

<https://www.providentcharterschool.org>



**Provident Charter School Central**  
1400 Troy Hill Road Pittsburgh, PA 15212  
Phone: 412-709-5160 & Fax: 412-274-0909

**Provident Charter School West**  
200 Quigley Drive Baden, PA 15005  
Phone: 412-709-5160 & Fax: 412-407-3712

# Student and Family Handbook



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## Welcome to Provident Charter School

The **only school of its kind** in southwestern Pennsylvania, Provident Charter School is a **tuition-free, public school** designed for educating students with **language-based learning differences** such as **dyslexia**. The overall structure of Provident Charter School is different than traditional schools as it offers an environment tailored to supporting students who are struggling to read:

- Explicit instruction designed for students with **dyslexia**
- **Flexible**, leveled grouping
- Reading intervention programs, such as **Wilson Reading System®**, are offered daily
- **Multisensory** lessons designed to engage all type of learners
- 1-to-1 student devices that offer individualized **assistive technology**
- “Home” work is **completed at school** with the support of teachers for Grades 2, 3, and 4

Provident Charter School is designed for children with dyslexia and other language-based learning differences to **access their potential** by providing a high-quality, well-rounded education that is delivered through multisensory instructional methods and individual learning plans. Our students move into high school **prepared to succeed** and **confident** in their own abilities.

**School Hours: 8:05 a.m. - 3:30 p.m**

 <p><b>Mrs. Kristy Yonushonis</b> <i>Central Building Principal</i></p> <p>412-709-5160 Ext. 104</p> <p><a href="mailto:KYonushonis@providentcharterschool.org">KYonushonis@providentcharterschool.org</a></p>	 <p><b>Mr. Jason Kerr</b> <i>Central Dean of Students</i></p> <p>412-709-5160 Ext. 112</p> <p><a href="mailto:JKerr@providentcharterschool.org">JKerr@providentcharterschool.org</a></p>	 <p><b>Mrs. Connie Joseph</b> <i>West Building Principal</i></p> <p>412-709-5160 Ext. 904</p> <p><a href="mailto:CJoseph@providentcharterschool.org">CJoseph@providentcharterschool.org</a></p>
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## 2023-2024 School Calendar

21st Century After-School (Summer Session)	July 5 - 27, 2023
New Staff In-Service Day (No Students)	August 15 - 16, 2023
Staff In-Service Day (No Students)	August 17 - 22, 2023
Back to School Information Night	August 21, 2023
First Day of School	August 23, 2023
Labor Day - No School	September 4, 2023
21st Century After-School (Fall Session) Begins	September 5, 2023
Meet the Teacher Night - Grades 2-5	September 13, 2023
Meet the Teacher Night - Grades 6-8	September 14, 2023
Half-Day Staff In-Service Day (11:30 Dismissal)	September 15, 2023
Staff In-Service Day (No Students)	September 25, 2023
Family/Teacher Conferences (11 AM - 7 PM)	October 9, 2023
Family/Teacher Conferences (7:40 AM - 3:40 PM)	October 10, 2023
High School Transition Fair	October 12, 2023
Half-Day Staff In-Service Day (11:30 Dismissal)	October 27, 2023
Half-Day Staff In-Service Day (11:30 Dismissal)	November 10, 2023
End of 1st Trimester	November 21, 2023
Thanksgiving Break - No School	November 22 - 24, 2023
Staff Clerical Day (No Students)	November 27, 2023
Half-Day Staff In-Service Day (11:30 Dismissal)	December 8, 2023
Half-Day Staff In-Service Day (11:30 Dismissal)	December 22, 2023
Winter Break Begins - No School	December 25, 2023
Staff In-Service Day (No Students)	January 3, 2024
Winter Break Ends - Students Return	January 4, 2024
Half-Day Staff In-Service (11:30 AM Dismissal)	January 12, 2024
Martin Luther King Jr. Day - No School	January 15, 2024
Family/Teacher Conferences (11 AM - 7 PM)	February 8, 2024
Family/Teacher Conferences (7:40 AM - 3:40 PM)	February 9, 2024
Half-Day Staff In-Service (11:30 AM Dismissal)	February 16, 2024
Presidents' Day - No School	February 19, 2024
Half-Day Staff In-Service (11:30 AM Dismissal)	March 1, 2024
End of 2nd Trimester	March 7, 2024
Staff Clerical Day (No Students)	March 8, 2024
Half-Day Staff In-Service (11:30 AM Dismissal)	March 22, 2024
Spring Break - No School	March 28 - April 1, 2024
Half-Day Staff In-Service (11:30 AM Dismissal)	April 12, 2024
PSSA Testing Window (3rd - 8th Grade)	April 23 - May 3, 2024
Algebra Keystones (Algebra Students)	May 22, 2024
Half-Day Staff In-Service (11:30 AM Dismissal)	May 24, 2024
Memorial Day - No School	May 27, 2024
Last Day of School (11:30 AM Dismissal)	June 6, 2024
End of 3rd Trimester	June 6, 2024
Staff Clerical Day (No Students)	June 7, 2024
21st Century After-School (Summer Session)	June 17 - 27, 2024

## **Section I: School Attendance**

### ***Arrival***

Students will report directly to their classrooms upon arrival at school. The building is officially open to students at 7:45 a.m. Students are not permitted in the building prior to 7:45 a.m. Adult supervision is not provided prior to this time. The school day begins at 8:05 a.m. Students who arrive after 8:05 will be listed as tardy. Families transporting students to school should adhere to the 7:45 a.m. arrival time and use the drop-off area in the parking lot.

### ***Attendance***

The parent or guardian of the student is solely responsible for the attendance and actions of their child while enrolled at Provident Charter School. Student attendance and participation in class is crucial to the learning process. Attendance and tardy patterns are very important parts of a student's academic record. Parents/Guardians/Students will be notified by a formal letter if the student establishes a pattern of absences or tardies that could lead to poor academic performance under the school policy.

### ***PA School Attendance Laws***

Pennsylvania School Code is the basis for laws governing school attendance throughout the Commonwealth. Act 138 (2016), Act 39 (2018), and Act 16 (2019) outline compulsory attendance requirements, define unlawful absences and set up required steps for school attendance improvement. Provident Charter School meets the requirements of these laws through our Board approved Attendance Policy. Parents / Caregivers will receive written notification when their student is in violation of the PA School Attendance laws.

### ***Absences***

Compulsory school age is the time from when the pupil enters first grade (but no later than age 8) to age 17 or graduation from high school, whichever occurs first. A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. Any absence beyond ten (10) cumulative days may require an excuse from a licensed medical practitioner.

Upon returning from an absence, a parent/guardian's written excuse or other appropriate verification note (including but not limited to certification by a licensed health care provider of medical reasons for absence where deemed appropriate by the Principal) must be presented to the homeroom teacher within three calendar days. If the excuse is not given to the homeroom teacher by the third calendar day after return, the absence will be

considered unexcused. The excuse must include the following information:

1. Full name of student;
2. Date of absence;
3. Reason for absence;
4. Signature of parent/guardian (and/or licensed health care provider, where applicable) [Note: An excuse can be emailed to [office@providentcharterschool.org](mailto:office@providentcharterschool.org) provided it originates from the email address of the parent/guardian which is on file in the School.]

This same format is applicable for excused tardies.

### ***Excused Absences***

Permissible excused absences from Provident Charter School are as follows:

1. Personal illness;
2. Medical or dental appointments;
3. School approved tutorial programs not offered by Provident Charter School;
4. Quarantine;
5. Death in the immediate family;
6. Observance of traditionally-recognized religious holidays and/or holy days;
7. Approved school activities and educational travel;
8. Approved 4-H / FFA / FHA participation in authorized Pennsylvania agricultural fairs;
9. Required court appearances or attendance.

### ***Unexcused Absences***

The following reasons constitute unexcused absences:

1. Lack of a valid written excuse from the parent/guardian (and/or licensed health care provider);
2. Unapproved educational travel;
3. Oversleeping;
4. Other reasons not sanctioned under excused absences.

In unusual circumstances a child may not be able to attend school for severe psychological or medical reasons. In such cases, parents must notify the Principal, provide supporting documentation from a licensed health care provider, and work with school officials to develop a plan to ensure that the child receives an appropriate education and that the parent does not violate state attendance laws. Temporary excuses based on medical, psychological or other urgent reasons may not exceed three (3) months: excusals anticipated to be over three (3) months shall be reviewed in consultation with the Pennsylvania Department of Education guidelines.

## *Truancy*

Students with three (3) or more school days of unexcused absence during the current school year are considered to be Truant. When a child has accumulated three (3) days of unlawful or unexcused absences, the Principal with the First Offense Notice, advising the parent of the dates of unlawful or unexcused absences and including a description of the consequences that will follow if the child becomes habitually truant.

## *Habitual Truancy*

Students with six (6) or more school days of unexcused absences during the current school year are considered Habitually Truant. If the child continues to incur unexcused absences after the School has issued the First Offense Notice, the School shall then offer by advance written notice a school attendance improvement conference to the child and the person in parental relation, unless a conference was held previously following the First Offense Notice. No legal requirement is placed upon the child or person in parental relation to attend the conference. The conference shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference after advance written notice and attempts to communicate via telephone. The outcome of the conference shall be documented in a written school attendance improvement plan.

A Habitually Truant student under the age of fifteen (15) may incur the following consequences:

1. A referral to a school-based or community-based attendance improvement program;
2. A citation filed against the person in parental relation who resides in the same household as the student.

A Habitually Truant student fifteen (15) years of age or older may incur the following consequences:

1. A referral to a school-based or community-based attendance improvement program;
2. A citation filed against the student or the person in parental relation who resides in the same household as the student;

The procedures for filing a citation are set forth in Section 1333.2 of the School Code, as amended. Additional penalties for violating compulsory school attendance are set forth in Section 1333.3 of the School Code, as amended, and include, without limitation: fines, assignments of community service, compilation of programs designed to improve attendance, referral for services or possible disposition as a dependent child under 42 Pa.C.S. Ch. 63, suspension of drivers' licenses or ineligibility to apply for driver licenses.



### ***Tardiness***

Students who are not inside their assigned homerooms at the official school start time of 8:05 am are considered tardy. Tardiness is considered excused or unexcused for the same reasons as excused or unexcused absences and may result in disciplinary consequences.

### ***Early Dismissals***

Families are strongly encouraged to make personal appointments before or after school hours since being dismissed early from school can cause a disruption to the educational process. A written request from the parent or guardian that includes the reasons for the request must be submitted in advance. The School may also require that students who receive approved early dismissals for medical or dental appointments bring an appointment notice from the doctor when the excuse is issued or when the student returns from the appointment. In exceptional circumstances, prior written notice may be waived, provided that in the case of an elementary or middle school student, the parent must personally appear at the school to request a child's release.

### ***Pre-Approved Absences Including Educational Travel***

The School recognizes that students may need to travel with parents for valid educational or family reasons. In such cases, pre-approval is required. Students requesting permission for such travel with families must complete a Pre-Approved Absence Request Form at least five days in advance of the proposed trip, which when complete will explain their reason for the request and the duration of the trip. All trips must have some educational or family value for the student as predetermined by the Principal in order to be counted as an excused absence. A Pre-Approved Absence is to be no more than five school days in length and is to be taken with a parent(s) or person(s) in a parental relationship.

[Pre-Approved Absence Request Form](#)

### ***Religious Instruction***

Students may be released from school for a total of not more than 36 hours per year in order to attend classes for religious instruction. In advance of the student's release, the parent or person acting in a parental role must identify and describe the instruction and the dates and hours for which the release time is requested. The parent must, following each such absence, furnish in writing to the Principal a statement attesting that the child did in fact attend the instruction and the dates and hours when such attendance took place. Release time for religious instruction is considered an excused absence.

### ***School-Sanctioned Activities***

Students may be released from school for approved participation in school-sponsored field trips, performances and co-curricular and extracurricular activities. The student is responsible for making up the work, quizzes and/or tests during the released time. Students who, with approval, are participating in school sponsored activities are considered present. The Principal may deny requests to attend school sanctioned activities where the Principal, with the input of professional staff, determines that the student's grades and/or attendance record indicated that the request to miss class for the activity should not be granted.

### ***Missed Work***

Students who are absent from school including: Tardiness, Early dismissal, Pre-Approved absences, Excused / Unexcused absences, Religious release time, or attending a school-sanctioned activity are required to make up the work missed in each class. It is the student's responsibility to make up work and pursue the successful completion of all class work missed.

### ***Excessive Absences***

Students absent ten or more days (or their equivalent) and/or missing ten or more classes (or their equivalent) in a given course, excused or unexcused, in a semester (the equivalent of 18 weeks) may be denied credit for a course or courses, and/or may be retained at their grade level for the next school year, where so determined after review of the matter pursuant to applicable Administrative Procedures. In addition to the legal proceedings for violation of compulsory attendance laws described above, disciplinary action for unexcused absences may also be taken where circumstances warrant, as determined by the School.

### ***Flexible Instruction Days***

During the 2023-2024 school year, Provident Charter School Central and Provident Charter School West will be utilizing Flexible Instructional Days (FIDs), which may be used in place of in-person instruction for any of the following reasons (as identified by the Pennsylvania Department of Education): a disease epidemic, a hazardous weather condition, a law enforcement emergency, the inoperability of school buses or other equipment necessary to the public-school entity's operation, damage to school buildings or another temporary circumstance rendering any portion of a school building unfit or unsafe for use.

On a FID, students will participate in virtual, synchronous instruction provided by teachers following a 2-hour delay so that teachers may adequately prepare for virtual instruction.

*Attendance on FID will be enforced according to Provident Charter School Attendance policy.*

### ***Address/Telephone/Email Changes***

It is very important that every family maintain an up-to-date address, email address, and telephone number record at the school office. If you have a change in address (requires two proofs of new residency) or telephone number during the school year, please notify the school immediately.

## **Section II: Student Code of Conduct**

### ***Anti-Bullying Policy***

Provident Charter School is committed to providing a safe, positive learning environment for students, and recognizes that bullying and intimidation have a negative effect on school climate. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by Provident Charter School. Therefore, the Board of Trustees prohibits bullying by Provident students, and it is a violation of this policy for any Provident staff member to tolerate bullying. More information regarding this policy can be found on [www.providentcharterschool.org/policies](http://www.providentcharterschool.org/policies) or in the attached policy: [PCS Anti-Bullying Policy](#)

### ***Bus Conduct***

Proper behavior is an absolute necessity while riding on the school bus. Safety, respect, and courtesy are expected of all students who ride a bus. Provident Charter School District has established the following rules to maintain bus safety:

#### **Student responsibilities are as follows:**

1. Stay in your seat while the bus is in motion.
2. Keep book bags, coats, and other articles out of the aisle.
3. Do not raise or lower the windows without prior permission from the bus driver.
4. Keep your head, arms, and hands inside the bus.
5. Do not throw anything inside the bus or out of the windows.
6. Students must respect the school bus as school property. Any damage may be the responsibility of the child's parent and or guardian.
7. Eating is not permitted on the bus, as it poses a choking risk.
8. Glass items or animals should not be brought onto the bus.
9. Electronics such as cell phones, gaming and music devices, e-readers, iPads, and PDA's used on the bus should be used in a responsible manner. The school and bus company are not responsible if an electronic device is lost or stolen.
10. Use of profanity, indecent gestures, loud or aggressive talk, obscene materials, use or possession of drugs, alcohol, tobacco products, vandalism, spitting, throwing trash, refusing to sit as directed by the driver, placing arms or head out

the window, fighting, bullying, threatening and all other behaviors that are in violation of the school code of conduct and are prohibited on the bus.

Students violating these rules could receive disciplinary action which may include: Warnings, change of seat, parent conferences, suspension from the bus, or denial of bus services. Students denied transportation must be present for each school session to prevent them from being marked illegally absent from school.

### ***Cell Phone & Electronics***

Students are encouraged to not bring cell phones or electronic devices to school. Provident Charter School shall not be liable for the loss, damage or misuse of any electronic device brought to school by a student.

### ***Cell Phone Policy***

Students are not permitted to use their cell phones during the school day. If students bring a cell phone to school, they are required to place their cell phones in a Yondr Pouch at the beginning of the school day. The Yondr Pouch will be unlocked at the end of the day prior to dismissal.

1. First Violation: If a student does not have their cell phone in a Yondr Pouch and it is seen, one of the administrators will come to the classroom and escort the student to the office to secure their phone until the end of the day.
2. Second Violation: If a student does not have their cell phone in a Yondr Pouch and it is seen, one of the administrators will come to the classroom and escort the student to the office to secure their phone until the end of the day.
3. Third Violation: The student's cell phone must be picked up by a parent/guardian in the front office.

*\*\*If you need to contact your child, please call the office and we can have your child call you.\*\**

### ***Dress Code***

Provident Charter School will have a uniform scholar dress code in order to provide an environment where the focus is on learning and the distractions of dress are kept to a minimum. All scholars are expected to be properly dressed in the school uniform every day. All parents and guardians are expected to support their children by ensuring that scholars are properly dressed when they leave for school each morning.

## **Section III: Family and Student Engagement**

### ***Digital Technology***

Provident Charter School is dedicated to the development of a digital learning environment tailored for students with language-based learning differences. Being 1:1

with their devices, students will use technology as a catalyst for overcoming barriers to printed text as well as a tool for creation, collaboration, critical thinking, and problem-solving. Students at Provident Charter School learn to be digitally responsible citizens who are prepared to utilize technology and be successful in a demanding academic environment.

Provident Charter School strongly encourages students to use the following best practices with their devices:

- Do not add any stickers or any other decorative items that would alter the appearance of the device from when you received it;
- Do not tamper with school tags that are present on the device;
- Always close the protective covering on the device before walking or transporting the device;
- Running in the hallways is prohibited - - keep in mind that all students are now carrying devices.
- Never pack your device with other materials;
- Keep it separate from textbooks and other heavy objects that could potentially damage the screen.
- Keep food and drink away from your device
- Treat your device as a valuable item - - do not leave it lying around.

### ***Family-Teacher Conferences***

Family-teacher conferences are scheduled throughout the school year. When a concern or question arises at any time of the year, parents are encouraged to contact the child's classroom teacher, special area teacher, or specialist to arrange an appointment.

### ***Homework***

Provident Charter School defines homework as independent practice related to the curriculum that is completed outside of the classroom. Homework assignments may include not only traditional written assignments but also opportunities to take part in real-world applications of learning. Provident Charter School views homework as a way to practice newly taught skills, review previously mastered skills, develop independent study habits, or to extend and enrich the curriculum.

### ***Grades 6-8:***

- Classroom teachers will explicitly assign independent homework assignments in the upper grades according to the following guidelines:
  - The total amount of time spent on homework each evening shall not exceed 60 minutes.
  - Classwork that is not completed due to avoidance behavior may become homework for individual students.
  - Assignments of reading the anchor text are to be incorporated into homework time allotments at each grade level, but voluntary reading beyond homework guidelines is encouraged.

- **Grade six**
  - English Language Arts homework (30 minutes) should be assigned three times per week, excluding Fridays.
  - Mathematics homework (30 minutes) should be assigned three times per week, excluding Fridays.
- **Grade seven**
  - English Language Arts homework should be assigned nightly, Monday through Thursday.
  - Mathematics homework should be assigned 2-3 times per week, excluding Fridays.
  - Science homework should be assigned no more than 1-2 times per week, excluding Fridays.
  - No individual content homework requirement should exceed 25 minutes of expected student work time.
- **Grade eight**
  - English Language Arts homework should be assigned nightly, Monday through Thursday.
  - Mathematics homework should be assigned nightly, Monday through Thursday.
  - Science homework should be assigned no more than 1-2 times per week, excluding Fridays.
  - Social Studies homework should be assigned no more than 1 time per week.
  - No individual content homework requirement should exceed 25 minutes of expected student work time.

### ***Responsibilities***

Provident Charter School identifies the following responsibilities of students, teachers, and families directly related to this homework policy.

1. Student responsibilities
  - a. Write assignments in your agenda daily and ask for help if the assignment is not clear.
  - b. Check Google Classroom daily for assignments and due dates.
  - c. Set a time each day to do homework or reading.
  - d. Take your Chromebook home nightly so that you can complete your homework.
  - e. Use perseverance and put forth your best effort in completing homework assignments.
  - f. Complete your homework prior to the beginning of the school day.
    - If individual course homework is not completed prior to class the following sequence of consequences will take place:
      - 1st incomplete assignment yields a warning and notation;
      - 2nd incomplete assignment yields a family contact;
      - 3rd incomplete assignment results in students completing incomplete work during a quiet lunch.
  - g. Be responsible for getting assignments when absent from school by

asking your teachers.

- h. Be responsible for taking care of, and returning, any borrowed materials including anchor texts.
- i. Accommodations/modifications for individual students can be approved upon request.

## 2. Teacher responsibilities

- a. identify the purpose of homework assignments for students and families.
- b. Follow the local established guidelines for the amount of time designated for homework, including special projects.
- c. Communicate expectations to students.
- d. Post all assignments and provide time for students to record them in their agenda.
- e. Model homework strategies and provide models as appropriate throughout the school year.
- f. Review homework and provide feedback in a timely manner.
- g. Establish a classroom procedure for recording and reporting homework that is assigned to hold students accountable.
- h. Ensure that resources and materials required for homework are easily obtained by students.
- i. Provide ways for families to communicate with teachers about homework.

## 3. Family responsibilities

- a. Promote a positive attitude toward homework as part of the learning process.
- b. If possible, provide the time and location for students to complete homework.
- c. Allow students to tackle homework independently.
- d. Communicate often with your child and his or her teacher, giving feedback to the teacher when there are homework concerns.

### ***Report Cards***

Provident Charter School uses standards-based grading for reporting student progress three times per year. Each course at Provident Charter School has identified specific disciplinary targets on which to assess students. These targets are aligned with Pennsylvania Core Standards and are assessed based on a student's progress rather than using an average-based system like traditional grading systems. Report cards at Provident Charter School are delivered electronically via email at the end of each trimester (November, March, and June).

### ***Descriptors for Academic Targets***

- **E: Exceeds the Standard:** The student exceeds proficiency in essential skills

and concepts by demonstrating in-depth, higher-level application, consistent with above grade level performance..

- **M: Meeting the Standard:** The student demonstrates proficiency in essential skills and concepts, consistent with grade-level performance with little to no support.
- **P: Progressing Toward the Standard:** The student demonstrates inconsistent performance in essential skills and concepts, consistent with approaching grade level standards with some support.
- **IP: Intensive Progress Needed to Meet the Standard:** The student demonstrates inconsistent performance in the essential skills and concepts of below grade level standards with significant support.
- **IN: Incomplete:** The student's attendance or enrollment status prevented adequate assessment of the target.
- **CM: Curriculum Modification:** The standard is intentionally modified to a below grade level standard aligned with the student's instructional level. The student requires significant support to be successful on the modified standard.

### ***Descriptors for Learner and Social Behaviors***

- **E: Exceeds the Standard:** The student demonstrates maturity and behavior that is beyond developmental expectations.
- **M: Meeting the Standard:** The student demonstrates maturity and behavior that is consistent with developmental expectations.
- **P: Progressing Toward the Standard:** The student demonstrates maturity and behavior that is consistent with developmental expectations approximately 75% of the time, some teacher support is needed.
- **IP: Intensive Progress is Needed to Meet the Standard:** The student demonstrates maturity and behavior that is inconsistent with developmental expectations; significant teacher support and accommodations are needed for the student to be successful in the classroom setting.
- **IN: Incomplete:** The student's attendance or enrollment status prevented adequate assessment of this target.

### ***Right to Preview / Review Instructional Materials***

Parents have a right under federal law to inspect all instructional materials that will be used in connection with any survey, analysis, or evaluation as part of any applicable federally funded programs. Parents ordinarily also may review all other instructional materials used in a student's educational program. The term "instructional materials" does not include academic tests or assessments. Some materials available through the Internet and used in individual classes to provide up-to-date information or information on current events may not be available for advance review; however, all materials used in reproductive health and safety education shall be available for review. "Instructional material" means any instructional content, regardless of the format (i.e., printed, audiovisual, electronic, or digital). Requests to review instructional materials should be made to the principal. Parents or guardians will be provided with reasonable access to the material within a reasonable period of time after the request is received. Any objections to materials should be made to a principal.



## ***Student Information System***

Provident Charter School uses a Student Information System called Alma. Alma is Provident Charter School's home base – our system for accessing student information shared across internal departments and our main source of communication between school and home.

[PCS Central Alma Login](#)

[PCS West Alma Login](#)

[Alma FAQs](#)

[Instructions for Logging into your Alma Account](#)

[Instruction for downloading the AlmaNOW app](#)

## **Section IV: Health and Safety**

### ***Cafeteria***

#### ***National School Lunch Program***

Provident Charter School is a part of the National School Lunch Program and we recognize the importance of nutrition. All Students may receive a quick and nutritious Grab and Go Breakfast, a great boost for your student to focus on learning. The Pennsylvania Department of Food & Nutrition has budgeted for all PA public school students to receive a free breakfast. With our menus aligned with the high standards of the Healthy, Hunger-Free Kids Act students have access to nutritious meals each day. We take our students' requests and put a fresh spin on entrees that the kids love and encourage our students to try new varieties of foods.

Applications for Free Or Reduced meals can be filled out at [www.schoolcafe.com](http://www.schoolcafe.com) or [www.compass.state.pa.us](http://www.compass.state.pa.us)

### ***School Cafe***

Families will have the ability to download and create an account (select district: Provident Charter School) on an app (School Cafe) on your phone to see menus. Parents will also be able to see all daily options as well as allergens for each meal. We will be able to enter all of the student's allergies. If you have any other questions please let me know. Students have the ability to purchase milk, water, and juice, but must have money in their lunch account. Please contact [kwilliamson@providentcharterschool.org](mailto:kwilliamson@providentcharterschool.org) if you have any questions.

### ***Classroom Celebrations***

Provident Charter School recognizes that student wellness and proper nutrition are related to student's physical well-being, growth, development, and readiness to learn. For the safety of the students, we ask that you not send food in, unless it has been approved by the classroom teacher. As described in our Wellness Policy (link) classroom parties may have healthy/smart snacks as well as a small number of snacks

with sugar as the primary ingredient.

### ***Concussions***

These are defined as traumatic brain injury (TBI) caused by a direct or indirect blow to the head or body, or any other jolt, blow, or trauma to the head or body that produces signs, symptoms, or behaviors that are associated with concussions or TBI. Families should contact the **school nurse** and **building principal** to arrange for appropriate accommodations.

### ***Custody***

At times, there are legal papers in the form of custody agreements or court order documents that pertain to students and their specific circumstances. A notarized copy of any of these 9 forms must be presented to the school office annually. Even if the paperwork isn't modified or canceled, parents/guardians are required to submit notarized copies at the start of each school year to ensure that any necessary paperwork is up-to-date.

### ***Fire and Security Drills***

By state law, schools are required to have fire and security drills. Provident Charter School's system of emergency preparedness shall ensure that: the health and safety of students and staff are safeguarded; the time necessary for instructional purposes is not unduly diverted; minimum disruption to the educational program occurs; and, students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

All threats to the safety of the schools shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness as promulgated by the CEO. All drills including bus evacuation drills are practiced throughout the school year in accordance with law.

### ***Health / Emergency Information***

Provident Charter School's Health Office aims to encourage, support, and improve student health. We provide all state-mandated services in addition to health promotion education and disease management support.

### ***Objectives***

- To meet all state and federal guidelines regarding School Health;
- To promote, protect, and improve the health and safety of all students through policies and best practices;
- To build relationships with familial and community supports that improve health and academic success;
- Provide a culture of health and wellness to allow students to reach physical and academic goals;

## **Mandated School Requirements**

### **Immunizations**

The following are the minimum immunizations that are required for all students entering school for the first time.

#### **ALL GRADES K-12**

- 4 doses Tetanus, Diphtheria, and acellular Pertussis (1 dose on or after the 4th birthday)
- 4 doses Polio (1 dose on or after 4th birthday, and 6 months after the previous dose given)
- 2 doses Measles
- 2 doses Mumps
- 2 doses Rubella
- 3 doses Hepatitis B
- 2 doses Varicella – **\*\***or a written statement from physician/designee indicating month and year of disease or serologic proof of immunity. In addition to the requirements listed above, students in grades 7-12 are required to have the immunizations listed below. Please note that 7th-grade students will not be permitted to start their 7th-grade school year without completion of the Tdap and the 1st dose of MCV. 12th-grade students will not be permitted to start their 12th-grade school year without completion of the 2nd dose of the MCV.
- 1 dose Tetanus/diphtheria/pertussis (Tdap)
- 2 doses of Meningitis vaccine (MCV)

**\*\*The Allegheny County Health Department offers free immunizations. Please call 412-578-8062 for information.\*\***

### **Exemptions and Immunization Regulations**

Medical exemption – when the physical condition of the child is such that immunization would endanger life or health (requires physician's signature).

Religious exemption – when the parent/guardian adheres to a religious belief whose teachings are opposed to such immunizations (requires parent/guardian signature).

### **Physical Examinations**

The school health law requires physical examinations for children entering school for the first time (Kindergarten or 1st grade) and in grades 6 and 11.

[Physical Examination of School-Age Student](#) [PDF]

### **Dental Examinations**

All students entering school for the first time (Kindergarten or 1st grade) and in grades 3 and 7 are required by the State of Pennsylvania to have a dental examination.

[Dental Health Exam](#)[PDF]

**\*\*The state recommends these exams be done by your private physician/dentist since they can best evaluate your child. If you would like the school physician/dentist to do the**

required exams please let your school nurse know at the beginning of the school year.\*\*

### **Medications**

Before any prescribed medication may be administered, PCS requires a [Medication Administration Consent and Licensed Prescribers Medication Order Form](#). Medication orders do not carry over from school year to school year. Therefore, new physician orders and parent(s)/guardian(s) permission must be submitted each school year. Prescription medication shall be delivered in its original packaging and match the Medication Administration Consent and Licensed Prescribers Medication Order Form.

### **Too Sick for School?**

Children of all ages work hard during the school day, and for an ill child, the energy required to complete the day is often not there. Not only does this put your child at risk for prolonged illness, but it also puts the children around him/her at greater risk for becoming ill. Please see the following information to assist you in making an informed decision about your child.

*These are some reasons when your child should be kept at home:*

- **Fever** – ( 100° F || 37.8°C ) – The child should remain at home until 24 hours fever-free without fever-reducing medications.
- **Nausea and Vomiting** – Children should be free of vomiting for 24 hours before returning to school.
- **Diarrhea** – Children should be free of diarrhea for 24 hours before returning to school.
- **Conjunctivitis (Pink Eye)** – Children should be kept out of school until 24 hours after the start of the appropriate treatment or until the physician certifies the child as non-infectious.
- **Influenza (Flu)** – Children should be fever-free for 24 hours without the aid of fever-reducing medication. Please consider the cough status as well. Persistent cough interferes with your child’s ability to participate in the learning process. The cough should be under control before returning to school.
- **Strep Throat** – Children should be kept out of school until 24 hours after the antibiotic is started.
- **Fifth’s Disease** – Children should be kept out of school if a fever is present. Students can come to school with a rash.
- **Acute cold and/or persistent cough** – It is difficult for your child to concentrate with a constant cough and or nasal congestion. Consider keeping the child at home until cough and or congestion is under control.
- **Inability to sleep most of the night** – If a child is up all night because they do not feel well, sending them to school to “try and get through the day”; most likely won’t work as they won’t have the energy available necessary to finish the day.
- **Norovirus** – Norovirus is a highly contagious virus. Norovirus infection causes gastroenteritis (inflammation of the stomach and intestines). This leads to diarrhea, vomiting, and stomach pain.

### ***Homebound Instruction***

A parent/guardian must make a request for homebound instruction to a Building Principal and the request must be supported by an attending physician's statement. The Building Principal will provide the parent/guardian with a Physician's Statement Form and the parent/guardian will provide the doctor's name and fax number and the form will be faxed to the attending physician. More information regarding this policy can be found on [www.providentcharterschool.org/policies](http://www.providentcharterschool.org/policies) or in the attached policy: [Homebound Policy](#)

### ***Safe2Say Something***

Safe2Say is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late.

In 2018, the General Assembly passed Act 44 mandating the establishment and use of the “Safe2Say Something” (S2SS) anonymous reporting system by every Pennsylvania school entity by January 14, 2019.

### **Three Ways to Submit an Anonymous Tip**

1. Call the tipline: 1-844-SAF2SAY (1-844-723-2729)
2. Use the website: [www.safe2saypa.org](http://www.safe2saypa.org)
3. Use the mobile app available in iOS and Android stores

Here's How it Works:

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews, assesses, and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
  - If needed, the crisis center may contact a tipster anonymously through the app

### ***School Security***

In order to provide a safe and secure environment for students at Provident Charter School, a video surveillance system has been installed throughout the school. The school's security cameras are for the exclusive use of the school administration for security purposes and to help with disciplinary actions where applicable. The administration has full discretion whether or not captured video and audio (if available) is disseminated to parents / and or guardians and/or students.

The following protocol has been established for visitors:

- Visitors to the school must have a valid reason for visiting the school;
- Visitors to the school must enter through the main door only;
- Once visitors enter the school they must report directly to the main office;
- Visitors must present a State Issued ID which will be scanned into our Raptor System.
  - Provident Charter School utilizes a raptor system to scan the driver's

license of all people entering the building. Please remember to bring your driver's license to the school.

### ***Use of Student Photos***

Photographs of Provident Charter School students may be taken periodically throughout the school year for use in publications including, but not limited to; electronic newsletters, and in publications made available via the school's website:

<http://www.providentcharterschool.org>

If you prefer that your child **not** be photographed for publicity purposes, please notify your child's building principal in writing prior to the corresponding school year.

### ***Volunteering***

Clearances are required by a school volunteer if any of the following apply:

- The volunteer will be responsible for the welfare of children or will have direct contact with children;
- The volunteer is a coach or assistant coach;
- The volunteer may provide services or attend an event where there is a possibility that the volunteer could be alone with students; or
- The volunteer will accompany students on an overnight trip.

A building principal and/or CEO will determine whether any of the above criteria apply.

#### **Required Clearances:**

Act 151- Pennsylvania Child Abuse History Clearance:

Visit <https://www.compass.state.pa.us/cwis/public/home>. Click the first link "Create Individual Account". Complete the application. Submit clearance to human resources. Cost to volunteer: \$10.00.

Act 34 - Pennsylvania State Criminal Record Check:

Visit <https://epatch.state.pa.us/>. Do not click in the yellow box. Below in blue font click "Submit a New Record Check". Complete application. Submit clearance to human resources. Cost to volunteer: \$10.00.

Act 114 - Federal Criminal History Record:

Visit [www.pa.cogentid.com](http://www.pa.cogentid.com), click on the first link "Pennsylvania Department of Education and click "Register Online". Complete the application. Visit a location listed at the conclusion of the application to have fingerprints taken. Submit clearance to human resources. Cost to volunteer: \$38.00.

Act 24-Arrest/Conviction Report and Certification Form:

[https://www.education.pa.gov/Documents/Teachers-Administrators/Background%20Checks/ Arrest%20or%20Conviction%20form.pdf](https://www.education.pa.gov/Documents/Teachers-Administrators/Background%20Checks/Arrest%20or%20Conviction%20form.pdf)

Complete the self-declaration form and submit to human resources.

**Emergency Contact Form** *\*\*All clearances must be dated according to PA Department of Education Guidelines for volunteers (right now it is 5 years).* *\*\*Complete the form and submit to human resources.*

## Section V: Student Services

### ***After School Program***

Provident Charter School was awarded the Nita M. Lowey 21st Century Community Learning Centers Program Grant during the summer of 2019. This award spans over 5 years and is commonly known as the 21st CCLC. Through this grant, Provident can provide free After-School and free Summer Camps to all students attending PCS. After-School and Summer Camp are composed of math and reading interventions along with an array of different programs to keep the students actively engaged. All programs and interventions are within grant guidelines and protocol.

#### Program Information:

Starts: Tuesday, September 5th, 2023

Ends: Thursday, Monday 30th, 2023

Time: 3:30 pm - 6:30 p.m.

Transportation: Busing will be provided for Pittsburgh Public students only

#### Contact Information:

21st CCLC Program Director: La'Shawna McHenry

Director Number: 412-514-6099

Director Email: [lmchenry@providentcharterschool.org](mailto:lmchenry@providentcharterschool.org)

### ***Educational Field Trips***

Field trips that reinforce and enhance the Provident Charter School curriculum are scheduled by various grade levels throughout the school year. Parents will receive notices about the field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms.

### ***The Family Educational Rights and Privacy Act (FERPA)***

The right to inspect and review the student's education records within 45 days after the day the Provident Charter School ("School") receives a request for access. The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. More information regarding this topic can be found under [Model Notification of Rights under FERPA for Elementary and Secondary Schools Policy](#).

### ***Homeless Eligibility & Identification***

In compliance with the federal McKinney-Vento Homeless Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), Provident Charter School is attempting to identify all children within the school community who may be experiencing homelessness.

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence. This includes individuals:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
- Living in a motel, hotel, trailer park, or campground due to lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations or similar settings;
- Living in substandard housing (no running water or working utilities, infestations, etc.).

Children who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring, and transportation so that they can remain in their school of origin throughout the duration of their homeless episode.

If you believe your child(ren) may qualify for this service, please contact Maria Paluselli if your living situation changes during the school year, and you and your children become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

### ***Nondiscrimination of Students***

Provident Charter School declares to provide an equal opportunity for all students to achieve their maximum potential through the programs offered in the schools regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability. The school shall provide to all students, without discrimination, course offerings, counseling, assistance, employment, athletics, and extracurricular activities. The equitable distribution of school resources is one means the school shall use to ensure all students receive a quality education. The school should make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations. Any complaints of discrimination should be reported to a building principal and/or CEO.

### ***Outside Agency Visitor Policy***

Provident Charter School ("PCS") recognizes that parents/guardians may seek for their child to receive mental health and/or health services that provide therapeutic interventions in the school setting.

While PCS encourages partnerships with outside agencies, it maintains that services should be provided as efficiently and effectively as possible in order to promote learning for all students. It is also paramount that visitors from outside agencies adhere to visitor procedures in order to maximize the safety of our staff and students. More information, including required paperwork, can be found using this [link](#).



### ***Pennsylvania System of School Assessment (PSSA)***

The annual Pennsylvania System of School Assessment (PSSA) is a standards-based, criterion-referenced assessment that provides students, parents, educators, and citizens with an understanding of student and school performance related to the attainment of proficiency of the academic standards. These standards in English Language Arts, Mathematics, and Science and Technology identify what a student should know and be able to do at varying grade levels.

Pennsylvania students in grades 3 through 8 are assessed in English Language Arts and Math. Pennsylvania students in grades 4 and 8 are assessed in science.

Individual student scores, provided only to their respective schools, can be used to assist teachers in identifying students who may need additional educational opportunities, and school scores provide information to schools and districts for curriculum and instruction improvement discussions and planning.

Additional information is available online at the [Pennsylvania Department of Education website](#).

### ***SAP***

The Pennsylvania Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues that pose a barrier to a student's success. The primary goal of the Student Assistance Program is to help students overcome these barriers so that they may achieve, advance, and remain in school. While Student Assistance Programs exist in other areas of the country, the structure and operation of the program in Pennsylvania is a unique expression of an integrated model serving the needs of Pennsylvania families and students.

You can find more information regarding SAP by viewing this link:

<https://www.education.pa.gov/Schools/safeschools/sap-pbis/SAP/Pages/default.aspx>

### ***Protected Handicapped Students: Chapter 15***

#### **(Section 504 Service Agreements)**

In compliance with Section 504 of the Federal Rehabilitation Act of 1973, Provident Charter School will provide protected handicapped school-age children with adaptations and accommodations to ensure that qualified students with disabilities have equal opportunity to participate in the school program and activities to the maximum extent appropriate. To qualify as a protected handicapped student, the child must have a mental or physical disability that substantially limits or prohibits participation in or access to an aspect of the school program and otherwise qualifies under the applicable laws. These related services or accommodations are provided without discrimination or cost to the student or family.

These services and protections for students with disabilities may be distinct from those applicable to students eligible for special education services or thought-to-be-eligible students. Provident Charter School or the parent may initiate an evaluation if they believe a student is a protected student with a disability that is covered by the regulations contained in Chapter 14. For further information on the evaluation procedures and provision of services to protected students, parents should contact the school's Director of Special Education.

### **Special Education**

#### **CHILD FIND (§300.125)**

It is the policy of Provident Charter School that all students with disabilities, regardless of the severity of their disability, who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. 1200 et seq. ("IDEA 2004"). Chapter 711 of Title 22 of the Pennsylvania Code requires the publication of a notice to parents sufficient to inform parents/guardians of children applying to or already enrolled in Provident Charter School of (1) available special education services and programs, (2) how to request those services and programs, and of (3) systematic screening activities that lead to the identification, location, and evaluation of children with disabilities enrolled in Provident Charter School.

### **Indicators & Risk Factors**

Some indications that your child may be a student at risk for developmental, academic, adaptive, and/or physical, sensory, mental, or emotional disabilities may include:

- Consistent problems in getting along with others;
- Difficulty communicating;
- Difficulty performing tasks that require reading, mathematics, and/or writing;
- Difficulty seeing or hearing, which interferes with the ability to communicate;
- Health problems that affect educational performance, including attention problems;
- Lack of interest or ability in age-appropriate activities;
- Resistance to change; or
- An emotional disturbance over a long period of time which affects your child's ability to learn

### **Screening, Evaluation, & Placement Procedures**

Provident Charter School's systematic screening and referral processes identify and refer for evaluation students who are thought to be eligible for special education services. These screening and referral processes include a review of group-based data such as cumulative records, enrollment records, health records, report cards, ability and achievement test scores, and the initial admissions academic placement tests. Provident Charter School has repeated achievement assessments, including

standardized reading and mathematics assessments, classroom performance (academic and behavioral), and benchmark assessments.

Provident Charter School as required by section 1402 of the school code, routinely conducts screenings of a child's hearing (1st, 2nd, 3rd, and 7th grade), visual acuity (every year beginning with first grade), Body Mass Index screening (1st grade through 8th grade), and screening for speech and language skills (when a referral is made by parent or teacher).

The screening of a student by a teacher or specialist to determine appropriate instructional strategies for curriculum implementation is not to be considered an evaluation for eligibility for special education and related services. Parental consent is required before a comprehensive evaluation may take place and shall not be construed as consent for their child to receive special education services and related services. Parents who suspect that their child is eligible for special education services have the right to request a multidisciplinary team evaluation at any time, regardless of the outcome of the screening process, through a written or verbal request to the Building Principal, or Director of Special Education at 412-709-5160. A permission to evaluate form shall be readily available to the parents within ten calendar days of the request.

Under IDEA 2004, an evaluation involves the use of a variety of assessment tools and strategies to gather relevant functional, developmental, and academic information. Evaluations may include but are not limited to a review of the student's records, classroom observations, a gathering of both parent and teacher input, individually administered tests of achievement and intelligence, and a functional behavioral assessment.

### **Free & Appropriate Public Education**

Provident Charter School provides a free, appropriate public education to eligible students according to state and federal mandates. To be eligible, the child must be in need of specially designed instruction and meet the eligibility criteria for one or more of the following physical or mental disabilities as outlined in the Pennsylvania State Standards:

- Autism
- Deaf-Blindness
- Deafness
- Emotional Disturbance
- Hearing Impairment
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech or Language Impairment

- Traumatic Brain Injury
- Visual Impairment including Blindness

The Individuals with Disabilities Education Improvement Act (IDEA) of 2004 provides legal definitions of the above-listed disabilities, which may differ from those terms used in medical or clinical practice.

Programs and services designed to meet the needs of eligible students include:

- The annual development of an Individualized Educational Plan (IEP)
- A triennial multidisciplinary re-evaluation for students with disabilities (except for those students with Intellectual Disabilities where evaluation remains biennial).
- A full continuum of special education support which includes:
  - **Itinerant:** Special education supports and services provided by special education personnel for 20% or less of the school day
  - **Supplemental:** Special education supports and services are provided by special education personnel for more than 20% of the day but less than 80% of the school day
  - **Full-Time:** Special education supports and services provided by special education personnel for 80% or more of the school day
- A full continuum of types of special education support which includes:
  - **Autistic Support** – address needs primarily in the areas of communication, social skills, or behaviors consistent with those of autism spectrum disorders
  - **Blind/Visually Impaired Support** – students with the disability of visual impairment including blindness
  - **Deaf/Hard of Hearing Support** – students with the disability of deafness or hearing impairment
  - **Emotional Support** – services for students with a disability who require services primarily in the areas of social or emotional development or functional behavior
  - **Learning Support** – services primarily in the areas of reading, writing, mathematics, speaking, or listening skills related to academic performance
  - **Life Skills Support** – services primarily in the areas of academic, functional, or vocational skills necessary for independent living
  - **Multiple Disabilities Support** – students with more than one disability, the result of which is severe impairment requiring services primarily in the areas of academic, functional, or vocational skills necessary for independent living
  - **Physical Support** – students with a physical disability who require services primarily in the areas of functional motor skill development
  - **Speech and Language Support** – students with speech and language impairments who require services primarily in the areas of communication

## Section VI: Title 1

Title I, Part A is the largest single federal aid for elementary and secondary education. It is a grant that ensures all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging academic achievement standards that the State has set for all children.

### ***Provident's School-Parent-Student Compact***

Provident's School-Parent-Student Compact outlines how parents, the school staff, and students share the responsibilities for improving student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards.

Provident Charter School and the parents of the students participating in activities, services, and programs funded by Title 1, Part A of the No Child Left Behind Act of 2001 (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

### **School**

The school understands the importance of the school experience to every student and their role as educators and models. Therefore, the school agrees to carry out the following responsibilities to the best of its ability:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the challenging State academic standards;
- Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
- Parent-teacher conferences at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
- Frequent reports to parents on their children's progress;
- Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.
- Treat each child with dignity and respect;
- Strive to address the individual needs of the student;
- Acknowledge that parents are vital to the success of the child and school;
- Provide a safe, positive, and healthy learning environment;
- Assure every student access to quality learning experiences;
- Assure that the school staff communicates clear expectations for performance to both students and parents.

## **Parent**

The parent understands that participation in his/her student's education will help his/her achievement and attitude. Therefore, the parent will continue to carry out the following responsibilities to the best of his/her ability:

- Volunteering in the child's classroom;
- Supporting their child(ren)'s learning;
- Participating, as appropriate, in decisions relating to the education of their child(ren) and positive use of extracurricular time;
- Create a home atmosphere that supports learning;
- Send the student to school on time, well-fed, and well-rested on a regular basis;
- Attend school functions and conference;
- Encourage their child to show respect for all members of the school community and school property;
- Review all school communications and respond promptly.

## **Student**

The student realizes education is important. He/she is the one responsible for his/her own success. Therefore, he/she agrees to carry out the following responsibilities to the best of his/her ability:

- Get to school on time every day;
- Develop a positive attitude toward school;
- Be responsible for completing homework on time;
- Be cooperative by carrying out the teacher's instructions and ask for help when needed;
- Do daily work that is neat and reflects the student's best effort;
- Be respectful to all school members and to school property.

## ***Parent and Family Engagement Policy***

Provident Charter School is dedicated to providing quality education for every student. To accomplish this objective, we will develop and maintain strong partnerships with parents. Parents and teachers working as partners increase student achievement and develop positive attitudes about self and school. Teachers will keep parents informed of grade-level learning objectives. All students will be expected to work toward mastering these objectives. Our school recognizes the fact that some students will need extra assistance to achieve their full potential.

Provident Charter School will be governed by the following statutory definition of parental Engagement, and expects to carry out programs, activities, and procedures in accordance with this definition:

Parental Engagement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities.

**Types of Parent and Family Engagement** - There are many ways in which parents can be involved with their children's education. Provident Charter School values both at-home contributions and those that take place at school. Many

types of parental Engagement are needed in a home/school partnership that will help all our children to succeed.

Parent and Family Engagement opportunities include:

- Supporting their child/children's learning at home;
- Volunteering in the classroom (must possess appropriate clearances);

### ***Parent and Family Training***

Parents, guardians, foster parents, and surrogate parents are surveyed annually to determine the training that is desired. To the best of the organization's ability, meetings will be scheduled to accommodate increased parent support and participation (e.g., varying times, and conference calls). Parents, guardians, foster parents, and surrogate parents will be notified of the date, time, and purpose of the meeting via hard copy, parent portal, website, and social media posts.

Provident Charter School will provide materials and training to help parents support their children's academic achievement and to foster parental Engagement, by hosting speakers and engagement activities, discussing topics during Parent-Teacher Conferences, and/or talking with parents during meetings conducted between the school and parents related to a child's individualized education plan.

Provident Charter School will ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand by understanding the first language of our parents through the school's Home Language Survey and engaging parents of children whose first language is not English in order to understand how we can support their transition and ongoing success at the School.

### ***PCS Parent and Family Group***

PCS Parent and Family Group is a collection of parents, guardians, teachers, and principals who share a goal of supporting our students and staff to foster the best educational experience we can. We raise funds through activities and events that include: spirit wear sales, flower sale fundraisers, Scholastic Book Fairs, Original Works sales, and others. The funds raised are used toward school event needs, teacher/staff appreciation, holiday gifts, 8th-grade graduation, PBIS (Positive Behavior Intervention Support), Art, Music, and Taekwon-Do.

- Volunteering to help with field trips and other activities;
- Parent/Teacher conferences throughout the year.



## 2023-2024 Provident Charter School

### Student and Family Handbook Acknowledgement Form

We, \_\_\_\_\_, and \_\_\_\_\_  
*(Parent / Guardian Name)* *(PCS Student Name)*

- have received a copy of and **read**
- or access on the PCS website and **read**

The Provident Charter School 2023-2024 Student and Family Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of Provident Charter School. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

\_\_\_\_\_  
*(Parent / Guardian Signature)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(PCS Student Signature)*

\_\_\_\_\_  
*(Date)*

Thank you,

Provident Charter School Administrative Team