



CAI LEARNING ACADEMY

2023-2024

Student Handbook

1033-1035 W. Washington St.
Allentown, PA 18102
610-841-3588 (O)
610-879-3772 (F)

CAI Learning Academy

Important Dates to Remember

2023

August

28 **First Day of School**

September

2 & 5 **School Closed** Labor Day

October

9 **School Closed**

November

7 **No School** Parent/Teacher Conferences

22 - 24 **School Closed** Fall Break

27 **School Closed**

29 **End of 1st Trimester**

December

21 - 29 **School Closed** Winter Break

2024

January

1-2 **School Closed**

15 **No School** Teacher In-Service (All Staff Reports)

February

19 **School Closed**

March

7 **End of 2nd Trimester**

14-15 **Early Dismissal (12:30)**

28-29 **School Closed (Spring Break)**

April

1 **School Closed**

May

24-27 **School Closed** Memorial Day

30 **End of 3rd Trimester for Kindergarten**

31 **Last Day of School for Kindergarten**

Kindergarten Graduation Ceremony

June

4 **End of 3rd Trimester**

5 Early 12:30 Dismissal

6 Last Day of School for Grades 1st thru 5th

Early 12:30 Dismissal

5th Grade Graduation

****Dates subject to change to accommodate snow days.***

Dear Staff, Student, Parents, and Guardians:

Welcome to the 2023-2024 school year at CAI Learning Academy. The contents of this Student Handbook outline many of the important aspects concerning our school. The policies and procedures found within have been put in place to keep our students safe and motivated to learn. It is necessary that parents and students take time to read this handbook together so that you have a better understanding of how our school functions. We are certain that through our mutual efforts explaining why these rules are important to follow, our students will understand what is required of them to behave appropriately at school.

Parents/guardians are asked to sign and return the Parent/Guardian Pledge Form to the school office as an acknowledgment of this review no later than **Friday, November 3, 2023**. The form can be found at the end of this handbook.

We invite you and encourage you to become involved with our school. We invite you to become involved with your child's education and to ask questions about your child's progress. Teachers will also be required to contact parents on a regular basis to keep them informed about the happenings in the classroom. We ask that parents make themselves available for monthly virtual parent/teacher conferences while we continue our instruction in a virtual learning environment.

We thank our students and parents and guardians in advance for their support in adhering to the Student Handbook.

If you have any questions regarding these policies and procedures, please do not hesitate to contact us at 610-841-3588.

Sincerely,

Jessica Devlin, M.Ed.
Director of Education

Jill Rothenberger, M.Ed.
Dean of Students

Tony Salvaggio
Board President

Table of Contents

Mission & Vision	7
Mission	7
Vision	7
Board of School Directors, Board Meetings, & Non-Discrimination Policy	8
Board of School Directors	8
Board Meetings	8
Non-Discrimination Policy	8
School Contact Information	9
School Email Directory	9
School Schedules, Attendance, & Emergency Notification	11
2023-2024 School Start / End Times	11
Attendance Policy	11
School Attendance Requirement (Applies to all students, including Kindergarten)	12
Absences for reasons of illness, funeral, medical and dental appointments, religious observance or court appearances will be considered excused once the Google Form is completed, an email is received, or a doctor’s note is provided. All other reasons or failure to provide an absence excuse within three days will result in the absence being marked as unexcused. If a child is absent for three consecutive days, a doctor’s note is required upon their return. Students with 10 consecutive unexcused absences will be permanently dropped from the school's roster and will not be able to return.	13
Late Arrival/Tardiness	13
Emergency Situations / School Closings / Inclement Weather Policy	13
Emergency Response Procedures	14
Admission & Withdrawal From Program	14
Admission Procedure	14
Tuition and Scholarships	14
CAI Scholarship Guidelines	15
SCHOLARSHIP PURPOSE	15
WITHDRAWALS	16
Kindergarten Requirements	16
Age and Health Requirements	16
Student Responsibilities	17
Parent / Guardian Responsibilities	18
Parent and Family Involvement	18
Personal Responsibilities	18
Attendance / Health	19
General Information	19
Communication	19
Parent-Teacher Conferences	19

Family Educational Trips	19
Medical Appointments	20
Make-up Work	20
Birthday/Event invitation Policy	20
Photo and Video Release	20
Student Lunch Policy	20
Transportation	22
Transportation/Busing Policy	22
Bus Discipline Policy	22
Student Drop Off and Pick Up	23
Volunteers & Visitors Procedures	23
Volunteers	23
Visitors/Volunteers	24
Student Policies	24
• Acceptable Use Policy	24
• Equipment Subject to Agreement: The equipment subject to this agreement ("Equipment") includes the Apple iPad, Apple iPad accessories, and related software in the following list:	24
Dress Code	27
Uniform Guidelines	27
Academic Integrity	29
Grade Promotion/Retention	29
Homework	29
Prohibited Items	30
Cell Phone Policy	30
Lost and Damaged School Property	30
Field Trips	30
Student Discipline and Related Policies	32
• Student Discipline Policy	32
Level I Violations: Classroom Disruption (Teacher-Enforced Consequences)	32
Level II Violations: Minor Offenses (Administrator-Enforced Consequences)	33
Level III Violations: Major School Offenses (Administrative Team-Enforced Consequences)	34
Expulsion	34
Bullying and Cyberbullying Policy	35
Weapons Policy	35
Tobacco Policy	35
Alcohol and Drug Policy	35
CAI Learning Academy is committed to providing a healthy and productive environment for all staff, students, students' families, and community members. We believe the use of alcohol and drugs including any type of look-alike drug is counterproductive to achieving that goal. Students shall not be permitted to use or possess alcohol or drugs (over the counter, non-prescription, and prescription drugs) while on school property, in a school vehicle, or attending any school-sponsored function at	

any time. Violation of this policy may result in expulsion.	35
Gang Policy	35
Terroristic Threat/Act	36
Health	37
Health Examination	37
Mandated Health Screenings for Kindergarten:	37
Immunizations	37
Medications	38
Illnesses During the Day	38
Medical Causes for Exclusions from School	39
Exclusion From Physical Education	39
Healthy Snacks	40

Mission & Vision

Mission

The mission of CAI Learning Academy is to equip students with the skills necessary for life after graduation. We provide the best possible academic foundation for our students by using forward-thinking technology-driven instruction to teach the fundamentals of reading, writing, and math using innovative strategies in a blended learning environment.

Vision

CAI Learning Academy will become a model of educational excellence by leveraging technological knowledge and experience, business design, and the knowledge of CAI associates to cultivate a learning environment for students that:

- Delivers a high-quality, holistic education rooted in the belief that a strong mind, a strong body, and strong values will lead our students down a path of academic successes;
- Provides a full-day kindergarten program to ensure students are developing a strong foundation of literacy and math skills;
- Features a highly structured school day and an optional five week summer program that will help diminish summer learning loss;
- Implements individual learning plans for each student;
- Provides technologically advanced classrooms that stimulate learning and keep students engaged;
- Inspires students to be accountable, respectful leaders through the Leader in Me program;
- Integrates a community-based and school-based support service program for both students and parents; and
- Cultivates social skills and strong role models through mentorship programs with Computer Aid, Inc. associates.

Board of School Directors, Board Meetings, & Non-Discrimination Policy

Board of School Directors

Tony Salvaggio, *President*

Derek Sager, *Treasurer*

Suzie Spinosa, *Secretary*

Marvin Balliet

Gregg Feinberg

Steve Taylor

Board Meetings

Board meetings for the CAI Learning Academy Board of Directors will be held yearly. Please contact the school office for meeting dates, times, and locations.

Non-Discrimination Policy

It is the policy of The CAI Learning Academy to maintain a learning and work community that is free from discrimination. CAI Learning Academy does not discriminate on the basis of an individual's real or perceived race, color, religion, creed, national origin, linguistic and language differences, disability, sex, sexual orientation, gender identity/expression, genetic information, political belief, age, socioeconomic status, height, weight, physical characteristics, marital status, or parental status in the administration of its educational policies, admission policies, financial aid, employment, or any other school program or activity.

CAI Learning Academy provides equal employment opportunities to all individuals. Employment decisions are based on merit, qualifications, and abilities. Applicants who are disabled and require any type of accommodation during the application process, or at any other time, are encouraged to identify themselves and indicate what type of accommodation is needed.

CAI Learning Academy will make reasonable accommodations for qualified individuals with known disabilities who are able to meet the essential functions of the position, unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment. Inquiries or complaints of discrimination, or if you need information about accommodations for persons with disabilities, should be directed to the Director of Education, at CAI Learning Academy, 1033 W. Washington St. and/or call (610) 841-3588.

School Contact Information

School Phone 610-841-3588
School Fax 610-879-3772

School Email Directory

Administrative Team

Director of Education

Mrs. Jessica Devlin, M.Ed.

Jessica_Devlin@cailearningacademy.org

Dean of Students

Mrs. Jill Rothenberger, M.Ed.

Jill_Rothenberger@cailearningacademy.org

Office Manager

Mrs. Millie Rosario-Konrath

Mildred_Konrath@cailearningacademy.org

School Nurse

nurse@cailearningacademy.org

Education Projects Tech Support

Ms. Megan Shealene Konrath

Megan_Konrath@cailearningacademy.org

Food Service Director

Mrs. Joanne Ramsoomair

Joanne_Ramsoomair@cailearningacademy.org

Classroom Teachers

Kindergarten

Mrs. Nicole Oliver

Nicole_Oliver@cailearningacademy.org

1st Grade

Mr. Brian Beck

Brian_Beck@cailearningacademy.org

2nd Grade

Mrs. Kristin Wuchter, M.Ed.

Kristin_Wuchter@cailearningacademy.org

3rd Grade

Ms. Sidney Case

Sidney_Case@cailearningacademy.org

4th Grade

Mr. Richard Smith

Richard_Smith@cailearningacademy.org

5th Grade

Mrs. Tori Vance

Tori_Summy@cailearningacademy.org

S.T.E.M. Teacher

Ms. Heidi Scarano, M.Ed.

Heidi_Scarano@cailearningacademy.org

Instructional Support Staff

Reading Specialist

Mrs. Terese Bilsak, M.Ed.

Terese_Bilsak@cailearningacademy.org

Reading Specialist

Laura McCrone, M.Ed.

Laura_McCrone@cailearningacademy.org

Math Specialist

Mrs. Eileen Brodt, M.P.A.

Eileen_Brodt@cailearningacademy.org

Innovation Specialist

Mrs. Sarah Reid, M.Ed.

Sarah_Reid@cailearningacademy.org

Janitorial Staff

Mrs. Maria Blanco De Gutierrez

Maria_Blanco@cailearningacademy.org

Mr. George Sheaffer

George_Sheaffer@cailearningacademy.org

Child Care Staff

Mrs. Dianne Black

Dianne_Black@cailearningacademy.org

Enrollment Questions

enrollment@cailearningacademy.org

Volunteer Questions

volunteer@cailearningacademy.org

School Schedules, Attendance, & Emergency Notification

2023-2024 School Start / End Times

Start/End Time	Kinder	1st Grade	2nd Grade	3rd Grade	4th Grade	5th Grade
Student Start Time	8:30 am	8:30 am	8:30 am	8:30 am	8:30 am	8:30 am
Student End Time	3:05 pm	3:05 pm	3:05 pm	3:05 pm	3:05 pm	3:05 pm

ALL STUDENTS WILL BE DISMISSED AT 3:05 PM WITH THE EXCEPTION OF STUDENTS WHO ATTEND DAYCARE AND/OR RIDE THE BUS WHO WILL BE DISMISSED AT 3:00 PM.

All parents MUST park across the street and walk their child to the door entrance. Parents will not be permitted to enter the building during arrival time. Parents must remain outside until the child has been permitted to safely enter the school building. If arriving late, please ring the doorbell and wait for your child to be permitted to safely enter the building. You must report to the office to sign your child in if you arrive late.

Attendance Policy

Pennsylvania School Code Section 1327 states that **regular school attendance is mandatory** and that it is the **responsibility of the parents to send their children to school on a regular basis**. Prompt and regular attendance is important if a child is to succeed in school and is directly related to a child's development of responsibility, self-esteem and good work habits. CAI Learning Academy places an emphasis on attendance and expects that all families comply with the following guidelines and expectations:

The attendance policy for ALL students is as follows:

- Doors open at 8:00 AM each day (no sooner); students who participate in the breakfast program must be in the building no later than 8:10 AM.
- Students are expected to be in school all day unless sent home due to illness, there is a documented doctor's appointment, or significant family emergency. Students should not be picked up early for other reasons. CAI Learning Academy reserves the right to determine if an early pickup is considered excused or unexcused. Any time deemed unexcused by CAI Learning Academy will count toward an unexcused absence.
 - 8:30 AM- 10:00 AM (leaving and not returning to school) = Full Day Absent
 - 10:01 AM-1:00 PM (arriving or leaving) = ½ Day Absent

- 1:01 PM-3:05 PM(leaving & not returning to school due to a doctor appointment) = Full Day Present if note is provided
- 1:00 PM-3:05 PM (arriving to school) = Full Day Absent
- Students who arrive after 8:30 AM will be marked Unexcused Tardy unless an acceptable excuse is provided. Students who accrue 250 minutes tardy and/or unexcused early leave will receive a full day unexcused absence.

School Attendance Requirement (Applies to all students, including Kindergarten)

- If your child is absent from school:
 - You MUST notify the school by completing the required Google Attendance Form, emailing, or calling the school office at 610.841.3588 by 9:00am the day of the absence in order for the absence to be excused. You can access the [Google Attendance Form](#) here.
- If you do not notify the school of the absence following the above stated guidelines your child will be marked with an unexcused absence.
- After three (3) unexcused absences, you will be issued your first written truancy warning.
 - Unexcused absences and tardies are considered infractions under the Student Attendance Policy.
 - If another unexcused absence is accrued after you have received the first written truancy warning, you will be required to attend an Attendance Improvement Conference with the Dean of Students. At the conference, an Attendance Improvement Plan will be written which you will be required to sign and follow. Failure to follow this plan may result in the following actions:
 - **Filing of the report with the student's home school district**
 - **Scholarship revocation**
 - **Permanent removal from CAI Learning Academy's enrollment**
 - **Referral to the Office of Children and Youth Services**
 - **Arrest, fines, and /or incarceration**
 - **Sanctions by the Lehigh County Assistance Office**
- You can call your child off from school for being sick 10 times before a doctor's note is required, unless your child is absent for 3 or more days in a row.
 - **Beyond a child's 10th absence, a doctor's note will be required for any and all absences in order for them to be considered excused.**

Absences for reasons of illness, funeral, medical and dental appointments, religious observance or court appearances will be considered excused once the Google Form is completed, an email is received, or a doctor's note is provided. All other reasons or failure to provide an absence excuse within three days will result in the absence being marked as unexcused. If a child is absent for three consecutive days, a doctor's note is required upon their return. **Students with 10 consecutive unexcused absences will be permanently dropped from the school's roster and will not be able to return.**

Late Arrival/Tardiness

Occasionally an emergency may arise that will cause a student to be late to school. Students are considered tardy after 8:20 AM. The procedure for such situations is listed below:

1. When a student arrives late to school, he/she must be accompanied by an adult, wait to be admitted to the building, and be signed in at the office by the adult. The child must receive an admittance slip before going to his/her classroom.
2. A parent should call the school prior to the student's arrival at school if he/she is going to be tardy.

If a student accumulates an excessive number of absences and/or tardies, CAI Learning Academy may require the student to attend the school's four/five week summer program in order to remain enrolled and/or move on to the next grade level. CAI Learning Academy reserves the right to determine what is considered an excessive number of absences and tardies.

CAI Learning Academy is committed to working with families and helping to improve students' attendance. Therefore, should you enter a period of hardship, please contact the school office immediately to discuss ways in which the school can support you and your family.

Emergency Situations / School Closings / Inclement Weather Policy

CAI Learning Academy will ensure that information regarding emergency closings or operations will be available through the following services:

- **WFMZ-TV Channel 69**
- **Gradelink**
- **Class Dojo**

In the event of inclement weather, information regarding school closings and delays will be posted by 6:00 a.m. On a one-hour late start day, the school day will begin at 9:30 a.m. During a two-hour delay, the school day will begin at 10:30 a.m., ***NO BREAKFAST WILL BE SERVED.***

*Note: Please **DO NOT** call the school office. Go on WFMZ-TV Channel 69 and/or Class Dojo. Early dismissal procedures will remain the same as a regular school day.

Emergency Response Procedures

A full emergency All Hazards Plan has been established for the daily operation of CAI Learning Academy. Please call the school office if you would like to review this plan and make yourself familiar with the All Hazards Plan policies and procedures.

Admission & Withdrawal From Program

Admission Procedure

Each parent who wishes to enroll their child at CAI Learning Academy must complete and submit an enrollment packet, which includes, but is not limited to, the following:

- Registration application,
- Medical history form,
- Completed physical with immunization dates,
- Completed dental form,
- Proof of birth,
- Proof of residency, and
- Scholarship application

All student applicants will participate in admission assessments as part of the application process.

Following the admissions assessments, you will receive a letter confirming your child's acceptance into CAI Learning Academy. All students who receive acceptance are required to attend CAI Learning Academy's free four week summer program held during the month of July. If space is unavailable, your child will be placed on a waiting list and you will be notified in writing as well.

Tuition and Scholarships

The tuition at CAI Learning Academy is \$12,800.00 per year per child. Full and partial scholarships are available based upon financial need. If a child is granted a scholarship, student attendance and student/parent participation are required.

Full commitment to CAI Learning Academy's academic program is expected by all families. Any student/parent who does not abide by the student attendance/participation policy will risk the loss of scholarship and being permanently withdrawn from CAI Learning Academy's academic program.

CAI Scholarship Guidelines

SCHOLARSHIP PURPOSE

The CAI Learning Academy Board of Trustees has established a scholarship fund to be awarded to a student currently enrolled at CAILA who: (1) demonstrates outstanding academic ability, achievement, growth, and potential, (2) regularly attends school (see student handbook for attendance policy); and (3) strives to be the best student possible.

SCHOLARSHIP CRITERIA

In order to be considered for a scholarship, a student must be currently enrolled at CAILA and meet the following criteria:

- ***Be in good financial standing*** with all tuition and fees, including late fees, from the previous school year paid in full by the beginning of the new school year.
- ***Be in good attendance standing*** with no more than 3 unexcused absences and 5 late arrivals throughout the 2023-2024 school year. (Violation of the attendance policy may result in loss of scholarship funds.)
- ***Demonstrate financial need*** as determined by our Tuition Management Program guidelines.
- ***Demonstrate academic excellence*** by displaying consistent effort and active participation in class lessons and activities, working diligently, satisfactorily completing and submitting all class and homework assignments on time, and striving to be the best version of him/herself.

AWARD AMOUNT

Scholarship awards include partial and full tuition coverage depending on the family income level and need.

RECIPIENTS

Recipients will be chosen based on financial need, academic achievement (Report card grades, IOWA assessment scores, and instructional technology scores that will be evaluated to determine a student's personal achievement and growth from quarter to quarter), and attendance. The number of awards varies annually. Receipt of the CAI Scholarship in previous years does not guarantee receipt during the current academic year. Students must reapply yearly.

SUBMISSION

All scholarship applicants must apply directly through Simple Tuition Solutions. The deadline for submitting the application through Simple Tuition Solutions for the 2023-2024 school year is Friday, July 28, 2023. Scholarships are awarded on a first-come, first-served basis to families in financial need who have completed the application process by the deadline and meet the above requirements. Please note, a completed application includes the submission and verification of all required financial documentation, i.e., W-2's, 1040's, etc. by the July 29th deadline.

SELECTION PROCESS

All applications are reviewed by a Scholarship Committee which consists of the Director of Education and the Dean of Students. Scholarship award recommendations will be made to the Board and subject to the Board President's official approval.

Scholarship finalists may be required to meet with the Scholarship Committee for a personal interview. This interview would be conducted before final selections are made by the committee.

NOTIFICATION

Scholarship recipients will be notified in writing after the tuition and financial aid application process closes. All scholarship money will be applied directly to the student's tuition.

DISCLAIMER

The receipt of scholarships from other organizations shall not render a student ineligible for the scholarship, except in the event that a full scholarship is awarded.

WITHDRAWALS

When withdrawing a child from school, the parent or guardian must notify the school office in advance. Students who transfer to another school must return all CAI Learning Academy property.

A withdrawal/transfer form must be completed prior to the student's last day to confirm that the student has been enrolled in another school. Student records will only be distributed to the child's new school upon request of the school or district. Per PA Public School Code, upon receiving the withdrawal/transfer form, the child's home district will be informed of his/her disenrollment from CAI Learning Academy.

CAI Learning Academy is a Kindergarten through fifth grade school. Fifth grade student records will be gathered and transferred to a student's new school once the request has been received from the school the student will be attending.

Kindergarten Requirements

Age and Health Requirements

Children entering Kindergarten must be five (5) years old by September 30th.

The School Nurse shall ascertain that every student, prior to admission to the school for the first time, has been immunized against such diseases as the Pennsylvania Secretary of Health has directed.

Children **MUST** be bathroom independent in order to attend CAI Learning Academy. Should it come to our attention after enrollment procedures have been finalized that your child is not bathroom

independent, your child will be disenrolled from CAI Learning Academy with the recommendation that they re-apply the following school year.

Middle School Transition

CAI Learning Academy is a Kindergarten - fifth grade school. CAILA has developed partnerships with local schools in the Diocese of Allentown to which scholarships are provided for CAI Learning Academy students to attend 6th - 8th grades. CAI Learning Academy's administrative team will help to determine the best fit for each fifth grade student as they prepare to transition to middle school. Once enrolled in one of CAI Learning Academy's partner middle schools, families are provided with a scholarship contract by which they must abide in order to maintain scholarship.

Student Assessments

Assessments are valuable tools for administrators, teachers, and students with the purpose of measuring learning objectives and supporting student learning. CAI Learning Academy utilizes various standardized student assessments in order to gather relevant information about student performance and progress as well as to make judgments about students' learning processes. The CAILA administrative team may, at any time, administer standardized assessments to students to gather important information and determine how to best support students' learning needs.

Parents understand that all new applicants to CAILA as well as current CAILA students are subject to the administration of standardized assessments.

Student Responsibilities

At CAI Learning Academy, the expectation is that every student will abide by all rules and responsibilities set forth in the student handbook or be permanently removed from the school's enrollment.

Due to the nature of working with children, this is not a full and complete list. We have done our best to develop an extensive list of responsibilities and expectations, however, we reserve the right to modify our expectations as needed to continue to provide a safe and supportive learning environment.

Expectations include the following:

- Be a Leader
 - *Demonstrate the Leader in Me Habits:*
 - *Be Proactive*
 - *Begin with the End in Mind*
 - *Put First Things First*
 - *Think Win-Win*
 - *Seek First to Understand, Then to be Understood*
 - *Synergize*
 - *Sharpen the Saw*

- Be Respectful
 - *Keeps hands, feet, objects, and/or physical actions to self.*
 - *Refrain from using explicit language, profanity, and abusive language or actions, both written and verbal.*
 - *Demonstrate respect for the rights of other students, teachers, administrators, volunteers, and guests.*
- Be Responsible
 - *Attend school regularly and on time.*
 - *Take appropriate care of all materials and equipment.*
 - *Follow the school uniform policy.*
 - *Comply with all laws, rules, and regulations.*
 - *Complete all homework assignments as instructed by the teacher in a timely manner.*
 - *Make up all work when absent in a timely manner.*
 - *Promptly deliver all school communications to a parent / guardian.*

Parent / Guardian Responsibilities

Parent and Family Involvement

As a parent of a student at CAI Learning Academy, we ask that you become familiar with the following parental expectations listed below. We believe that these expectations will help establish a positive and productive learning environment throughout the school and community.

Personal Responsibilities

- Maintain up-to-date home, work, and emergency numbers/contacts at the school.
- Call the school office to report any changes to your child's dismissal procedures.
- Become acquainted with the school, staff, curriculum, and activities.
- Check your child's folder on a daily basis for school communication and important forms that must be signed and returned to the school office.
- Refer to the school's monthly calendars for updates and schedule changes.
- Attend parent-teacher conferences.
- Know the rules, policies, and consequences for violations of the rules.
- Refrain from using explicit language, profanity, and abusive language or actions, both written and verbal.
- Obey all traffic laws and regulations while on or around school property.
- Comply with all school guidelines for arrival and dismissal procedures.
- Encourage your child to demonstrate respect for their classmates, school personnel, and school property.
- Review and abide by the Student Handbook as a family, paying close attention to the following policies: Attendance, School Uniforms, and Discipline.
- Support the school in safety practices and follow the simple procedures to keep all students safe.
- Interact appropriately with school staff. Failure to do so may result in the loss of your child's scholarship and expulsion from the school.
- **Please DO NOT use your phone when visiting the school office or classrooms.**

Attendance / Health

- Send your child to school regularly, on time, well-rested, and prepared to learn.
- Make sure that your child's attendance/participation during school hours is regular, punctual, and that all absences are excused.
- Ensure all required medical and dental documentation is provided and up to date.
- Provide appropriate information and documentation on known medical problems that might affect attendance.
- Submit an approved absence permission request form if traveling or if the child is going to be absent for more than three (3) days.
- Bring to the attention of school administration any problem or condition which may affect your child or other children in the school community, e.g. behavioral health conditions such as ADHD, Autism, and ODD, or medical conditions such as allergies, asthma, diabetes, or seizure disorders.
- **All medication that is to be administered in school MUST be brought in by an adult. DO NOT SEND MEDICATION IN WITH YOUR CHILD.**
- Follow through with health recommendations, including all COVID-19 requirements.

General Information

Communication

Should any parental concerns arise, CAI Learning Academy encourages an open door communication policy. As a parent, if you are experiencing an administration concern, contact the Director of Education. If there is an educational concern, contact your child's classroom teacher. CAI Learning Academy greatly encourages parent and family involvement. Please communicate regularly with your child's teacher as well as with administration as needed.

Parent-Teacher Conferences

Parent/Teacher conferences are held throughout the year to review your child's progress. However, if at any time, you would like a conference with your child's teacher, please contact the teacher or the school office. Our teaching staff is always willing to meet with you, however, we ask that appointments be made in advance.

Family Educational Trips

CAI Learning Academy believes that students must be in regular attendance in order to gain the full instruction for the educational programs offered by CAI Learning Academy. ***Vacations are discouraged during regularly scheduled school days.*** CAI will allot a student five consecutive days of excused absences for family vacations or trips. The following requirements must be met for the absence to be considered excused:

1. A completed Family Educational Trip Google Form must be completed and turned into the Dean of Students at least ten school days prior to the first day of the absence. You can access the vacation request form that has been sent to you via email by Mrs. Konrath.
2. A maximum of five school days per school year will be permitted for family vacations or trips.
3. Any days that exceed five days will be coded as illegal absences.

4. Students will have three days to make up work for every day missed. Any work that is not made up within the allotted time will be considered incomplete.
5. Please note that students will be required to stay at home in accordance with any travel quarantine orders, if any, issued by the CDC upon return from a vacation. This may result in the child accumulating unexcused absences.

Medical Appointments

If your child must arrive at school late, leave early, or miss school due to a medical appointment we ask that you make the school office aware in advance. In order for the child's time out of school or absence to be deemed excused, a doctor's note must be submitted to the main office within three (3) days of the appointment. When we are aware of scheduled appointments in advance, teachers are able to ensure students are prepared without their classes being disrupted. Thank you for following these procedures, as they are important in maintaining school routines and consistency for our students.

Make-up Work

Students will be allowed to make up all missed homework, assignments, and tests due to an excused absence. Upon returning to school, students will be given three days to make up all assignments. Students may be given more time to complete work depending on the volume of work being submitted. Allotting additional time will be left to the classroom teacher and/or the administration's discretion. In cases where the trimester has ended and grades are due, no additional time will be approved unless the student has an excused absence due to illness.

Birthday/Event invitation Policy

Students are permitted to celebrate their birthdays in school with their classmates. For the health and safety of all students, please send in treats/snacks that are store-bought and prepackaged with a label containing the ingredients. Students are allowed to bring cupcakes, munchkins, or cookies.

Please do not send any products that contain nuts. Please do not send balloons, party favors, or gifts. These items should be reserved for outside of school celebrations. We appreciate your adherence to this policy as not every child's family is able to provide such items.

If a student is having an outside birthday celebration and invitations are requested to be sent home through the school, they must include all boys, all girls, or the entire class. A roster of students can be obtained by contacting the classroom teacher.

Photo and Video Release

CAI Learning Academy requires written parent or guardian's permission to use any child's photograph or photographic image in official CAI Learning Academy publications. To withdraw permissions, a written request must be submitted to the main office.

Student Lunch Policy

Students who are not participating in the Free and Reduced Lunch Program are expected to pack a non-perishable lunch each day. Students are encouraged to store their lunch in an insulated bag which

will be stored in the classroom. We do ask that as lunches are being packed, healthy portion sizes, food choices, and nutrition are kept in mind.

*No candy, soda, caffeinated beverages and glass bottles are permitted. No Fast Food is permitted from McDonald's, Burger King, Dunkin Donuts, etc. Hoagies from Wawa or Subway are permitted, but please keep in mind that children in grades K - 5th require only a 6" sub. All lunches must be brought to school with the student in the morning. Please see the healthy snack / lunch suggestions which have been provided. **Students who forget their packed lunch will be sent to the office and a parent will get a call so a lunch can be brought to school. If a parent is unable to bring lunch to school, the student will be provided with a bagel, piece of fruit, and water.***

Due to the number of students in our school, we cannot warm up a child's lunch; therefore, please pack a lunch that does not require warming up. We highly recommend using a thermos to keep foods warm, such as soup, pasta, and chicken nuggets.

For more information on how to provide your child with a healthy school lunch, please contact the School Nurse.

Hot lunch service can only be ordered in advance from our food catering service. Breakfast/Lunch menus will be sent home each month for the following month's service. Only students who pre-order breakfast/lunch will receive breakfast or hot lunch. Students cannot order breakfast or hot lunch service for the month after the order has been placed by the school. Please be mindful of the order deadline on the breakfast/lunch menu. Parents should not order school lunches if they are packing lunch for their child(ren). It is wasteful to order a school lunch if your child eats a packed lunch.

Transportation

Transportation/Busing Policy

According to Pennsylvania Law, students are entitled to transportation as follows:

1. Non-Public Schools - A District that provides transportation for resident public school students must also make identical provisions for the transportation of resident nonpublic school students. Allentown School District transports elementary students (K-5 grades) who reside 1.5 miles or more from their school. Nonpublic elementary students (K-5 grades) must reside 1.5 miles or more walking distance from home to school to qualify for transportation.

2. Transportation for students who qualify by walking distance must be provided transportation to and from the non-public or charter school in which the student is enrolled, even if the school is located outside the district so long as the distance is not more than 10 miles beyond the district boundaries. If you think your child is eligible for transportation, please complete the required information provided to you by the school office. Return this form to your school promptly.

*Students who live less than 1.5 miles or more than 10 miles from the school **must** provide their own transportation or walk. For families who are able to do so, carpooling is also encouraged.*

Bus Discipline Policy

Video/Audio Surveillance

The use of a video/audio recording is intended to assist the administration, contractors, and drivers in observing behavior, preventing the violation of bus rules, school rules, regulations, district policies, and Pennsylvania law, and utilizing and/or dispensing such surveillance when required for disciplinary, civil and/or criminal matters.

Video/Audio recorders may be placed on any and all buses or schools. All students are subject to being videotaped on the school bus or at school at any time.

The video/audio media are intended for use with respect to issues relating to safety and behavior on the bus and at school. Video/audio media are not intended for general viewing by a student, employee, parent/guardian, or public and shall not be made available for general viewing purposes.

Refer to Policy #810.2

Please see your local sending school district's bus discipline policy for more details.

Student Drop Off and Pick Up

- Walkers: Students who will be walking home will be escorted out of the front door of the school building. All parents waiting to pick up their children should wait outside the front of the school on the sidewalk.
- Car Riders: Parents who will be picking their children up by car are to park in the parking lot across from the front entrance of the school. The students will be escorted outside by faculty members. We ask that safety always be considered and please adhere to this procedure.
- Bus Riders: Students who ride the bus to / from school will be dropped off and picked up in front of the school building.
 - **NO CARS MAY BE PARKED IN FRONT OF THE SCHOOL BUILDING DURING DROP OFF AND PICK UP.**
- Daycare: Students who attend daycare will be dropped off in front of the school building. Daycare pickup will be in back of the school building. All daycare buses / vans will park in their designated areas.

Volunteers & Visitors Procedures

Volunteers

- Individuals who volunteer at CAI Learning Academy are required to submit the following documents to remain on file within the main office:
 - Volunteer Information Form
 - PA Child Abuse Clearance
 - Criminal Record Clearance
 - FBI Fingerprinting Clearance or Affidavit form
 - Volunteer Disclosure Form
- These clearances and forms must be updated as needed at the expense of the prospective volunteer. Volunteer clearances will be accepted and considered valid when the date of the clearances are within a five year period. Individuals who volunteer in the following capacities listed below must have the required clearances and forms on file:
 - Homeroom Parents
 - Parent Readers
 - Assisting in a classroom
 - Working with a small group or individual students
 - Chaperoning Field Trips
 - Breakfast/Lunch/Recess Assistance

The items listed above are provided as examples only. Situations not specifically listed, but deemed requiring all clearances and forms, will be determined by the Director of Education or Dean of Students.

- There are some activities / events in which parents can assist CAILA school staff which do not require the completion of the outlined clearances. Some of these activities/ events include but are not limited to the following:
 - Set up / break down for school events;
 - Uniform sales;
 - Fundraising events;
 - Maintenance tasks.

Visitors/Volunteers

All visitors and/or volunteers are asked to adhere to the following procedure:

1. Sign into the Visitor Management System which is located in the school office..
2. Keep our school-issued visitor's / volunteer badge on at all times.
3. Sign out of the Visitor Management System prior to leaving the building.
4. Become familiar with the school Volunteer Policy to ensure that you have the necessary clearances required to be a school volunteer.

Student Policies

- **Acceptable Use Policy**
 - The 2023-2024 Student Apple iPad Use Agreement is made effective between CAI Learning Academy, the named student, and the student's parent or guardian.
- **Equipment Subject to Agreement:** The equipment subject to this agreement ("Equipment") includes the Apple iPad, Apple iPad accessories, and related software in the following list:
 - One (1) Apple iPad
 - One (1) AC/USB Adapter (with power cord)
 - One (1) Carrying Case
 - One (1) Apple Pencil
 - One (1) Headphone
- **Ownership:** The school shall be deemed to hold the title to the equipment at all times unless the school transfers the title. The student shall hold no security or ownership interest regarding the equipment. Likewise, the student shall hold no security or ownership interest in the licenses to the installed software included with the equipment nor in the licenses to any other software that the school may from time to time install on the equipment used by the student.
- **Term Equipment Use:** The student shall return all equipment itemized above in good operating condition to the classroom teacher at the end of the current school year (unless the school transfers the equipment's title). The school may require the student to return the equipment at any time and for any reason. Failure to return the equipment will be treated as an act of theft and the authorities will be notified. Failure to return the equipment in good operating condition will result in a fine up to the original purchase price of the device.
- **Equipment Storage and Use at School:** The equipment will remain on the school's premises during each of the student's normal school days. During the school's normal business hours or after school, when the student is not in the immediate presence of the equipment, the equipment must be secured in a designated location as determined by the classroom teacher.

- **Use of Equipment:** The primary use of the equipment by the student is for the student's educational programs. The student shall abide by the school's Acceptable Use Policies ("AUP"). Violation of the school's AUP will require administrative correction/repair by the CAI Learning Academy teachers and will result in disciplinary action as determined by the Director of Education.
- **Web Browsers**
 - Students will not visit Internet sites that contain obscene, illegal, hateful, or otherwise objectionable materials.
 - Students will use the Internet for educational purposes only.
 - Students will not access social media sites at any time. Social media sites include but are not limited to, Facebook, Facebook Messenger, Instagram, Twitter, TikTok, Snapchat, Tumblr, Pinterest, Kik, WhatsApp, Reddit, and Vsco
 - Students may only use YouTube under the direction and guidance of the classroom teacher.
 - Students will never disclose or publicize personal information.
 - Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.
- **Email**
 - All CAILA students receive a school-issued email address. This email address is to be strictly used for school communication and assignments only. Below is a general summary of guidelines related to student email.
 - Student email is to be used for school related communication.
 - Students may not send harassing email messages or content.
 - Students may not send offensive email messages or content.
 - Students may not knowingly send spam email messages or content.
 - Students may not knowingly send email containing a virus or other malicious content.
 - Students should not send or read email at inappropriate times, such as during in-person or virtual class instruction.
 - Students should not send email to share test answers or promote cheating in any way.
 - Students should not use the account of another person.
 - **How student email is monitored**
 - Rules/filters are set up to monitor student email for profanity, harassment, and other inappropriate content.
 - Administration reserves the right to log into student email accounts at any time to monitor usage.
 - Student email that is identified as inappropriate will result in an immediate discipline referral to administration.

- **Compliance with Software Licenses:** The student is responsible for compliance with the license terms of any licensed software, and the student agrees to hold the school harmless for any violations of such license terms.
- **Care of Equipment:** The equipment may only be used in a careful and proper manner. The student shall keep the equipment in good operating condition, allowing for reasonable wear and tear. The student shall immediately notify the classroom teacher if the equipment is not in good operating condition or is in need of repair. The school maintains a service contract covering the equipment. The student shall be financially responsible for repairs due to negligence. No personal stickers or writing is allowed on the equipment.
- **Right of Inspection:** The student shall make the equipment available to school personnel as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the school's normal business hours.
- **Warranty:** The school honors Apple's warranty on all equipment for two years as an extended Apple Care warranty has been purchased. The school is not responsible for any damage or defect that does not fall within the scope of the manufacturer's warranty. The student assumes responsibility for the condition of the equipment.
- **Indemnity of School for Loss or Damage:** If the equipment is damaged due to negligence, or any other reason not covered by the warranty, the school shall have the option of requiring the student to repair the equipment to a state of good working order or to reimburse the school for the full replacement cost of such equipment.
- **Device:** This agreement shall apply to any model of iPad issued by CAI Learning Academy until a new Apple equipment Use agreement is executed between the parties.
- **Waiver:** The failure of either party to enforce any provision of this agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this agreement.
- **Internet:** The sole use of the internet within the classroom is educational. Students are not permitted to use the school internet for personal emails, social media, or web browsing of any sort. The classroom teacher will define acceptable internet use on a case-by-case basis.
- **Disclosures:** I hereby release CAI Learning Academy, its personnel, its volunteers, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the CAI Learning Academy network. I will instruct my child regarding the rules of use contained in this document and understand and agree that the agreements contained herein are incorporated into the contract under which my child is enrolled at CAI Learning Academy. I understand that it is impossible for CAI Learning Academy to restrict access to all controversial materials and I will not hold the school responsible for materials accessed on the network. I accept full responsibility if and when my child's use of technology is not in a school setting and understand that my child is subject to the same rules and

agreements while not at school. I understand that CAI Learning Academy encourages parents and guardians to supervise and monitor any online activity.

- ***By signing this AUP and Student Handbook, the student and the student's parent or guardian, hereby agree to the terms of this agreement.***

Dress Code

All students are expected to properly dress in the school uniform every day. All parents and guardians are expected to support their children by ensuring that students are properly dressed when they leave for school each morning. Students must be properly dressed throughout the school day and during all school activities, including before and after school activities and field trips. Parents and guardians will be notified in advance of any exceptions to this rule (i.e.; Field trips may require old clothes). By maintaining a uniform-based student dress code, we can provide an educational environment where the focus is on learning and the distractions of dress are kept to a minimum. CAI Learning Academy has partnered with **French Toast Schoolbox**, simply access your webstore at the URL:

Your webstore link:

<https://www.frenchtoast.com/schoolbox/schools/cai-learning-academy-QS5VBFA>

We require students to wear the French Toast brand uniform to maintain consistency in appearance, however, we recognize the expense that parents incur when buying clothing for the school year. In addition to the French Toast Schoolbox, French Toast uniform pants are also sold at the following locations: Burlington Coat Factory and Forman Mills. Exceptions to the French Toast brand will be allowed only with prior approval from the Director of Education and Dean of Students.

All students are required to wear the navy blue polo shirt with the CAILA logo. This MUST be purchased through the French Toast Schoolbox.

Uniform Guidelines

CAI Learning Academy has a new uniform policy for the 2023-2024 school year.

- **Students must adhere to the following guidelines:**
 - **Shirts:** Solid short or long sleeve French Toast navy blue polo with school logo
 - **Pants:** Solid straight leg French Toast khaki dress pants
 - **Shorts:** Solid straight leg French Toast khaki, knee length
 - **Skort:** Blue/gold plaid, knee length or longer
 - **Polo Dress:** Navy, knee length or longer with school logo
 - **Outerwear:** CAI Learning Academy zip up jackets
 - **Tights and Socks:** navy blue or white; navy blue or white knee socks or tights under skirts or dresses
 - **Shoes:** Brown or black uniform shoes or solid black or white sneakers; Girls may wear brown or black riding boots or brown, black Ugg Boots during the winter months only
 - **Belt:** Brown or black belt
 - **Earrings:** Stud Earrings **(NO HOOP EARRINGS)**

All jewelry is worn at the risk of the student. CAILA will not be held responsible for any lost, damaged, or stolen jewelry nor will CAILA be held responsible for injury that results from wearing any type of jewelry.

Physical Education Uniform:

- **Students must adhere to the following guidelines:**

- Navy Blue short sleeve dri-fit t-shirts (with school logo)
- Navy blue cotton sweatshirts (with school logo)
- Navy blue dri-fit shorts (with school logo)
- Navy cotton sweatpants (with school logo)
- **Solid** navy or white athletic socks; any color sneakers **for gym ONLY**

The physical education uniform can be purchased through **CAI Learning Academy**.

- **Students are NOT permitted to wear the following:**

- *T-shirts (except on gym day),*
- *Any uniform pants that are not French Toast brand,*
- *Cargo style pants with patch pockets, pipe shorts, jeggings, denim or form-fitting pants, or bike shorts*
- *Hooded sweatshirts or jerseys of any type (unless permitted for special events),*
- *Hats, bandanas, sweatbands or scarves,*
- *Patterned tights or socks,*
- *Open-toe shoes, sandals, flip flops, crocs, bright colored shoes,*
- *Makeup (even on dress down or picture days),*
- *Spiked and/or shaved hair designs will be permitted only at the discretion of the administration,*
- *Midriff shirts,*
- *Tank tops or shirts with spaghetti straps,*
- *Torn jeans (on dress down days),*
- *Inappropriate writing on clothing.*

Daily uniform checks will be conducted and the following will be checked:

- Shirts must be buttoned to the second button and **tucked** inside pants.
- Pants must be worn at the waist.
- Clothes must be in good repair, clean, and without writing or markings.

Consequences

Violations of the dress code are considered violations of the code of conduct and repeated violations will be treated as described in the section of serious or repetitive violations. Minor violations, such as a shirt not tucked in or unbuttoned, are easily remedied with the assistance of the staff at CAI Learning Academy. Any violation that cannot be remedied on site will incur the following consequences:

- First Offense: Verbal warning.
- Second Offense: Written notice to parent/guardian.
- Third Offense: Phone call home to parent/guardian. The parent/guardian will be required to bring a change of clothing to the school and the student will be required to complete an in-school service assignment.

The 2023-2024 school year is a transition year for CAILA’s new uniform policy. Because of this, students are permitted to wear gym uniforms only based on the previous policy.

It is the responsibility of parents and all CAILA staff to uphold the school uniform policy and ensure that it is enforced. If a uniform concern is addressed with your child or you are notified by a staff member about a uniform concern, please understand that this is simply to ensure that the uniform policy is followed by all CAILA students.

Academic Integrity

Academic dishonesty in any form will not be tolerated at CAI Learning Academy. Cheating, forgery of signatures, plagiarism, and the giving or receiving of homework answers is considered a serious offense and will be disciplined. Students found cheating will have their parents called by the teacher and will incur any academic consequences explained in the individual teacher’s course policies and regulations.

Grade Promotion/Retention

It may be necessary to retain a student in a particular grade if academic standards are not achieved as outlined by the CAI Learning Academy. The ultimate decision in regards to retention is a joint decision between the Director, Dean, and classroom teacher after consulting with the student's parent or guardian. Parents will be officially informed in writing of possible non-promotion. If retention is deemed necessary, parents will receive an official notification that must be signed and returned to administration. No student will be retained for more than two years. Students will be promoted upon successfully completing all grade-level requirements.

Homework

CAI Learning Academy believes that homework is an essential and integral part of every student’s education program. We believe that homework serves as an extension of the learning process, develops self-discipline, independence, accountability, responsibility, and improves study skills and work habits.

On average, students should expect to spend the following amount of time at home on homework:

- Kindergarten : 10 to 15 minutes daily
- 1st Grade: 15 - 20 minutes daily
- 2nd Grade: 20 - 25 minutes daily
- 3rd Grade: 30 - 35 minutes daily
- 4th Grade : 40 - 45 minutes daily
- 5th Grade : 50 - 55 minutes daily

Prohibited Items

A student may not have in his or her possession any of the following items:

- Personal radios, mp3 players, iPods, or electronic handheld games,
- Toys or playing cards of any type,
- Fidget toys (unless proper documentation from a medical professional supports the use of such a device to reduce ADD/ADHD/Autistic behaviors),
- Items associated with gambling,
- Items symbolic or related to gang involvement,
- Pornographic or obscene material,
- Alcohol and drugs (including prescription, over-the-counter medicines, and illegal drugs),
- Tobacco and tobacco products,
- Weapons, and
- Other items that the administration may find disruptive to the learning environment.

These items will be confiscated and will only be returned to a parent or guardian at the end of the school day. Items must be picked up by a parent/guardian or they will be discarded. Items in violation of local, state, or federal laws will be relinquished to the appropriate authorities.

Cell Phone Policy

CAI Learning Academy highly discourages students from bringing personal cell phones into the school building. Cell phones that are brought to school will be treated as prohibited items if they are not turned into the classroom teacher upon the student's arrival at school. Students are expected to inform their classroom teacher that they have a cell phone upon arrival. The cell phone will be stored in the classroom for the day in a ziplock bag. At the end of the school today, the teacher will safely return the student cell phone in the ziplock bag. The school is not liable for any theft or damage of cell phones on school property that have not been turned into the classroom teacher.

Other than a cell phone, students are prohibited from bringing personal iPads, iPods, tablets, Kindles, Nooks, Smart Watch, such as the Apple Watch and Fitbit, Beats, onto school property. These devices will be confiscated and returned only to a parent or guardian.

Lost and Damaged School Property

Students are responsible for taking care of and returning school property provided for their use. Families will be billed for lost or damaged items. ***Students with outstanding balances may be excluded from school activities or be denied a scholarship the following school year.*** In addition, all personal property should be labeled with the student's first and last name.

Field Trips

Field trips will be designed to contribute to the educational, cultural, and social growth of the student. Field trips are scheduled at the discretion of the CAI Learning Academy teachers and approved by the Director of Education. Parents are required to sign a permission slip for each field trip. Students who fail

to submit the proper permission forms will not be permitted to attend the trip and may be asked to stay home due to the unavailability of staff to oversee those students.

Telephone calls will not be accepted in lieu of proper forms. A faculty member, assisted by parent volunteers, will accompany the children on the field trip. Participation in any field trip is a privilege. Appropriate dress and conduct are always expected on any field trip. Misconduct can keep a child from attending these special events. Children with health issues, such as life threatening allergies or diabetes, etc., MUST have a parent as a chaperone in order to attend a field trip if our school nurse is unable to attend.

Student Discipline and Related Policies

- **Student Discipline Policy**

- One of CAI Learning Academy’s defining principles is teaching students how to be responsible and accountable. We believe responsible students will develop good work habits and attitudes and will ultimately become successful students and be better prepared for success in the larger community. The goal of the Student Discipline Policy is to communicate to students how they will be held accountable for their behavior.
- CAI Learning Academy has placed violations of the Code of Conduct into three categories based on the seriousness of the offense. The Director of Education reserves the right to determine the seriousness of each offense and place it at the appropriate level.

Level I Violations: Classroom Disruption (Teacher-Enforced Consequences)

Level I Infractions		
<p>Level I infractions include behaviors that disrupt the learning environment within the classroom. (Not an exhaustive list, other violations at the discretion of the Director of Education)</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> Bullying <input type="checkbox"/> Chewing gum <input type="checkbox"/> Defiance / Disrespect <input type="checkbox"/> Disruptive behavior <input type="checkbox"/> Drinking or eating outside designated times/areas <input type="checkbox"/> Excessive talking 	<ul style="list-style-type: none"> <input type="checkbox"/> Goofing around / hitting / horseplay <input type="checkbox"/> Inappropriate displays of affection <input type="checkbox"/> Inappropriate touching / Not keeping hands to self <input type="checkbox"/> Lying <input type="checkbox"/> Non-permanent, minor vandalism 	<ul style="list-style-type: none"> <input type="checkbox"/> Not following directions <input type="checkbox"/> Running or shouting in the hallways <input type="checkbox"/> Stealing <input type="checkbox"/> Throwing objects <input type="checkbox"/> Truancy <input type="checkbox"/> Violation of Uniform Policy
Disciplinary Actions		
<p>Students who violate classroom rules and regulations will first be dealt with by the classroom teacher. All infractions will be documented by the classroom teacher using a behavior referral slip.</p> <p>First time offenses may result in the following:</p> <ul style="list-style-type: none"> ● Verbal or written reprimand, ● Written warning with a phone call to parent/guardian, ● Removal from class, ● Written apology, ● Loss of privileges, and/or ● Implementation of a student's behavior plan. <p>Students who continue to incur Level I infractions will be referred to the Dean of Students. Together with the classroom teacher and/or team of teachers they will develop a student behavior plan. The plan will include a list or description of expected student behaviors and/or prohibited student behaviors within the class and consequences for failing to adhere to the procedures.</p>		

Level II Violations: Minor Offenses (Administrator-Enforced Consequences)

Level II Infractions		
<p>Level II infractions include behaviors which disrupt the learning climate of the school and/or have consequences that endanger the health or safety of others in the school. (Not an exhaustive list, other violations at the discretion of the Director of Education)</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> Bullying <input type="checkbox"/> Cheating/plagiarism <input type="checkbox"/> Chronic tardiness <input type="checkbox"/> Defiance / Disrespect <input type="checkbox"/> Disruptive behavior <input type="checkbox"/> Drinking or eating outside designated times/areas <input type="checkbox"/> Excessive talking <input type="checkbox"/> Hitting / horseplay 	<ul style="list-style-type: none"> <input type="checkbox"/> Inappropriate, obscene or disrespectful language <input type="checkbox"/> Inappropriate touching / Not keeping hands to self <input type="checkbox"/> Leaving class without permission <input type="checkbox"/> Minor vandalism <input type="checkbox"/> Misconduct 	<ul style="list-style-type: none"> <input type="checkbox"/> Not following directions <input type="checkbox"/> Possession of banned material <input type="checkbox"/> Repeated occurrences of Level I infractions <input type="checkbox"/> The threat to other person or property <input type="checkbox"/> Chronic truancy <input type="checkbox"/> Chronic violation of Uniform Policy <input type="checkbox"/> Violation of Acceptable Use Policy
Disciplinary Actions		
<p>Misconduct which meets the criteria of a Level II infraction is referred to as an administrator, i.e., Dean of Students or Director of Education.</p> <p>First time offenses may result in the following:</p> <ul style="list-style-type: none"> ● Any Level in consequence ● A consequence at the Administrator’s discretion ● Assigning an “unsatisfactory” in leadership ● Assignment to secluded or restricted area during lunch/recess ● Conference with parent/guardian ● Confiscation of banned materials ● Positive practice (i.e., cleaning up the cafeteria or classroom) ● Restitution ● School-based time out ● Service assignment ● Student behavior plan ● Permanent removal from CAILA <p>Students who incur Level II infractions will be referred directly to the administration and consequences will be assigned depending on the age, mental health status, disciplinary history, and type of infraction. All consequences will be documented using a behavior referral slip.</p>		

Level III Violations: Major School Offenses (Administrative Team-Enforced Consequences)

Level III Infractions		
<p>Level III infractions have a seriousness or frequency that tends to disrupt the learning climate of the school. These acts also may be directed towards a person and/or property that pose a threat to the safety or welfare of others in the school. These violations may lead to administrative actions that could result in the removal of the student from school and possibly intervention from legal authorities. (Not an exhaustive list, other violations at the discretion of the Director of Education)</p>		
<ul style="list-style-type: none"> <input type="checkbox"/> Arson <input type="checkbox"/> Assault <input type="checkbox"/> Bullying <input type="checkbox"/> Defiance / Disrespect <input type="checkbox"/> Disruptive behavior <input type="checkbox"/> False fire alarm/report <input type="checkbox"/> Fighting <input type="checkbox"/> Harassment / intimidation <input type="checkbox"/> Indecent exposure <input type="checkbox"/> Insubordination (Chronic Level II) 	<ul style="list-style-type: none"> <input type="checkbox"/> Intimidation <input type="checkbox"/> Leaving school without permission <input type="checkbox"/> Minor altercation <input type="checkbox"/> Possession, Consumption, Distribution of Tobacco Products, Alcohol, Drugs, Drug paraphernalia, or Weapons 	<ul style="list-style-type: none"> <input type="checkbox"/> Reckless endangerment <input type="checkbox"/> Repeated occurrences of Level I & II infractions <input type="checkbox"/> Sexual assault/harassment <input type="checkbox"/> Terroristic threat <input type="checkbox"/> Theft <input type="checkbox"/> Vandalism
Disciplinary Actions		
<p>Misconduct which meets the criteria of a Level II infraction is referred to as an administrator, i.e., Dean of Students or Director of Education.</p> <p>First time offenses may result in the following:</p> <ul style="list-style-type: none"> • Any Level I or II consequence and/or • Permanent removal from CAILA <p>Students who incur Level III infractions will be referred directly to the administration and consequences will be assigned depending on the age, mental health status, disciplinary history, and type of infraction. All consequences will be documented using a behavior referral slip.</p>		

Expulsion

CAI Learning Academy reserves the right to expel students who demonstrate behavior unbecoming of a student at CAI Learning Academy, continuously violate the policies set forth in the Student Handbook, or pose a threat to him/herself, other students, and/or the faculty and staff.

The Director of Education will convene with the Expulsion Committee, which includes the Dean of Students and the student’s homeroom teacher, to review the behavior and/or incidents in question. A conference with the parent will be held to review the Committee’s decision. Should the Committee make

the decision to expel the student, he/she will be referred for counseling services as well as to their local public school district.

In the event a parent/guardian fails to pay their child's tuition or comply with the Attendance Policy and no attempt is made to rectify the situation with the administration, the child may be expelled and referred to the student's local public school district.

Bullying and Cyberbullying Policy

Bullying is when one child or a group of children repeatedly hurt another child through words or actions. Bullying may involve physical aggression such as fighting, shoving, kicking; electronic or written forms of harassment; verbal aggression such as name-calling; or acts such as socially isolating a child.

Bullying or any form of harassment will not be tolerated at CAI Learning Academy. Incidents of bullying or harassment will be dealt with on a case-by-case basis. A student who is found to have harassed or bullied another student(s) will be subject to the consequences outlined within Level I, II, or III Violations.

Weapons Policy

Any instance of possession or suspicion of possession of a weapon will be reported to the appropriate authorities and is prohibited both by policy and state law (Act 26 of 1995). A weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, Nunchuk, firearm, shotgun, rifle, and any other tool, an instrument capable of inflicting serious bodily injury. Possession of a weapon will be grounds for expulsion from the school. Any object used in a threatening manner shall be considered a weapon even if its normal use is not as a weapon. Violation of this policy may result in expulsion.

Tobacco Policy

CAI Learning Academy is committed to providing a healthy and productive environment for staff, students, students' families, and community members. We believe the use of tobacco products is counterproductive to achieving that goal. Students shall not be permitted to use or possess tobacco products of any kind or any form while on school property, in a school vehicle, or while attending any school-sponsored function at any time based on state law (Act 145). Violation of this policy may result in expulsion.

Alcohol and Drug Policy

CAI Learning Academy is committed to providing a healthy and productive environment for all staff, students, students' families, and community members. We believe the use of alcohol and drugs including any type of look-alike drug is counterproductive to achieving that goal. Students shall not be permitted to use or possess alcohol or drugs (over the counter, non-prescription, and prescription drugs) while on school property, in a school vehicle, or attending any school-sponsored function at any time. Violation of this policy may result in expulsion.

Gang Policy

The following are not permitted and are deemed gang-related, and may result in expulsion:

- Use of any speech, either verbal or nonverbal (gestures, handshakes, etc.) which indicates or implies membership or affiliation with any gang, and or is representative of any gang.
- Wearing, possessing, or displaying jewelry, emblems, badges, symbols, signs, or any other item that indicates or implies membership in, affiliation with, any gang and is representative of any gang.
- Soliciting others for membership in any gangs.
- Painting, writing, or otherwise inscribing gang-related graffiti, messages, insignias, or signs on school property.

Terroristic Threat/Act

CAI Learning Academy focuses on providing a learning environment free from threatening or violent behavior. Terroristic threats or acts impede the health, safety, and welfare of students, staff, and the community. Threats may be made orally, electronically, or in writing. Any form of terrorist threats or acts can result in expulsion.

Health

Health Examination

The School Code of the Commonwealth of Pennsylvania requires that all students in grades K, 6, and 11 be given a physical examination and that all students in grades K, 3, and 7 be given a dental exam. Both are important examinations, the results of which are kept as part of the school health record for each pupil.

The law provides you with the choice to have either of these exams done by the school physician/dentist (free of charge) or by your family physician/dentist at your expense.

Parents/guardians are urged to have this examination done by their family physician/dentist since he/she has a better knowledge of the past history of the student and is in the best position to recommend immediate steps for any remedial care that may be necessary.

If you decide to take your child to your private family physician/dentist for these examinations, there are three requirements:

1. The examination may be completed up to a year before the beginning of the new school year.
2. Your physician must fill out the Private Physician's Report/Dentist Report Form. (These forms will be provided to you at the end of the year by your child's School Nurse)
3. You must return the forms to your child's school.

Students who may need financial assistance for dental or medical care or who may need health information or health counseling should make an appointment to see the nurse.

Mandated Health Screenings for Kindergarten:

- Height, Weight, BMI (checked annually)
- Vision (checked annually)
- Hearing

Immunizations

Pennsylvania State Law requires that **ALL** children have basic immunizations in order to be allowed to enter school.

These include:

- 4 doses of DTP (Diphtheria, Tetanus, Pertussis) Vaccine (including one dose administered on or after the fourth birthday)
- 4 doses of Polio (including 4th dose on or after the fourth birthday and at least 6 months after the previous dose is given)
- 2 doses of Measles, Mumps, Rubella (MMR)
- 3 doses of Hepatitis B Vaccine
- 2 doses of Varivax (Chickenpox)

The State of Pennsylvania does allow for a medical or religious exemption, if applicable.

Medications

It is the policy of CAI Learning Academy that all students' medication is administered at home whenever possible. In certain instances, it may be necessary for medication to be administered in school. If your child needs to take the medication in school, prescription or over-the-counter, the procedure is as follows: As a provided service, prescription and over-the-counter medication will be administered to students in the regular school setting. They will be administered only in circumstances when the child's health may be jeopardized without it. Written authorization, signed by a physician, psychiatrist, or dentist (original or fax) and the parent, legal guardian, or emancipated student, must be provided for each separate prescription or medication being administered to each student. An Authorization of Medication form can be obtained from the Health Room. If the dosage is changed, new written authorization is required. The authorization will terminate with the expiration date of the prescription or at the end of the school year, whichever occurs first. If the medication is discontinued, the parent or legal guardian must notify the school nurse in writing.

Medication, in the original medication container, must be delivered to the school nurse by the parent, legal guardian, authorized adult designee, or emancipated student. Students are not to have medication in their possession at any time, per school district drug and alcohol policy, except a physician, authorized self-administered medications.

It will be the responsibility of the parent, legal guardian, or emancipated student to make arrangements for the administration of medication during activities away from school (for example, field trips or sports events). Forms for this can be obtained in the School Nurse's office.

Medication sent to school in violation of this policy will not be administered to a student.

Over-the-counter medication: A parental consent form will be sent home at the start of each school year in regards to over-the-counter medication administration (Children's Tylenol, etc) and application (Hydrocortisone, etc). These are given on an as-needed basis and at the discretion of the nurse and according to the school physician's orders. If your child is in need of over-the-counter medication for a long period of time, please fill out an Authorization of Medication form available in the Health Room.

Illnesses During the Day

Students who become ill during the school day should first inform their classroom teacher. The teacher will complete a temperature screening in the classroom and if necessary the student will be sent to the Nurse's Office at which time the School Nurse will assess them further. If it is determined that they are too ill to attend class, parents will be notified and are to pick up the student immediately. No student is sent home without the permission of a parent/guardian or responsible adult relative. If a parent or emergency contact person cannot be reached, the student will remain in the Nurse's Office with the Nurse. Students who demonstrate COVID-19 symptoms will be required to wear a mask until a parent arrives to pick them up from school. If your child is sent home from school due to illness, no matter what the symptoms, please ring the school doorbell and wait for your child to be brought to you.

Students who are well enough to attend class will be asked to return to class after the Nurse has assessed them.

Medical Causes for Exclusions from School

When children enter school, their world expands. They come in contact with new and different things, including infections and contagious diseases. Your family doctor should be called promptly when symptoms of illness occur.

Students are excluded from school when the following symptoms occur:

- 1. COVID-19 symptoms/diagnosis,*
- 2. Hand, Foot, and Mouth,*
- 3. Skin eruption,*
- 4. Chickenpox,*
- 5. Whooping cough (Pertussis),*
- 6. Fever of 100 degrees F or higher,*
- 7. Severe sore throat,*
- 8. Conjunctivitis (Pink Eye),*
- 9. Vomiting, and/or*
- 10. Diarrhea.*

It is required that your child be free of these symptoms for 24 hours before returning to school. Please note that students exhibiting COVID-19 symptoms will be required to follow all outlined testing and quarantine guidelines.

Exclusion From Physical Education

Students can be excluded from physical education for medical reasons. The student must bring a note from a parent or physician stating the reason for the exclusion. In cases involving exclusion for an extended period of time, a doctor's statement with the reasons for exclusion and the length of exclusion must be provided. The child will be asked to attend physical education classes even though he/she will not be expected to participate.

Healthy Snacks

CAI Learning Academy will provide each student with a healthy morning snack each day. If your child needs a drink other than the milk that the school provides, please send **ONLY WATER**. Students are permitted to keep a water bottle with them during the day. The following are **APPROVED** snacks that are permitted by CAILA for morning snack and/or lunch:

Fruits	Dairy	Protein	Dips/Dressings	Drinks
<ul style="list-style-type: none"> ● Grapes ● Apples ● Pears ● Strawberries ● Bananas ● Clementine ● Blueberries ● Applesauce ● Dried Fruits (i.e. raisins) 	<ul style="list-style-type: none"> ● String cheese ● Cheese cubes ● Cottage cheese ● Yogurt 	<ul style="list-style-type: none"> ● Hard-boiled eggs ● Turkey snack sticks ● Chickpeas 	<ul style="list-style-type: none"> ● Guacamole ● Salsa ● Hummus ● Sunbutter 	<ul style="list-style-type: none"> ● Milk & Water preferred ● Alternate options: Honest kids Fruit Juice, 100% juice box
Cereal	Breads	Snack Bars	Other Whole Grains	
<ul style="list-style-type: none"> ● No sugar added (i.e. shredded wheat, Cheerios) 	<ul style="list-style-type: none"> ● Small bagel ● Tortilla wrap ● English Muffin 	<ul style="list-style-type: none"> ● Cereal bars ● Granola bars ● Kid's Cliff bars 	<ul style="list-style-type: none"> ● Popcorn ● Pretzels ● Goldfish ● Tortilla Chips ● Pirate Booty ● Veggie Stix 	<ul style="list-style-type: none"> ● Teddy Grahams ● Granola ● Chex Mix ● Rice cakes

If you feel it is necessary to provide your child with a snack other than those provided by the school, please adhere to the aforementioned snack policy which includes options with no artificial flavors, that are made of whole grain, and have no high-fructose corn syrup. In an effort to provide our students with the healthiest environment we can, and to adhere to the Pennsylvania Nutrition Standards, please send only these types of healthy snacks and drinks to school.

Do not send the following for snacks: chips (potato chips, Doritos, etc.), cookies, sticky foods, candy, or fruit snacks. They will not be permitted and will be sent home.

For birthdays, only the following treats are allowed and must have the list of ingredients that are in the treat: Cupcakes, cookies, or munchkins.

Food Allergies

If your child has a diagnosed food allergy(s), please note it on the health form and provide the school with medical documentation. Please contact the school nurse to set up a meeting to discuss your child's needs. Separate areas and tables in the cafeteria will be sectioned off to create a "Peanut-free" environment for those in need.

Parent / Guardian Pledge Form



CAI LEARNING ACADEMY

1033-1035 W. Washington St.
Allentown, PA 18102
Phone: 610.841.3588
Fax: 610.879-3772

I have read the copy of the CAI Learning Academy official 2023-2024 School Handbook that was emailed to me and have reviewed it with my son / daughter.

I will maintain up-to-date home, work, and emergency numbers/contacts at the school. I will also provide photo identification when visiting the school as required.

I understand the School Uniform Policy, School Attendance Policy, Code of Conduct, iPad, Technology Acceptable Use Policy as well as the possible consequences for my child if the policies are violated.

Name of Student

Grade

Name of Student

Grade

Name of Student

Grade

Print Name of Parent/Guardian

Signature of Parent / Guardian

____ / ____ / ____
Date

Please note that CAI Learning Academy (CAILA) reserves the right to amend, rescind, or modify any policy at any time. The most up-to-date version of the Student Handbook and Code of Conduct can be viewed by visiting www.cailearningacademy.org.