



**2021-2022**

# **Student Handbook**

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# Table of Contents

<b>Table of Contents</b>	<b>2</b>
<b>Vision and Mission Statements</b>	<b>4</b>
<b>School Staff Directory</b>	<b>5</b>
<b>School Hours and Attendance</b>	<b>6</b>
<b>School Day</b>	<b>6</b>
<b>Late Arrivals</b>	<b>6</b>
<b>Attendance</b>	<b>6</b>
<b>Truancy</b>	<b>6</b>
<b>Absences</b>	<b>6</b>
<b>Early Dismissals</b>	<b>7</b>
<b>Academic Requirements and Student Supports</b>	<b>7</b>
<b>Counselors and Advisors</b>	<b>7</b>
<b>Multi-Tiered Support System (MTSS)</b>	<b>8</b>
<b>Credits and Graduation Expectations</b>	<b>8</b>
<b>Testing</b>	<b>8</b>
<b>Report Cards and Interim Reports</b>	<b>9</b>
<b>Honor Roll</b>	<b>9</b>
<b>Homework Policy</b>	<b>9</b>
<b>Make-up work Policy</b>	<b>9</b>
<b>Academic Probation Policy</b>	<b>10</b>
<b>Prom and senior activities</b>	<b>10</b>
<b>Student Farecards</b>	<b>10</b>
<b>Uniform Policy and Dress Code</b>	<b>10</b>
<b>Dress Code Policy</b>	<b>10</b>
School Uniforms	11
Appropriate Dress and Dress-Down Days	11
Additional Clothing Items	11
Backpacks and Personal Bags	11
<b>School Safety Policies</b>	<b>11</b>
<b>Student ID/swipe Cards</b>	<b>11</b>
<b>Search Policy</b>	<b>12</b>
<b>Tobacco and Drug Policy</b>	<b>12</b>
<b>Physical Violence (Fight) Policy</b>	<b>12</b>
<b>Cell Phones and Other Electronics</b>	<b>12</b>
<b>Computer and Internet Policy</b>	<b>12</b>

<b>Food Policy</b>	<b>12</b>
<b>Hallway Policy</b>	<b>13</b>
<b>Visitor Policy</b>	<b>13</b>
<b>Fire and Safety Drill Policy</b>	<b>13</b>
<b>Inclement Weather</b>	<b>13</b>
<b>COVID Precautions</b>	<b>13</b>
<b>Acknowledgement of Handbook Policies</b>	<b>15</b>
<b>OIC CADI Media Release Form</b>	<b>16</b>

# Vision and Mission Statements

**Vision:** For the Career & Academic Development Institute to be the premier alternative school in the city of Philadelphia; one that prepares students with the academic and soft skills needed for successful post-secondary careers and education.

**Mission:** To provide the necessary education and resources to the over-age, under-credited population and to prepare them for a successful life after graduation.

Those who complete the program earn a standard high school diploma from the School District of Philadelphia. Certified instructors teach engaging courses in English, Math, Science, Social Studies, Spanish, and Art. In addition to the traditional core classes, elective courses and counseling services prepare students for life outside the classroom and after graduation. Professional seminars, festivals, and field trips are some of the outlets available to further help the students achieve beyond their perceived capabilities.

Counselors are an integral part of the school. Our counselors provide one-on-one counseling to keep students focused on doing their best. They also assist students by connecting students with appropriate resources for support with court hearings, childcare issues, living arrangements, post secondary educational attainment, job placement, and advanced skills training.

Our school holds paramount the needs of our students and challenges the staff to be creative and nurturing. Our school values personal responsibility. We believe that a trusting, caring, and mutually respectful relationship must exist between adults and young people. We affirm that a safe environment, free from violence, abuse, and intimidation is possible within a framework of adult leadership. Every aspect of CADI is to provide a quality education while keeping in mind the unique needs of our students.

## School Staff Directory

Director of Literacy	C. Benjamin Lattimore	
Principal	Dana Rapoport	drapoport@oicofamerica.org
Office Manager	Marie Jean-Louis	cadi.info@cadi.oicofamerica.org
Elect Program Manager	Tracy Pavlovic	
SEL Counselor/Counseling assignment A-M, Roster Chair	Lester Lowery	llowery@oicofamerica.org
Career Counselor/Counseling assignment N-Z	Yvonne Knowles	yknowles@oicofamerica.org
Special Education Case-Manager		
English Instructor	N'kenge Feagin	nfeagin@oicofamerica.org
English Instructor, Computer Instructor	Lauralynn Sweet	lsweet@oicofamerica.org
Social Studies Instructor	Ken Detweiler	kdetweiler@oicofamerica.org
Science Instructor	Leonard Mace	lmace@oicofamerica.org
Math Instructor	Julie Baxter	jbaxter@oicofamerica.org
Spanish Instructor	Maria Canfield	mcanfield@oicofamerica.org
Art Instructor	Henry Bermudez	hbermudez@oicofamerica.org
Security	Kwame Leek	
Security	Pamela Whitfield	
Cafeteria Manager	Roxanne Smith	
School Nurse	TBD	
Custodial	Elsa Maribel Rodriguez	

# School Hours and Attendance

## School Day

The regular school day lasts from **8:30 a.m. to 2:32 p.m.** Mondays, Thursday and Fridays there is additional support time and teacher open office hours from 2:32 p.m. to 3:04 p.m. Students must arrive at school by 8:30 a.m. After 8:30 a.m. the student is considered late for school and the main door will be closed after 8:45 a.m. **ALL STUDENTS MUST SWIPE IN EVERYDAY UPON ARRIVAL.**

## Late Arrivals

Students who do not have a first period class must arrive by 9:20 a.m. for their second period class and will enter through the main building entrance on 3rd street, taking the elevator to the 4th floor. Any other students arriving after 8:45 a.m. will not be allowed in unless they arrive with a note from an approved appointment and a late admission slip from their counselor.

## Attendance

Students are expected to be present and on time each day to ensure graduation. State law requires that absences be authorized from school and the school must be notified in advance or at the time of the absence. A call or email ([cadi.info@cadi.oicofamerica.org](mailto:cadi.info@cadi.oicofamerica.org)) to us will save time and help protect the student. Absent students who we have not heard from will be contacted by phone. It is vital that we have one or more telephone numbers to contact family members during the school day. It is the family's responsibility to notify us immediately if numbers change.

## Truancy

Truancy is defined as leaving school during school hours without school authorization or absence from school other than those defined as legally excused. Truancy may be categorized as unexcused or illegal absences.

## Absences

Students are expected to report to school every day and around all appointments when possible. Scheduled appointments and absences due to sickness may be considered excused absences only if the student brings in a note from their appointment within three (3) school days of the absence. The following are examples of excused absences from school:

- Scheduled** doctor appointment
- Scheduled** dental appointment
- Scheduled** court appearance
- Scheduled** meeting with Probation Officer
- Scheduled** therapy session
- Scheduled** WIC/County Assistance Office appointment

If a student is absent for more than 3 days, a note written by a parent or guardian is **NOT** acceptable. You **MUST** bring in a doctor's note!

The absence remains unexcused if a student brings in a note after (3) days. Notes written by parents requesting that the absence be excused are not accepted; therefore, the absence is unexcused. **Ten unexcused absences during a quarter may result in a student losing their place at CADI and being dropped from roll.**

**Handwritten notes on business cards, index cards, lined paper, etc. will not be accepted.** All notes must be on letterhead from the designated appointment.

All notes are required to have the following information:

- a. Telephone number
- b. Date of appointment
- c. Time of appointment
- d. Designated signature

***Students are required to report to school before their scheduled afternoon appointment or after their morning appointment.***

## Early Dismissals

When it is necessary for a student to leave before dismissal, the student's parent or guardian is required to send a written request or appointment card for such dismissal giving the reason for the dismissal. Whenever possible, students are encouraged to make appointments outside of school hours or on days school is not in session. In the case of a sudden onset of illness or other emergency requiring a student to leave early, permission must be given from the student's counselor or the school principal. Any identified pattern of early dismissals may result in academic consequences, graduation delays, and ultimately a student's dismissal from CADI.

# Academic Requirements and Student Supports

## Counselors and Advisors

All students will be assigned a counselor by the letter of their last name. The counselor's role is to build a one-on-one relationship with students to aid in eliminating challenges that prevent a student from completing their graduation requirements. This includes but is not limited to:

- connecting students with outside support
- identifying and setting up special sessions around student interests and needs
- coordinating and building relationships with probation officers, social workers, parents/guardians and any other officials to ensure appropriate documentation is completed and received on each student

Counselors also provide periodic counseling and effective assistance to help students achieve their goals. It is important that parents, guardians, and students provide counselors with accurate contact information so all school mailings and documents will be received in a timely manner.

**If a student moves, changes address or telephone number, but continues to**

**attend CADI, a counselor or advisor must be notified immediately and given the new information. Any change in emergency contact information must be communicated to the counselor.**

In addition to counselors, all students are assigned a teacher advisor. Advisors meet with students daily and are responsible for our restorative justice program and some academic counseling. Advisors will be the student's advocate within the school by building relationships with the student and assisting students in keeping up with their academic goals.

## Multi-Tiered Support System (MTSS)

In addition to advisory and counseling services, CADI staff meet weekly to discuss student needs, monitor progress, and assign supports to ensure student success. The weekly discussions will focus on academics, attendance and behavior. The school will share these supports through phone calls and conferences with students and families. If students continue to remain unsuccessful or are unable to change habits preventing their success at CADI, the student is at risk of being dropped from roll at CADI after a discussion of alternative educational options.

## Credits and Graduation Expectations

Students earn credits at the end of each quarter. A semester consists of two quarters thereby earning students a full credit for live instruction classes. Students must pass **both quarters** of an assigned class to earn full credit in live courses.

Each semester, students have the opportunity to earn a minimum of 5.25 credits in live instruction, and can earn additional credits in online self-paced courses as needed.

In order to graduate from CADI, the student must achieve the following:

- Accrual of the designated 23.5 credits (identified below)
- Successful Keystone scores or alternative requirement (as determined by SDP)
- Successful senior project
- 60 hours of community service

A student entering the school with no credits should be able to graduate within 24 months assuming they maintain good academic standing and attendance. The required breakdown of credits is listed below:

English	4 credits	Arts and Humanities	2 credits
Social Studies	3 credits	World Language	2 credits
African American History	1 credit	Health	0.5 credits
Mathematics	3 credits	Physical Education	1 credit
Science	3 credits	Electives	4 credits*

\*1 credit must be a math or science credit

Upon entrance to CADI, students will receive a credit review and expected timeline for graduation based on the number of credits and hours of service the student has completed.

## Testing

All students are required to take Star Assessments in math and literacy 4 times throughout the academic year to assist in monitoring student progress and academic growth. These are key tools to assist teachers in developing individualized instruction at the appropriate level. Additionally, Pennsylvania state (Keystone and civics exams) testing will be given after completion of the appropriate courses for any students enrolled to ensure students have reached the expected academic levels and fulfil new PA graduation requirements.

## Report Cards and Interim Reports

At the end of each quarter, a report card is prepared for each student and available through SDP's Parent Portal. Midway through each quarter a progress report is made available to ensure students are on track. Advisors will remind families of this and meet with students to review these reports midway through the quarter. Grades are updated weekly and are always available to be viewed through the student's Google Classroom. Each faculty member evaluates a student's work according to the classroom standards. These standard expectations include a high level of class participation, attendance, and a demonstration of the ability to use the concepts that have been taught.

### **The faculty follows SDP's grading scale:**

- A 100-90
- B 89-80
- C 79-70
- D 69-60
- F 59-Below

## Honor Roll

Students who have earned A's & B's on their report cards in each class will be placed on the school honor roll. This list will be determined each quarter and students who remain on the honor roll for the entire year will receive special recognition at the end of the school year. The students who are on the honor roll will receive recognition during the course of the year.

## Homework Policy

Homework is defined as any assignment for study or preparation to be completed outside of regularly scheduled class time. A support period is provided at the end of most school days to provide a time and place for students to complete homework and get assistance from staff. Homework is a portion of the grade and is expected to be completed as a way of helping students build up responsibility, grow academic skill and increase learning.

## Make-up work Policy

All student work will be made available through Google Classroom. Absent students may keep up on work by reviewing and completing posted assignments, although full points may not be provided if the absence was unexcused. If a student has an extended absence, counselors and teachers should be contacted to discuss extension of assignments for full-credit on assignments. The determination of awarding full credit is at the teacher's

discretion. **Unless prior arrangements have been made, work will not be accepted after the week it was assigned.**

The decision about which work and the length of time to complete this work will be made by the classroom teacher. It is the STUDENT'S RESPONSIBILITY to contact his/her teachers.

## Academic Probation Policy

Students are expected to stay on track to earn all assigned credits during their time of enrollment. The Academic Probation policy identifies students who are not making satisfactory academic progress or not attending school regularly. The policy has three levels: academic warning, academic probation, and recommendation of transfer from CADI. As needed, students and families will be contacted to discuss enrollment and have conferences with the Principal and counselors to ensure students are able to be successful or may be counseled to seek alternative arrangements if students are unable to meet the requirements at CADI.

### **Student Expectations:**

**Be respectful**

**Be prepared**

**Be ready to learn**

**Ask for help**

As moments arise where students need additional support to be ready to engage positively, staff will be made available to the student to assist in getting them back on track through our advisory program, MTSS and counseling services.

## Prom and senior activities

The prom is for students in **good academic standing** attending CADI and who are expected to graduate, or have already graduated, during one of the 3 graduations of each school year. Good academic standing means, but is not limited to:

1. Has passed or is on track to pass all courses
2. Is not suspended or on disciplinary probation
3. Has satisfactory attendance
4. Has no outstanding payments due

Guests may not be over the age of 25, unless the CADI student is 21 years of age or older and has been granted prior administrative approval.

## Student Farecards

**Transpasses are no longer provided to students on a weekly basis.** Students who are eligible based on listed home addresses will be provided a new Septa Student Farecard that will be used throughout their time at CADI. If a student name is not on our farecard list, students are expected to provide their way to school. A farecard will be voided if not returned if a student is dropped from school.

# Uniform Policy and Dress Code

## Dress Code Policy

There is a strong relationship between neat, appropriate attire and a positive learning environment. All students are expected to be groomed and dressed appropriately for school and school activities.

### School Uniforms

Students must dress according to the standards set by the Dress Code Policy. **ALL STUDENTS are required to wear the CADI polo shirt with dark blue or black pants or appropriate length skirt.** During the winter months, students may wear long sleeve shirts underneath their CADI polo.

CADI polo shirts are available for purchase at the school for \$15.00. Additional CADI uniform outerwear will be available for purchase as well. Students must be fully dressed in the proper uniform prior to entering or leaving the building. Students arriving without proper uniform will be given the opportunity to purchase a new polo or borrow an Oxford uniform shirt for the day to enter the building.

### Appropriate Dress and Dress-Down Days

During dress-down days, all attire must be appropriate. This includes but is not limited to: attire with profane or suggestive pictures or sayings, attire that exposes shoulders or excessive skin or undergarments, jewelry referring to alcohol, drugs, sex, or violence/fighting. If belts, suspenders, or straps are worn, they must be worn in place and fastened. In addition, articles or style of clothes, etc., commonly suggestive of gang activity will not be allowed. Metal chains or any other potentially dangerous accessories may not be worn in the building.

If the student is in doubt about an item's appropriateness, the best advice is to leave it at home. Students arriving with attire deemed inappropriate by administration will be provided with approved items to allow entry into the school.

### Additional Clothing Items

Coat racks are available in the main office for students to leave items not to be worn during school hours. Students may choose to carry additional items (such as coats, bandanas, scarves or other headgear) or leave them in designated spaces in the main office. All footwear must be closed-toed and appropriate for school to prevent injury.

### Backpacks and Personal Bags

A personal bag or backpack is highly encouraged to ensure students have all necessary items to be successful in class but is subject to search upon entry.

# School Safety Policies

## Student ID/swipe Cards

All students will be given a student ID within their first 10 days at CADI which they will need to swipe for attendance. Students are expected to carry their ID with them at all times. The first ID/swipe card is free; replacement ID/swipe cards can be purchased for \$5.00. All student ID/swipe cards are the property of CADI.

## Search Policy

CADI acknowledges the need for a safe school environment. In order to maintain a safe school environment, CADI reserves the right to search all bags prior to entering the building. All students, including females who are pregnant, are expected to walk through the metal detector machine located at the student entrance. At any time during the day, students' bags are subject to search. Possession of a weapon is a convictable offense, and students who endanger the safety of others will be expelled.

## Tobacco and Drug Policy

The expectation is that a student will not enter the school premises in possession of or under the influence of any alcohol, tobacco, drugs, or nonprescription medication.

A student requiring prescription medication is expected to notify administration and provide proof of a doctor's prescription.

Any student who is suspected to possess or be under the influence of unauthorized drugs will be monitored and an emergency contact and potentially medical or police personnel will be notified.

## Physical Violence (Fight) Policy

All students are expected to respect personal space of other individuals in the building at all times. **Physical harm inflicted on another person is absolutely prohibited and will result in corrective measures to ensure the safety and well being of the community.** Please see the MTSS policy for additional information.

## Cell Phones and Other Electronics

**CELL PHONE USE IS NOT PERMITTED AT CADI.** Upon entry, students' cell phones will be collected by security and stored safely throughout the school day. Phones will be returned at the end of the student's school day. If the student refuses to turn-in their cell phone when asked, they will be asked to leave the building and will incur an illegal absence for the day. Families who need to reach their student should call the main office at 215-567-2410.

## Computer and Internet Policy

Students are expected to use computers and their CADI school email accounts solely for school sanctioned educational purposes. Violations of this appropriate use will result in the loss of computer privileges and possible expulsion. All students are expected to follow the School District of Philadelphia Acceptable Use Policies.

## Food Policy

To maintain a safe and clean learning environment, **food/beverages/snacks are only allowed in the cafeteria during designated times**. All outside food coming into the building should be contained (ex. bags, plastic containers). Students shall not share and/or distribute food/beverages/snacks.

## Hallway Policy

All students should be able to maintain an orderly fashion in hallways, classrooms, lobby, cafeteria, and all common areas to ensure a safe learning environment. Students are expected to move through hallways quickly to their destination. CADI staff members will be monitoring the hallways throughout the day.

## Visitor Policy

Under normal circumstances, parents and guardians are encouraged and invited to visit CADI for the purpose of improving the school community. In order to maintain proper security, we request that all visitors follow these procedures:

- must enter through the main lobby and pass through the metal detector.
- will allow bags to be searched and items deemed inappropriate for the school setting to be secured by school staff until departure.
- will be required to sign in at the front desk.
- will be required to wear a visitor's badge and returned to the security guard at the time of departure.
- No student visitors will be permitted during the school day without prior administrative approval.

## Fire and Safety Drill Policy

Fire and safety drills will be held regularly during the school year. Direction cards are posted in each room signifying the direction and exit that should be used by the students in the room. Students are expected to follow staff directions to ensure an orderly exit and re-entry of classrooms during all drills.

## Inclement Weather

When bad weather hits our area, students and families are expected to watch NBC 10, Fox 29 or listen to KYW 1060 for school closing information. When the School District of Philadelphia is closed, CADI is also closed.

# COVID Precautions

CADI will be following all School District of Philadelphia protocols to prevent the spread of Covid-19. Highlighted below are some of the precautions CADI staff and students will be expected to take in order to ensure the safety of the CADI community. Please note these are subject to change based on the requirements of the School District of Philadelphia and city policies.

- **All staff and students will be expected to be masked at all times inside the CADI building.** Students may only remove masks while eating in the cafeteria.
- **Students and staff are expected to self-screen every morning and stay home if they are sick or have any of the following symptoms:**
  - Fever of 100.4°F or greater
  - Muscle or body aches
  - Headache
  - Sore throat
  - Congestion or runny nose
  - Fatigue
  - Nausea or vomiting
  - Diarrhea
  - New or persistent cough
  - New loss of taste or smell
  - Shortness of breath or difficulty breathing
- **All staff and student temperatures will be checked upon arrival**
- CADI staff will follow all SDP protocols regarding isolation, testing and removal of individuals who show symptoms related with Covid-19 during the school day
- **All staff and students are expected to immediately report any positive test results for Covid-19**
- High touch areas such as door knobs will be cleaned regularly throughout the school day
- **Desks and chairs will be sanitized at the beginning and end of each class period and between lunch periods**
- Automatic hand-sanitizer stations will be available throughout the building as well as individual bottles of hand sanitizer in each classroom
- Staff will be tested weekly regardless of vaccination status
- All students are strongly recommended to test weekly regardless of vaccination status. The school is building a relationship in order to provide free testing on-site for students and families who consent.
- In addition to a minimum of 3ft of social distancing, **assigned seating will be required in all spaces including the cafeteria to support contact tracing**
- **Until further notice, no visitors will be allowed in the CADI building.**

# Acknowledgement of Handbook Policies

I have received a copy of the Student/Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules and expectations of the Career and Academic Development Institute and understand the consequences for failing to follow the requirements.

I understand that this handbook may be amended during the year without notice. This handbook in the latest version will be available on the school's website and is applicable to all students upon the implementation of any change. The administration will notify all families and students in writing, where possible, of any changes to the handbook as soon as is practical.

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(Student Printed Name)

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(Student Signature)

(Date)

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(Parent/Guardian Signature)

(Date)

# OIC CADI Media Release Form

By signing below a student consents to the use of their image, likeness, actions and statements in any live or recorded audio, video, or photographic display or other transmission of reproduction, in whole or in part, of the OIC CADI activities in which they are participating.

I, \_\_\_\_\_ (print name), understand the recorded audio, video or photographic displays will be used for informational and instructional purposes only and will not be used to generate a profit or for any other commercial purposes. I have not been compensated nor will I seek compensation for the photos. I release the agency from responsibility should a third party violate the terms of this release.

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(Student Printed Name)

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(Student Signature)

(Date)

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(Parent/Guardian Signature)

(Date)