



CAI LEARNING ACADEMY

2017 - 2018

Student Handbook

1033 W. Washington St.
Allentown, PA 18102
610-841-3588 (Office)
610-841-3601 (Fax)

CAI Learning Academy
Important Dates to Remember
2017

August

28 First Day of School

September

4 No School: Labor Day

5 All Students Report

October

9 No School: Teacher In service / Columbus Day

November

1 End of 1st Quarter

8 12:30 p.m. Dismissal: Parent / Teacher Conferences

9 12:30 p.m. Dismissal: Parent / Teacher Conferences

10 No School: Veteran's Day / Teacher Inservice

22 - 24 No School: Thanksgiving Break

December

22 - 29 No School: Christmas Break

2018

January

1 No School: Christmas Break

15 No School: Martin Luther King, Jr. Birthday / Teacher Inservice

22 End of 2nd Quarter

February

5 100th Day of School

19 No School: President's Day / Teacher Inservice

March

28 End of 3rd Quarter

29-30 No School: Easter/Spring Break

April

2 No School: Easter/Spring Break

3-6 Parent / Teacher Conferences -**No After School Program** -Dismissal: K- 2:30; 1st,2nd, &3rd: 2:50

May

25 No School: Teacher In Service

28 No School: Memorial Day

June

6 End of 4th Quarter

7 12:30 p.m. Dismissal- Last Day of School-Kindergarten Graduation

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



CAI LEARNING ACADEMY

1033 W. Washington St.
Allentown, PA 18102
Phone: 610.841.3588
Fax: 610.841.3601

I have read the copy of the CAI Learning Academy official 2017- 2018 School Handbook that is posted on the CAI Learning Academy Website <http://www.cailearningacademy.org> 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.

I understand the School Uniform Policy, School Attendance Policy, Code of Conduct, and the possible consequences for my child if the policies are violated.

Name of Student

Grade

Name of Parent/Guardian

Signature of Parent / Guardian

____/____/____
Date

Home Address

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 on CAILA's website at www.cailearningacademy.org.



Dear Student, Parents, and Guardians:

Welcome to the 2017- 2018 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 acknowledgement of this review no later than Tuesday, September 5, 2017. The form can be found on page 3 of this handbook or by contacting the school office.

We invite you and encourage you to become involved with our school. We welcome you in to visit and to ask questions about your child's progress. Teachers will also be encouraged to contact parents on a regular basis to keep them informed about the happenings in the classroom.

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

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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 six 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 a character development 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 <i>President</i>	Christy Salvaggio
Stephanie Fenstermacher <i>Secretary</i>	Destiny Salvaggio
Frank Scattene <i>Treasurer</i>	Tom Salvaggio
George Anderson	Suzie Spinosa
Jane Ervin	Renee Stevens
Andy McIntyre	Frank Ford

Board Meetings

Board meetings for the CAI Learning Academy Board of Directors will be held quarterly. Meeting dates, times, and locations can be found on the CAI Learning Academy website at www.cailearningacademy.org or by calling the school office.

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 610-841-3601

Email Directory

Director of Education

Mrs. Jessica Devlin, M.Ed. Jessica_Devlin@cailearningacademy.org

Director of Philanthropy

Mrs. Renee Stephens Renee_Stephens@compaid.com

Dean of Students

Mrs. Jill Rothenberger, M.Ed. Jill_Rothenberger@cailearningacademy.org

Office Administrator

Mrs. Millie Rosario-Konrath Mildred_Konrath@cailearningacademy.org

School Nurse/

Community Outreach Coordinator

Mrs. Jane Fehnel, R.N. Jane_Fehnel@cailearningacademy.org

Intern/Tech Support

Ms. Megan Shealene Konrath Megan_Konrath@cailearningacademy.org

Kindergarten

Mrs. Sara Jane Black, M.Ed. SaraJane_Black@cailearningacademy.org

1st Grade

Mrs. Eileen Brodt Eileen_Brodt@cailearningacademy.org

2nd Grade

Mrs. Lauren Trimboli, M.Ed. Lauren_Trimboli@cailearningacademy.org
Mrs. Rosemary Velazquez Rosemary_Velazquez@cailearningacademy.org

3rd Grade

Ms. Sarah Custard Sarah_Custard@cailearningacademy.org

Reading Intervention Teacher

Ms. Terese Wylie Terese_Wylie@cailearningacademy.org

Instructional Aides

Mrs. Kimberly Macasevich Kimberly_Macasevich@cailearningacademy.org
Ms. Tori Summy Tori_Summy@cailearningacademy.org

Enrollment Questions

enrollment@cailearningacademy.org

Volunteer Questions

volunteer@cailearningacademy.org

School Schedules, Attendance, & Emergency Notification

2017- 2018 School Start / End Times

	Kindergarten	1st Grade	2nd Grade	3rd Grade
Teacher Start Time	8:00 a.m.	8:00 a.m.	8:00 a.m.	8:00 a.m.
Student Start Time	8:30 a.m.	8:30 a.m.	8:30 a.m.	8:30 a.m.
Student End Time	2:30 p.m.	2:50 p.m.	2:50 p.m.	2:50 p.m.
Teacher End Time	3:30 p.m.	3:30 p.m.	3:30 p.m.	3:30 p.m.

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

If your child is absent from school:

- You MUST notify the school by telephone, each day your child is absent no later 9:00 am.
- You MUST submit a written excuse with the reason for the absence within three (3) days of your child's return to school.

If you do not notify the school of the absence:

- Your child will be marked with an unexcused absence.

After three (3) unexcused absences, you will be issued your first written truancy warning.

- Unexcused late arrivals to school are also considered infractions under the Student Attendance Policy.

After five (5) unexcused absences, CAI Learning Academy is required to file a report with the student's home district. Filing of this report may also result in the following actions:

- 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

After ten (10) consecutive unexcused absences, a student will be automatically disenrolled from CAI Learning Academy.

CAI Learning Academy is committed to working with families, 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:

- Omnilert (automated phone messaging system - Parent/Guardian MUST register online)
- WFMZ-TV Channel 69 & www.wfmz.com
- School Website - www.cailearningacademy.org
- School Facebook Page - Computer Aid, Inc. Learning Academy

We also ask that all parents and/or guardians register to use Omnilert, a secure and free text message alert system. In the event of a closing or delay, Omnilert will be the primary form of communication from the school.

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, school will begin at 9:30 a.m. During a two-hour delay, school will begin at 10:30 a.m.

*Note: Please do not call the school office. 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 visit www.cailearningacademy.org to view 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:

- Application,
- Medical history form,
- Completed physical with immunization dates,
- Completed dental form,
- Proof of birth,
- Proof of residency, and
- FACTS Tuition Management

You will receive a letter confirming your child's acceptance into CAI Learning Academy. 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 \$10,000.00 per year per child. Full and partial scholarships are available based upon financial need. If a child is granted a scholarship, parental volunteering is required. The requirements are as follows:

- 100% scholarship - 20 volunteer hours
- 75% scholarship - 15 volunteer hours
- 50% scholarship - 10 volunteer hours
- 25% scholarship - 5 volunteer hours

Please refer to the Tuition and Fees Policy Agreement for more information regarding requirements for paying tuition and receiving scholarships.

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 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 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.

Kindergarten Requirements

Age and Health Requirements

Children entering Kindergarten must be five (5) years old by September 30th. Exceptions to this rule will be made on a case by case basis, and only after formal entrance assessments have been completed.

The Director of Education 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.

Student Responsibilities

Attending CAI Learning Academy is a privilege; therefore, 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.
 - 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.
- 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 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 simple procedures to keep all students safe.

Attendance / Health

- Send your child to school regularly, on time, well-rested, and prepared to learn.
- Make sure that your child's attendance at school is regular, punctual, and that all absences are excused.
- Send in a signed excuse note the day your child returns to school following an absence.
- 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.
- Follow through with health recommendations.

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 is greatly encouraging parent and family involvement to help develop our school. If you are interested in becoming a parent volunteer, please contact your child's classroom teacher.

Parent Teacher Conferences

Parent/Teacher conferences are held twice a 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 school office. Our faculty members are always willing to meet with you, however, we ask that appointments be made in advance. Teachers are not available to leave class during instructional time, and no one is permitted to go to a classroom without an appointment.

*Disclaimer - Any events, such as Back to School Night or Family Fun Nights, that are identified as mandatory require at least one parent or guardian to attend the event. Parents or guardians who fail to attend these events may be subject to loss of their child's scholarship award for the current school year or be disqualified from receiving scholarship funds the following school year or until the parent or guardian can demonstrate commitment to their child's education. Please see the Tuition and Fees Policy Agreement for more details.

Attendance

School Hours - Arrival and Dismissal

The School day at CAI Learning Academy will begin promptly at 8:30 AM and dismiss at 2:30 PM for Kindergarteners. 1st, 2nd, and 3rd Grade students will dismiss at 2:50 PM. Students should not arrive to CAI Learning Academy prior to 8:00 AM. CAI Learning Academy will not assume responsibility or care for your child prior to 8:00 AM. Students who arrive between 8:00 AM - 8:30 AM should report directly to their classroom. ***All parents MUST drop off their child at the entrance door. Please allow your child to go to his/her classroom on their own, DO NOT take him/her to the classroom.***

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.

The Attendance policy is as follows:

- 8:30 AM- 9:45 AM (leaving and not returning to school) = Full Day Absent
- 9:45-12:45 (arriving or leaving) = ½ Day Absent or ½ Day Present
- 12:45-2:30 (leaving & not returning to school) = Full Day Present
- 12:45-2:30 (arriving to school) = Full Day Absent

The day a student returns to school after an absence, the student is to present an absence form to the school office containing the dates of the absence, the reason for the absence, and a parent/guardian signature. Absences for reasons of illness, funeral, medical and dental appointments, religious observance or court appearances will be considered excused. All other reasons or failure to provide an absence form within three days will result in the absence being marked as unexcused. After three unexcused absences, students and their families are subject to legal action for truancy from school by the sending school district. **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 8:35 AM. The procedure for such situations is listed below:

1. When a student arrives late to school, he/she must report to the office to receive an admittance slip.
2. In order to have the lateness excused, a parent must call the school prior to the student's arrival at school or upon arrival at school.
3. After receiving the admittance slip, the student is to report directly to their assigned classroom.

Early Dismissal

On scheduled early dismissal days, dismissal will be at 12:30 PM. Please follow the normal dismissal procedures. There will not be After School Activities on these days.

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 vacation or trips. The following requirements must be met for the absences to be considered excused:

1. A completed Family Educational Trip Form must be completed and turned into the Director of Education at least ten school days prior to the first day of the absence.
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.

Medical Appointments

If your child must arrive to school late, or miss school due to a medical appointment we ask that you complete and submit the CAI Learning Academy's Medical Appointment Form upon your child's return to school. In order for the child's lateness or absence to be deemed excused, a doctor's note must be submitted to the main office within three (3) days of the appointment.

Make-up Work

Students will be allowed to make up all missed homework, assignments, and tests due to an excused absence. Each student will be given three days for each day they were absent to make up all assignments. Students may be given more time to complete work if the classroom teacher deems it necessary. Allotting additional time will be left to the classroom teacher's discretion.

General Information

Birthday/Event invitation Policy

Students are permitted to celebrate birthdays. 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. ***Please do not send any products that contain any nuts.***

Birthday invitations that are sent home through the school must include all boys, all girls, or the entire class. A roster of students can be obtained by contacting the school office.

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.

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 or purchasing a hot lunch from the school 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 soda or glass bottles are permitted. No Fast Food is permitted from McDonald's, Burger King, etc.***

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

Hot lunch service can only be purchased in advance from our food catering service. Lunch menus will be sent home each month for the following month's service. Only students who pre-order lunch will receive hot lunch. Students cannot purchase hot lunch service for the month after the order has been placed. Please be mindful of the order deadline on the lunch menu. Exceptions will not be made for late orders.

Transportation

Transportation-Busing Policy

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

- 1. Non-Public Schools** - A District which 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. Charter Schools** – A District must provide transportation for resident public school students who attend charter schools and reside 1.5 miles or more walking distance from home to school for elementary students (K-5 grades) and 2.0 miles or more walking distance from home to school for secondary students (6-12 grades).
- 3.** 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 from the school must provide their own transportation or walk. For families who are able to do so, carpooling is also encouraged. If you are interested in carpooling, please make sure to fill out the appropriate forms for release of students. Forms are available in the school office or on the school website.

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 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 the front door of the school building. All parents waiting to pick up their children should wait outside the front of the school.
- 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.
- After School Program: A start date will be announced at the start of the school year. All pertinent information will be distributed to parents via their child's homework folder.

Volunteers & Visitors Procedures

Volunteers

Individuals who volunteer at CAI Learning Academy are required to submit the following forms to remain on file within the main office:

- Volunteer Information Form
- PA Child Abuse Clearance
- Criminal Record Clearance
- FBI Fingerprinting Clearance
- Volunteer Disclosure Form

These clearances and forms must be updated on a yearly basis and 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
- Lunch/Recess Assistance
- Driving a team/group to an activity

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.

Visitors

Should the occasion arise that a parent or family member must visit CAI Learning Academy for any reason we ask that you adhere to the following procedure:

1. Report immediately to the school's main office.
2. Fill in our visitor log which is located in the school's main office.
3. Keep our school issued visitor's badge around your neck at all times.
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 iPad Use Policy

This Student Apple iPad Use Agreement ("Agreement") is made effective as of August 28, 2017 between CAI Learning Academy, the above named student, and the student's parent or guardian (collectively referred to in this document as "Student").

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) 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 if the student is not enrolled in 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.

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, will result in disciplinary action as determined by the Director of Education.

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: The student and the student's parent or guardian, hereby agrees 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 **The Archive Uniform Company**, which is located at **627 Hamilton St., Allentown, PA**, to provide proper attire to its students.

We prefer 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 Archive, French Toast uniforms 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. Possible exceptions may include uniform pants and polo shirts from Gap, Old Navy, and Children's Place.

All students are required to have at least one yellow polo shirt with the CAILA logo. This MUST be purchased through The Archive.

Uniform Vouchers

Unfortunately, CAI Learning Academy was not awarded the grant money necessary to support providing uniform vouchers for the 2017- 2018 school year. If you are currently struggling with financial hardship and cannot afford to purchase the required uniform, please contact the school office.

Uniform Guidelines

Students must adhere to the following guidelines:

- Shirts: Solid short or long sleeve white polo, navy polo, pale yellow polo, pale blue polo, or a solid white dress shirt with collar; solid white undershirts may be worn under polos and dress shirts
- Pants: Solid navy blue or khaki dress pants
- Shorts/Skirts/Jumpers/Shirtdress/Polo dress: Solid navy blue or Khaki *knee length or longer*
- Sweaters: Solid navy blue or light gray pullover, V Neck, or optional button down cardigan sweater
- Outerwear: Navy blue blazer
- Tights and Socks: solid white or blue socks, tights, matching knee socks or leggings under skirts
- Shoes: Brown or black uniform shoes, knee-high brown or black boots will be permitted during winter months for girls only
- Belt: Brown or black belt

- Physical Education Uniform:
 - *Summer Attire:* Solid navy or gray shorts and solid white or navy t-shirts with or without school embroidery
 - *Winter Attire:* Solid navy or gray sweatpants and sweatshirt
 - *Yoga Days:* Girls are permitted to wear **solid** navy or black yoga pants on yoga days only
 - Solid white or navy athletic socks; sneakers
 - If you choose to not purchase the physical education uniform at **The Archive Uniform Company**, your student may wear any solid navy or white t-shirt with solid navy shorts or sweatpants.

Student are NOT permitted to wear the following:

- *T-shirts,*
- *Cargo style pants with patch pockets, jeggings, denim or form fitting pants, with the exception of yoga pants on Yoga days for girls only,*
- *Hooded sweatshirts or jersey's 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), or*
- *Mohawks, shaved designs, colored hair, or spiked hair*

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.
- Sweaters must be worn over uniform shirts.
- 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 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.

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 principal 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 official notification which 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 - 25 minutes daily
- 2nd Grade - 20 - 30 minutes daily
- 3rd Grade - 25 - 35 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,
- 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

Cell phones that are brought to school will be treated as prohibited items if they are not turned into the school office upon the student's arrival at school. Students are expected to inform their classroom teacher or the office that they have a cell phone upon arrival. The cell phone will be kept in the school office for the day. It is the student's responsibility to come to the school office at the end of the day to retrieve their cell phone. The school is not liable for any theft or damage of cell phones on school property that have not been turned into the school office.

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. In addition, all personal property should be labeled with the student's first and last name.

Field Trips

Field trips are 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 which 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 behavior plan. 		

Students who continue to incur Level I infractions will be referred to the Director of Education and/or Dean of Students with the classroom teacher and/or team of teachers 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.

Level II Violations: Minor Offences (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"/> 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 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 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 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, disciplinary history, and infraction. All consequences will be documented using a behavior referral slip.</p>		

Level III Violations: Major School Offences (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 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 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, disciplinary history, and 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, either via phone or in person, 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 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, 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, student 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-a-like drug is counterproductive to achieving that goal. Students shall not be permitted to use or possess alcohol or drugs (over the counter, nonprescription, 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 to provide 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 fourth birthday and at least 6 months after previous dose given)
- 2 doses of Measles, Mumps, Rubella (MMR)
- 3 doses of Hepatitis B Vaccine
- 2 doses of Varivax (Chicken pox)

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 be 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 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 the 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. If the dosage is changed, new written authorization is required. 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 physician authorized self-administered medications.

It will be the responsibility of the parent, legal guardian, or emancipated student to make arrangements for 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: Does not apply to cough drops, but does include aspirin, Tylenol, herbal supplements, Ibuprofen, and antacids, etc., in which case a one school-year standing order from the child's personal physician will be accepted.

Illnesses During the Day

Students who become ill during the school day should first inform their classroom teacher, and then go to the Nurse's Office where the School Nurse or Associate Nurse will assess them. If it is determined that they are too ill to attend class, parents will be notified and are to pick up the student within a reasonable time frame. 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 are well enough to attend class will be asked to return to class after the Nurse has assisted 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. Skin eruption,
2. Chickenpox,
3. Whooping cough (Pertussis),
4. Fever of 100 degrees F or higher,
5. Severe sore throat,
6. Conjunctivitis (Pink Eye),
7. Confirmation of head lice and/or nits,
8. Vomiting, and/or
9. Diarrhea.

It is required that your child be free of these symptoms for 24 hours before returning to school.

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 the physical education classes even though he/she will not be expected to participate.

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.

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 on CAILA's website at www.cailearningacademy.org or by requesting a copy from the school office.