literature (gr. 6-8)
- McDougal Littell Bridges to Literature (gr. 6-8)
- McDougal Littell Language Network (gr. 6-8)

SCIENCE:

- Delaware Science Coalition Science Kits

SOCIAL STUDIES:

- Houghton Mifflin Social Studies (gr. K-5)
- National Geographic Society Map Essentials (K-5)
- Prentice Hall World Explorer Series (gr. 6-8)
- History Channel America the Story of Us DVD/Paperback (gr. 7-8)

- K) A detailed chart showing alignment of instruction to standards. This is a Phase II requirement and for new applicants only

Response: N/A

- L) Provide a detailed description of how instructional strategies and formative and summative assessment strategies will be aligned.

This is a Phase II requirement and for new applicants only.

Response: N/A

- M) Provide a detailed description of how the alignment will enhance student learning. For new applicants this is a Phase II requirement.

For renewal and modification applicants provide updated information as it may vary from your last renewal or original application.

Response: See Attachment: 6M_Curriculum Impact on Student Learning_2010

- N) Provide a copy of the school calendar and master instructional schedule. For new applicants this is a Phase II requirement. For renewal and modification applicants provide updated information as it may vary from your last renewal or original application.

Response: See Attachment: 6N_Calendar & MasterInstructionalSchedule

- O) Provide a copy of Career and Technical Education pathway and course approval documents. (secondary only) This is a Phase II requirement and for new applicants only

Response: N/A

7. Students with Special Needs

- A) Describe how the school will be in full compliance with current federal and state statutes relating to the education of students with disabilities, including but not limited to: evaluation, re-evaluation, accommodations, and employment of certified special education teachers prior to the admission of students. The plan must provide for a free appropriate public education to students with disabilities and include a continuum of educational placements for students with disabilities.

Response: Providence Creek Academy Charter School is an inclusive school providing instruction to students eligible for services under the Individuals with Disabilities Education Act (IDEA) in the general education classroom. Special and Regular educators collaborate to meet the needs of identified students, with support of Para-professionals. PCASCS supports the placement of students in the least restrictive environment with required services to insure achievement in the core academic subjects of Mathematics, Science, Language Arts, and Social Studies. Since opening PCASCS has implemented pull-out programs for the academic areas of reading and math for students identified to need small group instruction. DSTP scores indicate improvement when placement with services is in the general education setting. Public funds generated are used to hire educators and Para-professionals to meet individual education program goals and objectives in the least restrictive environment.

Students receive services based upon individual education plans. Documentation required under IDEA is maintained including but not limited to: psychological reports, evaluation reports, current and past IEP's. PCASCS has been found in compliance during audit and compliance monitoring since opening in September 2002. Services of speech therapist, school psychologist, occupational therapist, and others as needed are contracted through local companies. Currently, we have all contracts filled with the exception of speech therapist. Parents/Guardians of children requiring speech services have been told of the shortage and PCASCS has agreed to pay for services they obtain while we continue our search for a therapist. Re-evaluations are conducted triennially.

Providence Creek Academy Charter School encourages child study teams. This Child Study Team (CST) is linked to a school improvement process established in Providence Creek Academy Charter School. It is a general education function that brings teachers into the problem solving process and supports them during implementation of practical, classroom-based strategies. It provides teachers with a forum to address strategies; it also assists them in the planning, implementation, evaluation, and documentation of accommodations in teaching, learning and assessment. This assists them to support an individual student within the context of the classroom. The Child Study Team (CST) offers opportunities for job embedded professional development for team members as well as for teachers requesting support.

Research and practice in the areas of Functional Behavioral Assessment and Positive Behavioral Supports indicates that the school and classroom environments created by adults are the major factor in the development of student's behaviors which enhance their social emotional and academic learning. The Providence Creek Academy Charter School employs/contracts with other agencies, to meet the ever-increasing requests for professional development in this area. In addition, PCAS has worked with the University of Delaware and West Chester University to provide effective staff development opportunities for

all teachers and staff which build a school wide community with the goal of reducing social barriers and increasing meaningful connections among all students. In this context community begins with the community in the classroom, and expands school wide and beyond.

Accommodations, following the IDEA guidelines, provided in the special and/or regular education setting, and support from Special Education teachers and Para-professionals has allowed Providence Creek Academy Charter School's special education population to continue to raise their levels of achievement in the core academic subjects of Mathematics, Science, Language Arts, and Social Studies. The inclusive model we use also allows for positive interaction with peers and improvement in social skills. A copy of supporting data is available upon request.

Providence Creek Academy Charter School will continue to be an inclusive school providing instruction to students eligible for services under IDEA in the general education classroom. Special and Regular educators will collaborate to meet the needs of identified students, with support of Para-professionals. PCASCS supports the placement of students in the least restrictive environment with required services to insure achievement in the core academic subjects of Mathematics, Science, Language Arts, and Social Studies. PCASCS will continue to implement pull-out programs for the academic areas of reading and math for students identified as needing small group instruction. DSTP scores will indicate improvement when placement with services is in the general education setting. Public funds generated will be used to hire educators and Para-professionals to meet individual education program goals and objectives in the least restrictive environment.

Students will receive services based upon individual education plans. Documentation required under IDEA will continue to be maintained including but not limited to: psychological reports, evaluation reports, and current and past IEP's. PCASCS will continue to strive to be in compliance during audit and compliance monitoring. Services of a speech therapist, school psychologist, occupational therapist, and others as needed are contracted through local companies. Re-evaluations will be conducted triennially.

Providence Creek Academy Charter School will continue to encourage child study teams. This Child Study Team (CST) is linked to a school improvement process established in Providence Creek Academy Charter School. It is a general education function that brings teachers into the problem solving process and supports them during implementation of practical, classroom-based strategies. It will provide teachers with a forum to address strategies; it also assists them in the planning, implementation, evaluation, and documentation of accommodations in teaching, learning and assessment. This assists them to support an individual student within the context of the classroom. The Child Study Team will continue to offer opportunities for job embedded professional development for team members as well as for teachers requesting support.

Research and practice in the areas of Functional Behavioral Assessment and Positive Behavioral Supports indicates that the school and classroom environments created by adults are the major factor in the development of student's behaviors which continue to enhance their social emotional and academic learning. The Providence Creek Academy Charter School employs/contracts with other agencies, to continue to meet the ever-increasing requests for professional development in this area. In addition, PCAS will continue to work with local and regional universities to provide effective staff development opportunities for all teachers and staff which build a school wide community with the goal of reducing social barriers and increasing meaningful connections among all students. In this context community begins with the community in the classroom, and expands school wide and beyond.

Accommodations, following the IDEA guidelines, continually provided in the special and/or regular education setting, and support from Special Education teachers and Para-professionals will allow Providence Creek Academy Charter School's special education population to continue to raise their levels of achievement in the core academic subjects of Mathematics, Science, Language Arts, and Social Studies. The inclusive model we use also allows for positive interaction with peers and improvement in social skills. A copy of supporting data is available upon request.

Changes: A speech therapist contract has been obtained and implemented based upon identified student need. With the implementation of RTI in both Reading and Math PCA follows those protocols for referral to

Special Education. There is an Instructional Support Team in place to complete the process. The IST has replaced the function of the CST. This IST is linked to a school improvement process established in Providence Creek Academy Charter School. It is a general education function that brings teachers into the problem solving process and supports them during implementation of practical, classroom-based strategies. It will provide teachers with a forum to address strategies; it also assists them in the planning, implementation, evaluation, and documentation of accommodations in teaching, learning and assessment. This assists them to support an individual student within the context of the classroom. The IST will continue to offer opportunities for job embedded professional development for team members as well as for teachers requesting support.

- B) Renewals/Modifications Only - Discuss how the school has resolved any administrative complaints.

Response: During the last charter period there have been no administrative complaints. We would follow our PCA Special Education Policies and Procedures, which include the Administrative Manual for Special Education.

- C) Complying with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990.

Response: PCASCS ensures that students with disabilities have meaningful opportunities to participate in all aspects of school on an equal basis with students without disabilities. Because no federal funding accompanies a 504 Plan, PCASCS uses a 504 Plan only for accommodations, modifications, (not for specialized instruction, related services, etc.) If a child needs those, another process begins. Teachers are legally responsible to implement the accommodation/strategies on the 504 plan. Teachers are advised to maintain regular and consistent documentation to display that they have attempted to implement the plan. The Managing Director is PCASCS's 504 Coordinator and works in conjunction with the Special Education Coordinator to coordinate services.

Changes: The Interventionist is the 504 Coordinator.

- D) Complying with Title VI and VII of the Civil Rights Act of 1964.

Response: PCASCS has approved the following policies:

Student/Student Relations Discrimination and Intimidation

- A. The Providence Creek Academy Charter School Inc. believes that students have the right to be educated in an environment free of discrimination and intimidation that promotes mutual respect and acceptance among the students regardless of age, gender, race, ethnicity, religious belief, physical ability and perceived difference. Students should be expected to treat each other with respect and should not be subjected to or subject other students to demeaning remarks, whether discriminatory and/or intimidating statements and/or actions.
- B. The Providence Creek Academy Charter School Inc. believes those students' acts of discrimination and/or intimidation should not be tolerated. Proven acts of discriminatory practices will result in disciplinary action.

Principles Concerning Racial Imbalance

- A. The Providence Creek Academy Charter School Inc. believes maintenance of racially imbalanced schools is in contravention of the law and public policy of the State of Delaware.
- B. The Providence Creek Academy Charter School Inc. believes state and local officials have an affirmative obligation to eliminate or prevent racial imbalance, consistent with sound educational considerations.

Equal Employment Opportunity/Nondiscrimination

The Providence Creek Academy Charter School Inc. believes that equal employment opportunities in the school should be available to persons without regard to race, creed, color, national origin, ancestry, age, marital status, affection or sexual orientation, genetic information, sex, or atypical hereditary cellular or blood

trait of any individual or because of the liability for service in the Armed Forces of the United States or the nationality of any individual, or because of the refusal to submit to a genetic test or make available the results of a genetic test to an employer.

Changes: None

- E) Complying with Title IX of the Education amendments of 1972.

Response: PCASCS has Board of Director's approved policies on:

Student/Student Relations Discrimination and Intimidation

- A. The Providence Creek Academy Charter School Inc. believes that students have the right to be educated in an environment free of discrimination and intimidation that promotes mutual respect and acceptance among the students regardless of age, gender, race, ethnicity, religious belief, physical ability and perceived difference. Students should be expected to treat each other with respect and should not be subjected to or subject other students to demeaning remarks, whether discriminatory and/or intimidating statements and/or actions.
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The Providence Creek Academy Charter School Inc. believes that equal employment opportunities in the school should be available to persons without regard to race, creed, color, national origin, ancestry, age, marital status, affection or sexual orientation, genetic information, sex, or atypical hereditary cellular or blood trait of any individual or because of the liability for service in the Armed Forces of the United States or the nationality of any individual, or because of the refusal to submit to a genetic test or make available the results of a genetic test to an employer.

Changes: None

- F) Having certified special education teacher(s) providing services for students with disabilities.

Response: This question was not listed on our last Charter Renewal.

Changes: All PCA Special Education teachers are certified according to the Delaware DOE guidelines. PCA will remain in full compliance.

8. Economic Viability

- A) List the staff positions and indicate the full-time equivalence for each position for the first four years of school operation. Include position descriptions for each job title. (Renewals/Modifications – Update this section to make it current)

Response: See Attachments 8A1, 8A2, 8E1, and 8E2

- B) List all positions NOT employed by the board of directors. Where there is intent to hold a contract, provide a contract or template of intended contractual relationships. (Renewal/Modifications – provide original documentation and any changes)

Providence Creek Academy Charter School, Inc. Charter School Application

Response: Dr. Suzanne Donovan, Principal
Jan. 02/Sept.02

Chancellor Beacon Academies

Mr. Charles E. Taylor, Managing Director St. Joseph's at Providence Creek
Apr.03/June 05 Employed by PCASCS June 05/Present

Mr. James Gilliland, Director of Finance St. Joseph's at Providence Creek
Dec. 02/July 04

Mr. Barry Meekins, Legal Counsel St. Joseph's at Providence Creek
Sept. 03/June 05 Employed by PCASCS June 05/Present

Mrs. Sandra Marsh, Food Nutrition Manager Providence Creek Services, LLC
Aug. 03/Jan. 04 Employed by PCASCS Aug. 02/Aug. 03, Jan. 04/Present

Changes: There are no positions or personnel that are not employed by the Board of Directors.

- C) Identify the amount and source of funds that will be needed to acquire (purchase or lease) the facilities and ready them for school opening. Describe the plan for obtaining these funds. Describe the financial plan for facilities to accommodate all the students for the total enrollment for the initial four years of the charter. Indicate whether the site will be purchased or leased. Identify the date by which the school's board of directors will have direct control of the site either through a signed lease agreement or a signed purchase agreement. (Renewal/Modifications – provide original documentation and any changes)

Response: Presently we are paying \$550,000.00 per year in rent. With the completion of the new facility our annual cost will increase to \$940,975.00. Our rate will be fixed for the next 30 years. At the end of the 30 year term, Providence Creek Academy Charter School will own the land and the facilities. PNC Bank of Pittsburgh, Pennsylvania will become our financial partner. PCA along with PNC will sell Municipal Revenue Bonds in January and February of 2008. Kent County Levy Court voted in favor to issue Revenue Bonds up to fifteen million dollars, which will enable us to finance the project. (See Attachment 8C1)

Providence Creek Academy accumulated a surplus during the past several years which will be used to pay the increased cost of the new facilities. (See Attachment 8C2) We expect this surplus to continue to increase during the next two fiscal years since the first payment will not be due until September 1, 2009. The annual rent payment of \$550,000.00 which is part of our regular budget will be redirected towards the payment of our mortgage on the new facilities. The difference between our current annual rent payment and the new annual mortgage payment will be taken from our accumulated surplus. The enclosed five year budget illustrates that funds will be available for the new facilities without any adverse effect on the operation of the school. (See Attachment 8C3)

Changes: The above response was approved by the Department of Education on February 8, 2008

Changes: Providence Creek Academy assumed ownership and complete control of it's campus and buildings on December 18, 2009.

- D) Identify who will own the school facilities. In the event that the school closes or (if applicable) the management agreement with any contractor terminates, describe what will become of the facilities and any debt owed on those facilities. (Renewal/Modifications – provide original documentation and any changes)

Response: Providence Creek Academy Charter School, Inc. plans to purchase 33 acres on the existing St. Joseph's at Providence Creek property and build and own a school facility that would house 669 students and staff.

Changes: The above response was approved by the Department of Education as a Charter Modification. The Board of Directors owns the campus and building as of December 18, 2009. Any failure would follow under the guide line of the State of Delaware

Providence Creek Academy Charter School, Inc. Charter School Application

- E) List each contract necessary for the school to open and the specific dates on which those contracts will be finalized and signed. Contracts may include: equipment, bus and food services, related services such as speech therapy or occupational therapy for special education, financial operations, leases of real and personal property, the purchase of real property, the construction and/or renovation to real property, and insurance. THESE CONTRACT AMOUNTS MUST ALSO BE ITEMIZED IN THE BUDGET SHEETS. (Renewal/Modifications – provide original documentation and any changes)

NOTE: Contracts for bus and food services are required by Regulation 275, Subsection 4.4.4 to be in place by August 1st of the year in which the school proposes to open and by August 1st of each year thereafter. Contracts for the lease or purchase of real property, and/or the construction and/or the renovation of improvements to real property must be in place sufficiently far in advance so that the applicant might obtain any necessary certificate of occupancy for the school premises no later than June 15th of the year in which the school proposes to open.

The application must include a complete and balanced budget for the proposed school in the approved format for the planning year and the first four years of school operation. THE METHOD BY WHICH AMOUNTS ARE CALCULATED MUST ALSO BE DESCRIBED. Click here to view and obtain a blank Budget Sheet.

NOTE: All State and Local revenue estimates can be done by accessing the on line spreadsheet for New Charter School State and Local Fund Estimates. Click here to view and obtain a blank Revenue Estimates Sheet.

Should you have questions in accessing, completing or understanding this spreadsheet please contact the Education Associate for Charter School Finance at (302) 735-4040. These revenue estimates will be used to assist in the completion of the Budget Sheet. Estimates for federal program revenues may be obtained from the Education Associate for Federal Accounts, who can be reached at (302) 735-4040. Information about the Federal Charter School Support Program startup funds may be obtained from the Charter Schools Office, (302) 735-4020. Estimates for state, local and federal program revenues will be based on the assumptions which the applicant makes regarding the numbers of students anticipated at each grade, the numbers of students anticipated from various districts, the anticipated special education classifications of enrolling students, and the qualifications of teachers hired by the school. These revenue estimates must be viewed with caution since the assumptions upon which the applicant may have based them may change as students actually enroll and staff is hired.

Response: The contracts are listed below from our last Charter Renewal Period;

Company	Purpose	Status
Providence Creek Services, L. L. C.	Transportation	Current
Providence Creek Services, L. L. C.	Food Service	Current
Providence Creek Services, L. L. C.	Rent	Current
Kid's Couch, Inc.	Psychologist	Current
Delaware Curative, Inc.	Speech Therapist	Pending
Delaware Curative, Inc.	Occupational Therapist	Current
Pitney Bowes, Inc.	Postage Meter/Scale	Complete
Ricoh	Copier/Fax	Complete
Clayton Building Services	Janitorial Services	Current
Gateway	Computers	Complete
Vend Leasing	Kitchen Equipment	Complete
Lehigh Capital Access, Inc.	Textbooks	Complete
Leasing Innovation, Inc.	Textbooks	Complete
Pratt Insurance, Inc.	Insurance	Current
G.E. Capital	Computers	Current
Dr. Craig Porterfield	Psychologist	Current

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Changes: See 8E1.

Contracts

Stephanie McClellan, Speech-Language Pathologist	\$80.00 per hour (hours depend on workload)
Jungle Gyms	\$150.00 per OT/Physical Therapy Evaluation & \$70.00 per hour (treatments, travel, and meetings)
Bear Industries	\$965.00 yearly (Sprinkler Inspections) & 125.00 yearly (State and Local fees)
Cannon	\$61.00 monthly (office copier) & 513.04 monthly (teacher's lounge copier)
Delaware Electric Signal	\$336.00 yearly
Discovery Education	\$1995.00 yearly
Jody Williams	\$100 per hour
Comalex	\$843.70 yearly
Siegfried Machine & Supply Inc.	\$1650.00 yearly
Simplex	\$1123.36 yearly (Core Building), \$673.59 yearly (Lower School Building) \$597.94 yearly (Upper School Building)
Pitney Bowes	\$45.00 monthly
New Generations Technology	\$264.00 yearly

- F) List all start-up costs projected for the twelve-month period prior to school opening. List the source(s) of funds to cover these costs and include details on amounts provided by each source.
(Renewals/Modifications – Not Applicable)

Response: N/A

- G) List other intended sources of revenue in addition to the state and local funds. Should loans be included, list the source and terms of the intended loan(s) as well as projected payment schedules for the life of the loan. Should fundraising be included, explain activities in detail to also include collection and deposit methods. Describe the process by which funds will be deposited into the school's state account. If a state account is not used, describe where the funds will be deposited to ensure that all school funds are available for audit by the State Auditor's Office upon request. (Renewal/Modifications – provide original documentation and any changes)

Response: The following is the source of revenue from our last charter renewal.

Other sources of funds are:

- Federal Consolidated Grant
- IDEA Part B/Preschool
- Walk to School Grant
- Clayton Century Club
- Rural Education Achievement Program Grant
- IASI Grant – After school classes, fieldtrips and Career Camp
- Learn and Serve Grant
- ACES – All Children Exercising Together
- School Health Leadership
- Morgan Stanley Grant for the Arts
- MBNA Mini Grants
- Donations
- Before/After School Program
- LEAP – Learning Enrichment After School Program
- Fine Arts Program
- Ballet Program
- Athletic Fees

PTO

Changes: The following are sources of income that are calculated on the Budget Work Sheet (attachment 8E1). We did not include other sources of income that are used strictly for self sufficient programs and are not used for the direct operation of the school.

Federal Education Block Grants
Federal ARRA Funds
Federal School Lunch Funds
Federal SFSF Funds
Federal Race To The Top Funds

- H) Describe the school's intended contingency finance plan if enrollment falls below the projections as presented in this application. Include details of cost determination. List the minimum number of students the school can enroll each year to remain economically viable. (Renewals/Modifications – Update this section to make it current)

Response: PCA has met its enrollment target during the last Charter Renewal Period. If our enrollment falls below 650, PCA will advertise in the news papers, radio advertisement, and hold open houses to increase student enrollment.

Changes: None

9. Administrative and Financial Operations

- A) Provide the plan for managing the financial operations of the school in accordance with the State Budget and Accounting Manual and Title 29, Chapter 69 (in the areas of accounting, payroll, purchasing, compensation, retirement, and benefits management). Specify which individuals will have direct responsibility in each of these operations to also include internal controls for budgeting and financial management. Additional website references: <http://budget.delaware.gov/accounting-manual/account-manual.shtml>. (Renewal/Modifications – provide original documentation and any changes)

Response: Providence Creek Academy has hired a Business Manager, Bill Bentz. Managing Director, Charles Taylor works in conjunction with Mr. Bentz. Debra Doyle is the Business Office Assistant completing accounting, payroll, purchasing, compensation, retirement, and benefits in the State of Delaware systems. Dianna L. Cunningham is the back up for Mrs. Doyle. Providence Creek Academy Board of Directors maintains a standing committee to review, approve, regulate, and implement operations which would include accounting, payroll, purchasing, compensation, retirement, and benefits.

Changes: Mrs. Shanna Simmons is responsible for all Human Resource operations to include payroll, benefits, hiring, and firing. Mrs. Kim Whitlock is responsible for all Purchase Orders, Vouchers, credit cards, data entry. Mr. Gary Stulir is the Board Chairperson for the Board's Finance and Personnel Committee. The Committee meets the second Tuesday of each month. All personnel are employed by Providence Creek Academy Charter School.

- B) Describe the roles and responsibilities of the board of directors including how the board of directors will ensure oversight of the school. The board is ultimately responsible for the administrative and financial operations of the school. (Renewal/Modifications – provide original documentation and any changes)

Response: The role of the Board of Directors is to provide leadership, vision and direction for PCAS. The Board of Directors meets on a minimum of a monthly basis to ensure their governance responsibilities are met, which would include fiduciary, personnel, and educational goals and achievement.

The Board of Directors has established a Standing Finance Committee that meets monthly to review the budget and make recommendations for changes and updates to the budget. The Board of Directors has an annual audit of the School's finances. The Audit Company reports findings directly to the Board of Directors.

Changes: The Board of Directors authorized the formation of the Personnel Committee during the 2007 school year.

- C) Describe the internal form of management to be implemented at the school, including any plans to contract with an outside group to manage any portion of the educational, administrative, and/or financial operations of the school. (Renewal/Modifications – provide original documentation and any changes)

Response: PCASCS is managed by its Board of Directors. The Board of Directors has created an Administrative team consisting of a Managing Director, Principal, Director of Curriculum, and Director of Fine Arts. This team manages the day-to-day operations of the school and makes recommendations to the Board of Directors. (See Attachment 9C1)

Changes: The Director of Fine Arts is no longer a filled position. The school is managed by the Administrative Team consisting of the Managing Director, Principal, and the Director of Curriculum. (See Attachment 9C2)

- D) Describe how teachers and parents will be involved in decision-making at the school. Provide details and not just a restatement of the question indicating that teachers and parents will be involved. (Renewal/Modifications – provide original documentation and any Changes)

Response: Teachers are involved in decision-making at the school through active committees that meet on a monthly basis. The committees are as follows: Staff-Activity Committee, Discipline Committee, Character Development Committee, Technology Committee, School Health Leadership Committee, School Improvement Committee, Scheduling Committee and the Child Study Team. Parents are involved in decision-making at the school through parent forums, the Parent Teacher Organization, employment interview committee, and board committees consisting of code of conduct, finance, and facilities. There are both a teacher and parent representative to the Board of Directors.

Changes: None

- E) List the criteria and timeline to be used in the hiring of teachers, administrators, and other school staff. (Renewal/Modifications – provide original documentation and any changes)

Response: All current teachers are notified of their upcoming year's employment on or before May 30. Hiring of all staff is an ongoing process. All staff employment is subject to approval by the Board of Directors.

Changes: None

- F) Describe how the school will recruit Delaware certified teachers. If the school hires any non-certified teachers describe how the school will meet the teacher certification requirements of the Delaware charter law. Describe the procedures that will be used to ensure that any non-certified teachers that are hired are participating in an alternative certification program, if available. (Renewal/Modifications – provide original documentation and any changes)

Response: PCASCS administration and staff have attended Delaware job fairs offered by the University of Delaware, Pennsylvania State University, Delaware State University and Wesley College. In addition, PCASCS participates in the Fort Washington Teacher Expo in the spring of each year which attracts thousands of new teachers. The PCASCS website is updated as needed in conjunction with newspaper advertisements.

Changes: None

- G) Describe the human resource policies governing: salaries, contracts, hiring, and dismissal that will be in place for all positions at the school. Please provide a copy of your proposed employee handbook. (Renewal/Modifications – provide original documentation and any changes)

Response: This question was not listed on our previous Charter Renewal. PCA follows Board of Directors Policy for hiring, we offer our staff the same benefits as offered by the State of Delaware and are governed by the regulations and Law of the State of Delaware. PCA Employment Contracts are for one year and each employee is an at-will employee.

Changes: See attached Staff Hand Book and relevant Board Policies for the 2010-2011 school year (See Attachment 9G1)

- H) Describe how the school will incorporate the Delaware Performance Appraisal System into its teacher and staff evaluations. Provide detailed descriptions and not just a restatement of the question stating that you will comply. (Renewal/Modifications – provide original documentation and any changes)

Response: For teachers who possess an initial Delaware Certification, PCAS implements the DPAS I Evaluation System. For all other teachers we combine the DPAS I with Charlotte Danielson's Performance Appraisal System which closely mirrors the DPAS II Pathwise Framework Series. Danielson's Framework includes informal and formal observation, professional portfolio, and personal professional goals based on four domains: Planning and Preparation, The Classroom Environment, Instruction and Professional Responsibilities. (See Attachment 9H1)

Changes: Providence Creek Academy Charter School evaluates all teachers and educational staff in accordance with the DPAS II regulations and requirements.

- I) Describe how the school will be held accountable to the parents of children at the school. Provide detailed descriptions and not just a restatement of the question stating that the school will be held accountable to the parents of children at the school.

Response: Families enroll their children by choice. Accountability to the parents is determined on re-enrollment. In addition to parental involvement (9D above), PCASCS, Inc., is subject to the voluntary enrollment of the student population.

Changes: None

- J) If the board of directors is contracting a portion of the operation of the school to an outside group, identify the group, describe the relationship between the group and the board of directors, and list the services the outside group will be providing. A copy of the management agreement between the board of directors and that group must be included with the application. The management agreement must be consistent with the requirements of 14 Delaware Code, Chapter 5.

Response: N/A

- K) If an outside group will be used to manage any portion of the school's educational, administrative and/or financial operations, the applicant must also provide: Verification the outside group is authorized to do business in the State of Delaware, a complete list of all other schools (regardless of location) with which the outside group has contracted and the locations of those schools. The list must include all schools with which the outside group contracted but is no longer managing, a summary of student performance on the appropriate state assessment of each school the outside group has managed, a complete list of all past and any pending litigation against that group or submit a statement that there has been none and that none is pending. (Renewal/Modifications – provide original documentation and any changes)

Response: N/A

- L) Describe the plan (including timetable) to be used for recruiting students. Describe how the school will publicize its program and admission procedures. Describe how the school will recruit a sufficient number of students to be financially viable. You must convincingly demonstrate that the school will be able to attract enough students to make the school financially viable. Signatures of potentially interested parents and student in the community, feasibility studies are possible methods of demonstrating interest. While

these methods are good indicators the committee may review other sources of information in making its determination. (Renewal/Modifications – provide original documentation and any changes)

Response: School will accept applications on a continuous basis and will follow the guidelines as outlined in Board Policy and 14 Delaware Code, Chapter 5, Section 506.

Changes: None

- M) List all the admissions preferences authorized by this statute the school will use. If more than one preference will be used, describe how the various preferences will be employed together. (Renewal/Modifications – provide original documentation and any changes)

Response: All preferences regarding siblings and children of persons employed on a permanent basis are as prescribed in Delaware School Law Title 14, Chapter 5, Section 506 (b).

Changes: None

- N) If the proposed school will give admissions preference to children of the school's founders, describe how the school will identify the founders and how the preference will be used in the enrollment process. (Renewal/Modifications – provide original documentation and any changes)

Response: N/A

- O) Describe the plan for selecting students if more students seek admission than space allows. If a lottery is used, describe how it will be conducted. (Renewal/Modifications – provide original documentation and any changes)

Response: PCASCS has a Board of Directors approved lottery enrollment policy dated July 16, 2003 (See Attachment 901).

Changes: None

- P) Provide the timetable for the school's application and admissions process. Demonstrate how it is consistent with the timetable set forth in 14 Delaware Code, Chapter 4, for the public school choice program. (Renewal/Modifications – provide original documentation and any changes)

Response: School will accept applications on a continuous basis and will follow the guidelines as outlined in Board Policy and 14 Delaware Code, Chapter 5, Section 506.

Changes: None

- Q) List in detail the administrative tasks that will be undertaken between approval of the charter and school opening. Describe the tasks, how they will be accomplished, who will accomplish them, and the timetable by which they will be accomplished. The list of activities should be thorough and not generalized. The more detail provided in the list of activities indicates a well thought out proposal. (Renewals/Modifications – Not Applicable)

Response: N/A

10. Insurance

- A) Describe the types and limits of insurance coverage that the school plans to obtain and when it plans to have them in effect. If the school is contracting with an outside company to manage the school, the application must include a description of the insurance for the school and the board of directors, including the source of funds to purchase the insurance. The proposed costs for the coverage must be reflected in the budget worksheets. The applicant should contact the Insurance Coverage Office at (302) 739-3651 for

further information on liability protection for public schools in Delaware. (Renewal/Modifications – provide original documentation and any changes)

NOTE: If a charter is granted to the applicant, a copy of the Certificate of Insurance must be submitted prior to the opening of the school.

Response: See attached Insurance policy summary form (See Attachment 10A1)

11. Student Discipline and Attendance

- A) The application must include a draft “Student Rights and Responsibilities Manual” that includes the school rules and guidelines governing student behavior. The manual must describe student rights and responsibilities and the plan the school will follow to discipline students. Describe how the manual will be distributed to parents and students prior to students applying for enrollment at the school. (Renewal/Modifications – provide original documentation and any changes)

Response: See Attachment 11A1 and as follows: The Student Handbook is available online at www.providencecreekacademy.org where parents may access it at any time. On the first day of school, all students are given a copy of the Student/Parent Handbook.

There is a possibility of change in the school student dress code. Review of current policies is an ongoing process as PCAS continually strives to improve its program. The Student/Parent Handbook is distributed to all students on the first day of school each school year and is available online.

Changes: The Student Handbook for the 2010- 2011 school year is attached. (See Attachment 11A1)

- B) Describe how discipline will be handled with students with disabilities. Describe how the school will report inappropriate behavior to affected parents, the Department, and when necessary, to law enforcement agencies. (Renewal/Modifications – provide original documentation and any changes as well as a discussion of discipline issues you may have had and the general discipline climate in your school)

Response: PCASCS has a Code of Conduct committee which is a standing committee of the Board of Directors. This committee reviews and makes recommendations for changes in the Student Code of Conduct as necessary. Changes are then acted upon by the Board of Directors. Inappropriate behavior is first reported to the parent by the classroom teacher if categorized as Level 1 or 2. If the inappropriate behavior is in Level 3 an administrator contacts the parent. If the incident is reportable to the DDOE, it is reported through the data management system ESchoolPLUS. When necessary, the Clayton Police Department is called to handle more severe behavior. Special education students follow the school code of conduct unless noted in their IEP. If a special education student is involved in inappropriate behavior that leads to prolonged suspension or expulsion, a manifestation determination meeting is held to decide if the behavior was a manifestation of the disability. Least Restrictive Environment and appropriate placement are also determined.

Changes: None

- C) Describe the plan the school will follow to ensure compliance with 14 Delaware Code, Section 4112, regarding the reporting of school crimes. (Renewal/Modifications – provide original documentation and any changes)

Response: PCASCS attends yearly meetings facilitated by DDOE on reporting regulations. The local police department is contacted, and records are updated in eSchoolPLUS. PCASCS Board Policy further dictates requirements for reporting of criminal activity. (See Attachment 11C1)

Changes: None

- D) Describe the attendance policies of the school. Describe the level of attendance that will be required of the students each year. Describe the actions that will be taken to ensure that students meet those levels of attendance. Describe how the attendance policies will be distributed to each student at the beginning of each school year. (Renewals/Modifications – Discuss any attendance anomalies you may have had here. If the committee is aware of any such issues they will request this information.)

Response: PCASCS has an attendance policy approved by its Board of Directors. The policy is included in the student handbook which is distributed to students and staff at the beginning of each school year. (See Attachment 11D1).

Changes: None, there have been no attendance anomalies.

12. Health and Safety

- A) Describe the procedures that will be implemented to ensure the health and safety of the school's students, staff, and guests. List the staff (i.e., nurse) who will be hired or contracted to ensure that the school will provide a safe and healthy environment. (Renewal/Modifications – provide original documentation and any changes. Also discuss any health and safety issues you have had here. If the committee knows of any they will ask specific questions regarding those issues.)

Response: PCAS provides an on-site school nurse to assist in providing for health services of students, employees, and guests. All buildings on the school site are required to have all doors locked from the outside, with the exception of one entrance and exit (the front door) of each building.

Changes: We have moved to a new facility and have incorporated many changes with security to include security badges for all staff; video cameras thru out the campus, all doors with the exception to the main office are locked and controlled by either a staff badge or electronic control by the main office. All doors with the exception of the front doors have alarms that will activate unauthorized opening. Access to the grounds is limited to the parking lot and student drop off. There have been no issues of health and safety as of this or past renewals

- B) Describe the plan the school will use to ensure that criminal background checks will be made on the school's employees prior to hire. Identify the staff member that will have the responsibility for ensuring background checks are completed. (Renewal/Modifications – provide original documentation and any changes)

Response: Delaware State Police criminal background check is required as a condition of employment.

Changes: PCA requires Child Protection Registry Form and the Delaware State Police background check.

- C) Describe the process that will be used to ensure that:
- Students have physical examinations prior to enrollment

Response: New students receive an information welcome packet in the summer prior to enrollment which contains:

- a) Physical form
- b) Emergency medical card
- c) Lunch menu/meal benefits form
- d) Dress code
- e) School calendar

Changes: None

- Required immunizations are in compliance

Response: Immunization records and TB Screening information are included in the student health form which all students receive prior to enrollment. Students are required to have all immunizations up to date no later than two weeks after the school year begins. Admission staff and school Nurse ensure compliance

Changes: None

- Medications and medical treatments are administered in accordance with Delaware Code

Response: The School Nurse is responsible for administering medications and medical treatments, including first aid to staff, students, and guests.

Changes: None

- Screenings for health problems are administered correctly

Response: All students are screened for posture and gait in grades five through eight by the school nurse and PE/Health department by December 15 of every year. Students in grades K, 2, 4, and 7 are screened every year by January 15 for vision and hearing. Height and weight screening includes all grade levels and is screened by the PE/Health department.

Changes: None

- Student health records are monitored and maintained

Response: Teachers are required to daily monitor student health. The school nurse also is required to monitor student health and maintain health records. The student health records are secured and maintained in the nurse's office.

Changes: None

- Emergency care for known and unknown life-threatening health conditions is administered

Response: This question was not listed on our last Charter Renewal.

Changes: PCA has employed two part time Registered Nurses to provide medical coverage during the school day and well as EMT coverage during certain sport contact events. All staff has been trained in medical emergencies such as diabetes, allergic reactions. PCA has trained all coaches as per DIAA rules and regulations. PCA has a staff emergency plan that allows the quick entrance and exit of all emergency vehicles.

- Ensuring health representation on IEP teams when students' needs require such.

Response: The school nurse is required to serve on the IEP team when focusing on a student for whom medical treatment is required.

Changes: None

Response: See above responses and changes for individual questions

- D) Identify where the school will be located (include county location and any other location specifics). Describe the site and how it will be suitable for the proposed school to include health and safety considerations. Describe how access to the building will be controlled. (Renewal/Modifications -- provide original documentation and any changes)

Response: Providence Creek Academy Charter School, Inc. occupies approximately 55,000 square feet of building space under the provisions of a lease between Providence Creek Academy Charter School, Inc.

and St. Josephs at Providence Creek. Currently, we use the Drexel Campus center, the Art Place, the Library, St. Michael's Hall, and Morrell Hall.

Changes: PCA purchased 33 acres of property in 2008 and built a new facility consisting of three building to house 669 students. We have moved to a new facility and have incorporated many changes with security to include security badges for all staff; video cameras thru out the campus, all doors with the exception to the main office are locked and controlled by either a staff badge or electronic control by the main office. All doors with the exception of the front doors have alarms that will activate unauthorized opening. Access to the grounds is limited to the parking lot and student drop off. There have been no issues of health and safety as of this or past renewals

- E) Describe how the facility is in full compliance with all applicable building codes for public schools and is accessible for individuals with disabilities. Describe any renovations of the facility and provide a schedule for that renovation. (Renewal/Modifications – provide original documentation and any changes)

Response: This question was not listed on our last Charter Renewal

Changes: All building had to meet Kent County building code which incorporates ADA requirements which include access for all. The school received a Certificate of Occupancy in May of 2009. The entire site is compliant with all current laws, regulations and requirements.

- F) Describe building maintenance practices which will provide a reasonable assurance of a safe school environment for students, staff, and visitors. (Renewal/Modifications – provide original documentation and any changes)

Response: This question was not listed on our last Charter Renewal

Changes: PCA receives 6 custodial units for housekeeping which we employ 6 custodians to include a night time chief. In addition PCA employees a full time maintenance person as well as a full time day custodian and a half time day custodian. All maintenance/custodial staff have been trained in accordance with local and state requirements. All buildings are cleaned and maintained daily.

- G) What location and facilities will be used for Physical Education? What further safety issues will this add, and how will they be addressed? (Renewal/Modifications – provide original documentation and any changes)

Response: This question was not listed on our last application.

Changes: PCA has a full size gym with changing rooms. All rooms are new and are compliant with local safety codes. Health subjects are taught in the class rooms of the health teachers.

- H) Describe how students will be transported to the school. Provide intended contract language for the transportation methods chosen (whether the school will provide its own transportation, contract out for transportation, request that a district provide transportation, or a combination thereof). (Renewal/Modifications – provide original documentation and any changes)

Response: PCASCS has a contract with Providence Creek Services, LLC to provide transportation for the students. Buses routes lie within a twenty-mile radius of the school.

Changes: PCA owns and maintains its own fleet of 13 busses. There are no contracts with an outside vendor.

- I) Describe how students who reside outside the district in which the school will be located will be transported to the school. (Renewal/Modifications – provide original documentation and any changes)

Response: This question was not listed in our last Charter Renewal.

Changes: There are no changes from our last renewal as far as how students that live outside the district that PCA is located. We provide door to door stops, neighbor hood stops as well as centrally located hub stops through out a 20 mile radius. Hub stops are located at fire stations, shopping centers and places that provide a safe drop off and pick up for students. Neighbor stops are normally at safe street corners.

- J) Describe how special needs students will be transported if specialized transportation is required by the IEP. (Renewal/Modifications – provide original documentation and any changes)

Response: Special needs students are included in the same bus routes as an unidentified child.

Changes: None

- K) Provide the plan for oversight of school transportation operations, e.g., route planning, bus stop selection, drivers/aides, coordination with contractors if used, school bus discipline. (Renewal/Modifications – provide original documentation and any changes)

Response: This question was not listed on our last Charter Renewal.

Changes: PCA has a full time Transportation Supervisor who oversees the complete operation of transportation. The staff member plans, directs, coordinates, directs bus discipline and maintains bus safety for all students and drivers.

- L) Describe the plan for providing meals to students, including students eligible for free and reduced lunch. If the school participates in the National School Lunch/Breakfast programs and it intends to contract for meals, identify the contractor and describe the services to be provided. List the estimated annual costs per student for food services. (Renewal/Modifications – provide original documentation and any changes)

Response: PCASCS has a Child Nutrition manager who manages the food service program at PCASCS. Breakfast and lunch are provided in accordance with the School Lunch and Breakfast Program through the Delaware Department of Education. Additional workers are employed through a contract with Providence Creek Services, LLC.

Changes: PCA operates the food service program, all staff is employed by PCA. PCA provides all meals in accordance with the School Lunch and Breakfast Program through the Delaware Department of Education.

- M) Describe how the school will comply with the requirements of the Federal Free and Reduced Lunch Program for eligible students, if the school participates in the program. (Renewal/Modifications – provide original documentation and any changes)

Response: PCASCS adheres to the Federal free and reduced lunch program by participating in the DDOE Free and Reduced Lunch Program. We apply on a yearly basis and must comply with all guidelines and mandates. We submit our reimbursement claims as required. Meal benefit forms are sent home with a letter to Parents/Guardians to apply for free or reduced meals. Meal benefit forms are also available at the main office of the school. The program is administered by the Food Nutrition Manager.

Changes: None

13. Student and School Data

- A) Describe the process and procedures the school will follow to comply with the Family Education Rights and Privacy Act (FERPA) and implementing federal and Department of Education regulations regarding disclosure of student records. (Renewal/Modifications – provide original documentation and any changes)

Response: Providence Creek Academy adheres to P.L. 98-380. The PCASCS Board of Directors ensures the requirement is met through Board approved policy and internal control. (See Attachment 13A1)

Changes: None

- B) Describe the plan for the timely transfers of student and school data to the Department of Education.
(Renewal/Modifications – provide original documentation and any changes)

Response: PCASCS uses eSchoolPLUS which is a web-based data management system. Documents and reports are also sent electronically, mailed USPS, or hand delivered.

Changes: None

14. Management Companies

- A) The board of directors shall annually certify to the Department, on a form provided by the Department, that prior to the payment of any fees or other sums to any management company employed by the board, the board shall ensure that sufficient revenues of the school are devoted to adequately support the school's proposed educational program. Such form of certification may require documentation of all actual or proposed expenditures by the school. Failure to provide sufficient funds to adequately support the school's proposed education program shall be grounds for revocation of the school's charter. A management company may be a company that manages any aspect of the school to include administrative and financial functions as well as the educational process. Provide with this application a copy of the contract to include detailed descriptions and delineation of responsibilities between the school and the management company.
(Renewal/Modifications – provide original documentation and any changes)

Response: Providence Creek Academy terminated the management agreement with Beacon Education Management in December of 2002.

Changes: None

ASSURANCES

The Board of Directors of this charter school assures that the school will:

- 1) Be in full compliance with 14 Delaware Code, Chapter 5 and 14 DE Admin Code, Section 275 in the Regulations of the Department of Education.
- 2) Not discriminate against any student in the admissions process because of race, creed, color, sex, disability, or national origin or because a student's school district of residence has a per student local expenditure lower than another student seeking admission.
- 3) Not operate in a sectarian manner or include religious practices in its educational program.
- 4) Participate in the Delaware Student Testing Program and meet the requirements for school accountability as described in state law.
- 5) Manage the school within all State administrative and financial systems listed in 14 Delaware Code, Section 512 (9) including accounting, payroll, purchasing, retirement, and benefits. All school funds will be managed through the school's accounts set up in the Delaware Financial Management System (DFMS).
- 6) Initiate and maintain direct communication with other public and nonpublic schools to assure efficient notification and transfer and exchange of records.
- 7) Update the application to incorporate any modifications and/or conditions identified as pre-conditions to final approval by the Secretary of Education and State Board of Education as set forth in its written decisions; and operate the program in accordance with the content of the updated and approved charter granted by the Department of Education and State Board of Education. The school's board of directors will

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not implement any modifications to the charter school program or operation without the express written consent of the Department of Education.

- 8) Notify the Department of Education in writing within 30 days when the school's administrative head or any member of the board of directors change.
- 9) Provide the Department of Education with copies of all the policies and by-laws of the school and the school's board of directors and inform the Department in a timely manner when by-laws change.
- 10) By the first day of instruction each school year, ensure that all teachers meet the certification requirements of the Delaware charter law and are properly listed in the PHRST and DEEDS programs.
- 11) Employ only staff who have complied with the requirement of having a successful criminal background check and report to the Department of Education by September 1 of each school year that the school is in full compliance with state law related to this requirement.
- 12) Cooperate fully with Department of Education requests for reporting information and activities related to monitoring the school's compliance with the charter and applicable state and federal laws and regulations.
- 13) Comply with the provisions for a Performance Agreement, as required by the Secretary of Education.
- 14) Distribute copies of the Department's Frequently Asked Questions About Delaware Charter Schools/Parent Guide to Delaware Charter Schools to all parents seeking to enroll their child(ren) as well as to parents of enrolled children.
- 15) Conduct all meetings of the board of directors in a manner consistent with the Freedom of Information Act, especially the legal requirements of 29 Delaware Code, Sections 10002, 10003 and 10004.
- 16) The Board of Directors will include a member who is a certificated teacher employed by the school and a member who is a parent of a student currently enrolled in the school, consistent with 14 Delaware Code, Section 512(1).
- 17) Comply with the requirements for reporting school crimes as described in 14 Delaware Code, Section 4112.
- 18) As required by 14 Del. C. § 506, maintain on file a written statement signed by the parent or guardian of each enrolled child acknowledging that the child will attend the charter school for at least one complete school year.
- 19) Advise any person or entity offering a loan to the school that debts of the school are not debts of the State of Delaware and that neither the State nor any other agency nor instrumentality of the State is responsible for the repayment of any indebtedness.
- 20) Annually certify to the Department, on a form to be provided by the Department, that prior to the payment of any fees or other sums to a management company employed by the board, the board will ensure that sufficient revenues of the school are devoted to adequately support the school's proposed educational program.
- 21) Participate in all training offered by the Department of Education to charter schools prior to the opening of the school.
- 22) Establish a student application and admissions process that will enable the school to provide the local districts in which the students reside with a preliminary roster of students for the subsequent year on or before April 1 each year.
- 23) Ensure that by April 1 each year the school has enrolled at least 80% of the total authorized number of students and that it has notified each school district of information about enrolled students.

- 24) Complying with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990.
- 25) Comply with Title VI and VII of the Civil Rights Act of 1964.
- 26) Comply with Title IX of the Education amendments of 1972.
- 27) Have certified special education teacher(s) providing services for students with disabilities.
- 28) Ensure that students have physical examinations prior to enrollment.
- 29) Ensure that required immunizations and screenings (lead, TB) are in compliance.
- 30) Administer medications and medical treatments, including first aid.
- 31) Screen for health problems (vision, hearing, postural/gait, etc.)
- 32) Monitor student health and maintaining health records.
- 33) Ensure emergency care for known and unknown life-threatening health conditions.
- 34) Ensure health representation on IEP teams when student's needs require such.
- 35) 14 Delaware Code, Section 511 (1) states that all applications for a charter shall contain an affirmative representation by the applicant that, no later than June 15 immediately preceding the authorized opening date of the school, the applicant shall secure a Certificate of Occupancy, either temporary or final, for the premises in which the school is to be located; provided that any temporary Certificate of Occupancy must permit occupancy at the premises by school staff and students for school purposes. If the charter is approved and the charter holder shall subsequently fail to obtain the necessary Certificate of Occupancy as required by this section, the opening of the school shall be delayed by one year from the date previously authorized by the approving authority and the charter shall be placed on probation subject to the terms and conditions imposed by the Department of Education with the consent of the State Board of Education. No waivers are available for this requirement.
- 36) The school must participate and receive training in the use of the Department of Education's Pupil Accountability system E-School Plus.
- 37) The school must intend to comply with all additional curriculum regulations including 501, 503, and 525 and any other curricular regulations.
- 38) Maintain corporate status as described in Title 14, Del. C. § 504.
- 39) Follow the Family Education Rights and Privacy Act (FERPA) and implement federal and Department of Education regulations regarding disclosure of student records.
- 40) The Board of Directors of the school, its employees, agents and contractors, shall comply with all obligations imposed upon them by law, shall comply with the provisions of the corporate charter, by-laws and resolutions, and shall further comply with any applicable rule or regulation, all of which are imposed as conditions to approval of this charter.
- 41) The Board of Directors shall ensure that school is and remains in compliance with any student, educator, and school achievement performance requirements now or hereafter in effect in Delaware Code or Regulation.

- 42) No part of the school's corporate charter or by-laws shall be amended, altered, repealed, restated or otherwise modified without the prior written consent of the Department of Education, except that the number of directors may be increased or decreased without the Department's consent, provided that any such change shall be limited to the number of directors only and not to the qualifications thereof; and further provided that any such change shall otherwise be consistent with any applicable law, rule or regulation.
- 43) The Board of Directors shall not charge or collect any fee not permitted to be assessed by a school district. These include but are not limited to fees to any students applying for admission and fees for the use of instructional materials.
- 44) The Board of Directors shall ensure that the school submits data requested or required by the Department in any form, including electronically, in accordance with timelines in the Department's Data Acquisition Calendar.
- 45) The Board of Directors shall ensure that the school is in full compliance at all times with the requirements of background checks as stated in 11 Delaware Code, Chapter 85, and Subchapter VI.
- 46) The Board of Directors shall assure that the by-laws of the Board have been reviewed and remain in compliance with the current and future opinions of the Public Integrity Commission, Attorney General opinions, and the use of bid laws for procurement.
- 47) The Board of Directors shall assure that the school has met the teacher certification requirements of 14 Del. C. § 507 (c).

As members of the Board of Directors of the Charter Holder, we hereby agree to these assurances as a condition of the approval of the charter modification.

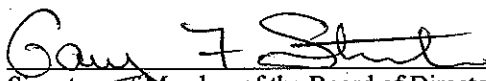
We have reviewed the Delaware Charter Law (14 Delaware Code, Chapter 5) and 14 DE Admin Code, Section 275 in the Regulations of the Department of Education (Regulation 275), and have based the responses in this application on the review of these documents.

10/13/200
Date of Signature

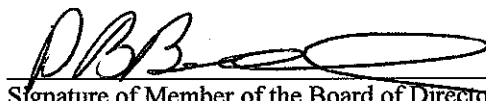
Providence Creek Academy Charter School, Inc.
Name of the Charter School



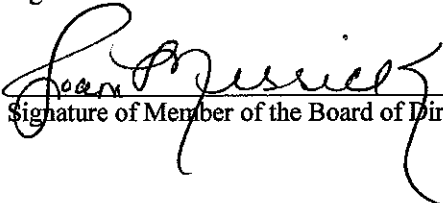
Signature of the Chairperson of the Board of Directors



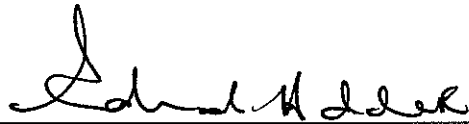
Signature of Member of the Board of Directors



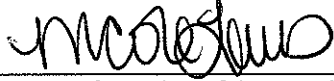
Signature of Member of the Board of Directors



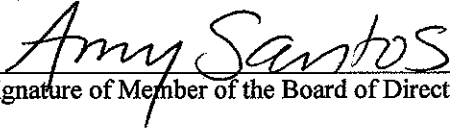
Signature of Member of the Board of Directors



Signature of Member of the Board of Directors



Signature of Member of the Board of Directors



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