



***Parent/Student
Handbook
Rules, Procedures, and Policies
2019-2020 School Year***

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I. General Purpose & Philosophy

Phoenix Learning Academy Inc. (PLA) was organized exclusively for charitable and educational purposes. Specifically, PLA will provide educational services to individuals from Kindergarten to 12th grade. PLA will offer small, inclusion classroom settings to accommodate:

- A. Students who have shown general academic difficulties in other settings.
- B. Students diagnosed with Autism Spectrum Disorders, Asperger's Syndrome, Rett, and similar diagnosis.
- C. Students who have behavioral and emotional difficulties such as Attention Deficit Hyperactivity Disorder and Obsessive-Compulsive Disorder that impedes their learning.
- D. Students with specific learning and intellectual disabilities (Down, Fragile X, and developmental delays).

PLA offers a full-time school curriculum. The type of instruction is all pedagogical research-based curricula. It will be administered with a low student to teacher ratio using direct instruction methodology, which is intensive, explicit, systematic teaching to help students achieve a high rate of success. The instructional techniques are based on reliable and validated instruction, practice, and assessment distributed across grade and skill levels. Students will be placed in a homogeneous grouping which allows the student to make maximum progress; The students are being instructed in basic subjects, life skills, job skills, and social skills, allowing the students to reach their fullest potential.

Our continuing aim at PLA is to provide the type of educational environment in which these students can learn the fundamental skills necessary for life in our complex world. Even more importantly than this, is the inculcation of basic human values that are essential if these students are to become productive and therefore happy members of human society. These values must be taught as explicitly and as concretely as any academic subject. In order to accomplish this, the home environment must support and manifest these same fundamental human values, or the student is placed in a position of conflict and confusion.

PLA is committed to the belief that its students must be provided with a strongly structured academic program and an environment which stresses the dignity, worth, and responsibility of each individual, both for self and others. Therefore, the rules at PLA are designed to put this philosophy into action for the good of all students, and all parents are urged to carefully review and adhere to this philosophy.

II. Mission Statement

Our mission is to develop high quality academic skills, respectable behaviors, and positive attitudes in all students. We strive to increase the students' comprehension and mastery of core academic, communication and social skills. We maintain high academic expectations and build self-esteem in our students; empower parents; and develop effective mentoring relationships between peers and positive adult role models.

III. Notice of Non-Discrimination

Phoenix Learning Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. PLA does not discriminate based on race, color, national, or ethnic origin in administration of its educational and admission policies, scholarship and loan programs, or other school administered programs.

IV. School Attendance Policies

Florida Law states that all students who are six years of age or older but who have not attained the age of 16 years must attend school regularly during the entire school term. Students who receive a Florida State Scholarship (McKay or Gardiner) are subject to the scholarships attendance policy. Frequent tardiness or absences can be cause for scholarship cancellation. PLA school hours are 8am-3pm Monday through Thursday and 8am-1pm on Friday. Teacher/Staff meetings as well as requested parent conferences will be held on Fridays from 1pm-3pm. PLA will

follow a modified Santa Rosa/Escambia County Public School Calendar. The school calendar will be provided separately.

A. School Drop-Off

Students may be dropped off between 7:45am and 8:00am at the designated area. Prior permission must be obtained from the office for students to be dropped off prior 7:45am. However, there will be no drop-off prior to 7:30am. PLA will not assume responsibility prior to 7:45am unless pre-arranged in writing. Parents should pull up to the front door and let students out. There is no parking permitted at the front of the building until after 8:10am.

B. Late Arrivals

Please do NOT drop off student in front of the school. Tardy students must be escorted to the office and signed in. A record of all tardiness will be kept.

C. Tardiness Defined

Tardiness is any arrival at school after 8:10am. Chronic tardiness may be subjected to action as dictated by Florida Statute 1003.27. Students who receive a Florida State Scholarship (McKay or Gardiner) are subject to the scholarships attendance policy. Frequent tardiness or absences can be cause for scholarship cancellation.

D. After School Pick-Up

Students are to be picked up at 3:00pm utilizing the car line. Parents must let the office know by note, phone call, or email if anyone other than persons listed on the After School Pick-up Permission form is picking up a student. If the person picking up the student is not listed on the form, please provide the person's name, relationship to child, telephone number, car make and color. Anyone other than parent/guardian known to PLA staff may be asked to show identification. Please be sure that any parties involved in pick up are aware of the school parking lot procedures.

The school must be notified if the person picking up a student is going to be late. Any student who is not picked up by 3:15pm will return to the office and a fee will be assessed to their bill. A late fee of \$10 will be assessed from 3:15pm to 3:30pm for all students. An additional \$2.00 per minute will be added for students after 3:30pm. This policy will be strictly enforced.

E. Early Sign-out Procedure

If a child goes home early due to illness or any other reason, parents must report to the office and sign the child out. Anyone picking up a child should be prepared to present identification.

F. Truancy Defined

A "truant" is one who is not in attendance, with or without approval of the parent/guardian, and whose absence has not been excused. If a student has more than 15 unexcused absences in a 90-calendar day period, a truancy petition may be filed pursuant to the procedures in Florida Statute 984.151.

Florida law requires each parent/guardian of a child from six to 16 years of age to be responsible for the child's school attendance. Florida Statute 1003.254 defines the responsibility of parents for the attendance of their child at school. If a student has unauthorized absences and/or frequent tardiness sufficient enough to jeopardize academic progress and it is determined that the student's parent/guardian is at fault for the absence or tardiness, the procedures under Florida Statutes 1003.36 and 1003.27 shall be followed.

Unless acceptable documentation is available, an accumulation of daily absences (excused or unexcused) by tardiness or early sign-outs that equals five days in a marking period or ten days within two marking periods is considered a pattern of non-attendance. According to Florida Statute 1003.24(4), non-attendance for instructional activities is established by tardiness, early sign-outs, or absences for all or any part of the day.

Any student receiving Florida Scholarship funds must adhere to the individual Scholarship's guidelines for attendance. Frequent absences may be cause for scholarship cancellation.

G. Excused Absences

Excused absences include:

- Student illness.
- Major illness in the immediate family of student.
- Death in the immediate family of student.
- Religious holiday of the student's faith (requires parental note).

In order to provide students with proper course continuity, it is important that students be in class regularly and on time. Parents are requested to schedule all vacations, trips, doctor's appointments and other planned absences around the published school calendar in order to maximize the opportunity for academic growth. PLA acknowledges that this may not always be feasible. However, parents must provide advance notice via note, phone call, or email of any planned absences.

H. Absentee Procedures

Attendance guidelines are statutory, set by the legislature. Not only does the state set compulsory school attendance requirements, but McKay and Gardiner Scholarship Programs do as well. Phoenix Learning Academy is obligated to follow these guidelines and report any excessive tardiness, early check-outs, and absences.

If a student is going to be absent, regardless of scholarship status, the following procedure is mandatory. It is a safety precaution for the sake of the child.

1. When a student is absent or late, the parent/guardian ***must*** call the school no later than 8:30am and notify the office. A message may be left on the recorder at any time before 7:30am. It is not appropriate to deliver such a message directly to a teacher. Also, a written note/email for student file for more than three consecutive absences is required.
2. Parent/Guardian must call before 8:30am every day that the student is absent. *The school administration does not condone absences, other than sickness or family emergencies. If parents/guardian's choose to take students out of school, the following should be considered:* Absences break the sequence of skill learning and disrupts the routine.

V. Student's Rights and Responsibilities

A. Conduct

Students need guidelines to know what is expected from them in their daily conduct. The school needs parent/guardian support and full cooperation if it is to be effective in teaching the student. Serious lapses in behavior are handled on a case-by-case basis and all efforts are made to affect a positive outcome for the individual student. However, the good of the total community receives prime consideration. No student will be allowed to interfere with the educational process of other students.

B. Classroom Conduct

Upon entering the school in the morning, students must report immediately to their assigned classroom and store their lunch boxes and book bags in the designated area. Students may quietly converse with fellow students or participate in a quiet activity until the first bell rings. Cooperation with teachers is expected at all times. If misbehavior occurs, disciplinary actions are taken.

C. Change of Classes

There must be order in classrooms and hallways. Students should move from each class so as not to disturb others and arrive in a timely fashion.

D. Recess

There are several opportunities for students to go outside and enjoy a recess. Students may bring a snack for consumption during this time or time inside the class allotted for snacks.

E. Special Areas

Every day students have the opportunity to learn skills in P.E., Music, Art, and games. Students are expected to participate in each special area daily.

F. Lunch

Parents provide all lunch materials and food. Boxes and containers should be labelled with students' name. If lunch requires utensils, they should be provided by parent/guardian. For safety, no glass containers are allowed. Parents are asked to provide a healthy lunch for students. Students may not exchange lunch items, but are expected to use good manners, and be courteous at all times. PLA insists that students take home uneaten food, so parents are aware of what was consumed.

G. Damage to School and Property

An amount covering damages and repairs/replacement will be assessed when a student is guilty of careless or willful destruction of, or damage to school property. Writing, scratching, or any disfigurement of desks, tables, or walls is strictly forbidden and considered damage to school property. This includes computers, tablets, student binders, books, sports equipment, and all other educational materials. For books specifically, it is the students' responsibility to take care of books assigned to them. If books are willfully damaged or lost, parents will be invoiced for the amount covering replacement of the book.

H. Homework Policy

Homework is given for the purpose of practice. It may not be a graded assignment and may require parental assistance. Please feel free to assist the student with assignments so that he/she is practicing correct answers. Homework is strictly for the student's benefit and, if there is homework, it is because the teacher feels extra practice is needed for success or the student was unable to complete the necessary work during allotted time at school.

I. Make-Up Work

Teachers will provide make-up work and instructions after an excused absence or prior to an absence with notification. Be sure that all make-up work is completed and returned by the deadline. Make-up work is given at the teacher's discretion for unexcused absences.

J. Going Home with a Friend

If a student is riding home with another student after school, PLA must have written permission ahead of time from BOTH parties. The reason for this policy is that students occasionally make their own arrangements without the parents' knowledge. In the past, PLA had a very surprised parent, when she found out she was taking three additional students home. For student safety, parents should follow this rule. PLA is not responsible for contacting parents to verify changes in pick-up arrangements.

VI. Parent Rights and Responsibilities

A. Conduct

PLA seeks to instill positive character-building traits in our students through the demonstration of responsibility, respect for others, and integrity by the parents and staff. Parents are encouraged to be a positive role model by constantly displaying respect and courtesy. This means parents should refrain from using profane language, yelling, or acting inappropriately by maintaining a calm composure and utilizing a soft tone. Parents are asked to remember that they are guests on school property and PLA has the right to involve the local authorities to have unruly parents/family members removed, if necessary. Inappropriate behaviors by parents/family members may be cause for a student's removal from the PLA program.

B. Tuition Fees

Tuition rates and payments vary based on the needs of the student as determined by assessments, observations, and parental input.

Parents have several options for tuition payment. First, PLA will issue a \$200 discount when tuition and fees for the upcoming academic year are paid in full by the first day of school. Second, parents can choose to make ten monthly payments due on the 16th of each month starting in July. Tuition paid via 10 monthly payments will be due a month in advance. Last, parents can elect to make payments quarterly on the 16th of July, September, December, and February. A \$50 late fee will be charged if payment is made after the 21st of each month or if a check is returned for insufficient funds. Parents will not receive a monthly invoice for tuition. A copy of the individual Tuition Contract will be provided at the beginning of the year and will serve as notice for due tuition payments.

Parents are responsible for payment of tuition for the entire school year in the event the student does not attend or withdraws from Phoenix Learning Academy as indicated by the signed Tuition Contract. The exception to this obligation is expulsion from the school, if the student moves outside of a 100-mile radius of PLA, or with express permission from the administration.

C. Fundraising Opportunities

PLA participates in several programs in order to help with the cost of materials. Parents and family members are encouraged to utilize these programs.

1. Box Tops For Education – While grocery shopping, look for items with the Box Tops For Education logo. Cut the box top from each package being careful to include the expiration date and have your student bring the box tops to school and turn them in.

2. Amazon Smile – Go to smile.amazon.com and search for Phoenix Learning Academy Inc. and select as your charity. Continue with normal shopping and complete purchase. Be sure to make purchases through the Amazon Smile web address.

3. Office Depot/Office Max – PLA's school ID is 70233690. When making a purchase, provide the school ID to the cashier.

PLA also sets up several fundraising events throughout the year. These fundraisers help to maintain the school environment and keep tuition rates as low as possible. PLA asks that students and their families participate in these events to aid in the success of the school's efforts. For convenience, a Fundraising Letter has been included at the back of this Handbook that may be sent out on PLA's behalf to request donations.

D. Parent/Teacher Conferences

PLA hosts parent-teacher conferences bi-annually but the staff is available throughout the year. Please see “Communication” under School Policies.

E. Family Situations

Parents should notify the school of any family situation that arises regarding students such as births, deaths, serious illness, hospitalization, etc. at the time of the occurrence so the school can respond appropriately.

F. Divorced or Separated Parents

Teachers are responsible for the awareness of a students’ home situation such as separation, divorce, or custodial arrangements. Unless PLA is directed otherwise by court order or receives a written letter signed by both parents requesting a different procedure, each parent will have equal access to school records, information regarding school calendars, school activities, conferences, etc. Each parent will have equal rights to confer with teachers about the student, to pick up the student at school either during a normal school day or other activities, and to consent to any emergency medical procedure that may become necessary. In the case of separation or divorce, PLA requests a copy of any/all court documents pertaining to custody arrangements to adhere to the legal policies set forth by the governing body.

G. Birthday Celebrations

Student’s birthdays are recognized and celebrated at a predetermined time. Should parents choose to bring cookies or treats, please ensure that treats do not require utensils. Also, please keep in mind that some students may have allergies and provide for these students as well.

H. Commitment/Volunteer Hours

A commitment of ten hours of volunteer work for the school is required of each family per year. Parents delinquent in serving volunteer hours will be billed for the portion of time not served at the rate of \$15 per hour. There are a number of ways to fulfill the commitment. The following is a list of opportunities to consider:

- Field Trips – chaperone, drive, etc.
- Help set-up and clean-up for activities
- Assist with special school functions
- Maintenance of school building
- Lunch/centers
- Supervise Students
- Maintenance of equipment
- Solicit business/corporate donations
- Solicit for school supplies/materials
- Clerical

I. Meeting Conduct

In order to keep parent’s informed, PLA will hold occasional meetings with required attendance. During those meetings it is important to follow these procedures to ensure that everyone has the opportunity to be heard, the meeting runs smoothly, and time is utilized efficiently.

- ***Be on time*** – Arrive early and be seated, ready to go at start time.
- ***Be prepared*** – Come with a positive attitude and be prepared to contribute to the meeting.
- ***Be present*** – Do not attend to non-meeting business, listen carefully, and do not interrupt. Raise your hand to be heard and put away your cell phone.
- ***Be helpful*** – Share ideas, ask questions, and speak honestly. If you see a problem or disagree, offer a solution.
- ***Be patient*** – Respect other’s time to speak and value their opinions. Wait to be called on by the chairperson before speaking.

- **Be open minded** – Learn from different inputs and be respectful, even when you disagree.
- **Be respectful** – Respectfully challenge an opinion or idea, not the person. Have honest and constructive discussions. Refrain from yelling, cursing, name calling, etc.
- **Be on point** – Stay on topic, brief, and to the point helping keep the length of the meeting to a minimum.

VII. School Policies

A. Progress Reports

Progress reports will be sent home four times a year at the end of each nine-week term. For dates, check school calendar. PLA encourages parents to stay informed about students' progress throughout the year by communicating with the school through emails, notes, and/or scheduled conferences.

B. Testing

The Woodcock Johnson Test of Achievement is given as a pretest before students are enrolled. At the end of each year, students retake this standardized test as a post-test to show the progress made throughout the year. Students electing to receive intensive 1:1 services are given the PEAK Relational Training System assessment to determine a starting point in the system. The student then continues to progress through the system to show gains. All students are administered STAR reading and math assessments via the computer. This assessment is administered once a month to figure out deficits and track progress.

C. Communication

Important school-related information is communicated to parents via emails, notes home, phone calls, and/or school newsletters as well as the PLA website and Facebook group. It is important for parents to read all correspondence in order to stay informed of any changes in the school calendar, upcoming special events, volunteer opportunities, meetings, etc. Parents should check their student's homework folder each night for correspondence from teachers and/or administration. All correspondence should go through the office. This includes questions about events, progress reports, absences, tuition, etc. Parents should not give messages or notes directly to teachers. There is no exception to this policy. If there is a question/concern about a specific assignment or class, the office will arrange for the teacher to contact you at their convenience.

D. Parking Lot Procedures

Due to the size and shape of the PLA parking lot, the following procedures should be followed to ensure student and staff safety. Any parent/guardian found not following this procedure will be fined in the amount of \$15 per occurrence. The safety of PLA students and staff is of the utmost importance.

Morning Drop Off- All cars should utilize a pull-through procedure treating the PLA parking lot as a car line. Pull up in front of the door and a staff member will come out to help the student inside. Do **NOT** pass cars in the parking lot. Please make sure the student is on the sidewalk with PLA staff before you pull away.

Afternoon Pick-Up- Cars should utilize the same procedure as morning drop off, treating the PLA parking lot as a car line. Pull up to the car ahead and wait. PLA staff will escort the students out. Do **NOT** pull away until the car ahead has moved. The first parent to arrive for afternoon pick-up should pull forward all the way making room for subsequent vehicles.

E. Birthday and Other Invitations

If your child has a celebration and wishes to invite fellow students, the invitations may not be distributed at school. PLA has small classes and there have been hurt feelings in the past when students were excluded. Please contact the office for a school directory to contact students and parents directly.

F. Out-of-School Fundraising

Phoenix Learning Academy Inc. is a non-profit organization and it is counterproductive for students to raise money within the school for other organizations. PLA asks that parents discourage students from selling items and/or soliciting money for other organizations at school.

G. Hurricane and Inclement Weather Policy

In the event of a hurricane or inclement weather, PLA will follow the Escambia/Santa Rosa County School Board's decision regarding the closing/opening of school. Listen to local radio and TV stations for weather reports and the announcement of the closing and reopening of Escambia/Santa Rosa County Public Schools. If PLA needs to close for any reason and public schools are open, parents will receive phone calls. It is very important that PLA has an up-to-date and accurate mobile and emergency phone numbers for this purpose.

H. Clinic

PLA does not have a clinic or the personnel to operate one. Therefore, sick students must be picked up. Parents should have arrangements in place for this situation.

I. Wellness Policy

To protect the health of all students and staff in school, a student who is absent due to illness should be free of the following symptoms for 24 hours before returning to school: fever, runny nose, excessive coughing, headache, unexplained rashes, nausea, vomiting, sore throat, chills, earache, red eyes, or diarrhea.

J. Administering Medication

If a student takes medication during school hours, that medication must be brought to the office immediately upon arrival. A yellow (over the counter) or blue (prescription medication) paper must accompany the medication or be on file in the office. A separate paper must be completed for every prescription medication. Medication papers may be obtained from the office. Note: Whenever possible, administer medication at home before student comes to school.

No prescription medication is given to students unless there is a signed release from the physician (blue paper) on file. All release forms must be dated and must show a start and end date for the administration of any medications, whether prescription or over-the-counter. **MEDICATION MUST BE IN THE ORIGINAL CONTAINER.** The staff, according to policies, may not accept medication unless it is in its original container.

All medications are administered through the office and must have a signed paper on file including cough drops, throat lozenges, aspirin products, etc. These medications may not be administered with verbal approval only. PLA follows the Escambia/Santa Rosa County School guidelines for the Administration of Medicine.

There are no exceptions to these rules.

K. Language

PLA will not tolerate the talk or mentioning of weapons, guns, shooting, bombs, and threats of violent acts. A parent conference is required for the first infraction and a behavior plan will be put in place. Vulgar or inappropriate language or gestures are not tolerated at any time. If the difficulty continues, the student may be removed from the program.

PLA School administration reserves the right to determine what is appropriate.

L. Discipline Procedures

In order to better help student's realize the necessity of self-discipline and responsibility in his/her life, PLA has established the following procedures to be enforced.

The teacher establishes classroom discipline. The concept of discipline entails a relationship between teacher and student. Teachers will structure classes to encourage self-esteem and self-discipline among students using the following guidelines:

- Be considerate and show respect for everyone.
- Contribute to the community in a positive way.
- Show pride in our school, for ourselves, our homes, and our country.
- Respect school, community, and others property.
- Be courteous and always have good manners.
- Support and listen to each other.
- Achieve our best in every area.
- Prepare adequately each day.
- Have materials prepared and ready.
- Be honest in our personal dealings and at school.
- Take responsibility for our actions.
- Adhere to the dress code and take pride in our appearance.

If a student is struggling behaviorally, the following procedures are utilized depending on the severity of the offense:

1. Student will complete a Problem-Solving Form or Mindfulness Exercise.
2. May lose privileges (time on the iPad/computer, outside time, etc.)
3. May be given extra work (chores, write sentence, math, etc.)
4. A note will be included in the student's folder for any inappropriate behaviors.
5. Behavior Plan will be implemented.

At PLA we **DO NOT** use corporal punishment.

M. Technology & Acceptable Use

To enhance the students' computer experiences in various classes, computers have online capability and students are able to print assignments. PLA has taken every precaution to make sure that the computers stay safe and functional for all students. A technology use policy was developed and is reviewed with students. Please read the policy and discuss with your student. Not following the rules and guidelines outlined in the policy may result in loss of privileges and use of computers.

The Children's Internet Protection Act (CIPA) went into effect April 20, 2001. This law requires schools receiving certain federal funds to adopt internet safety policies that address the safety of minors accessing the internet in school. Phoenix Learning Academy Inc. chooses to follow the CIPA's requirements as a voluntary measure.

Computers are to be used for educational purposes only. This means that students are responsible for making appropriate choices when using technology, accessing internet information and creating documents. Students will adhere to the following guidelines:

- Limit internet searching and browsing to appropriate sites.
- Only use computers and other technology with a teacher's permission and supervision.
- Use appropriate respect for technology equipment.
- Will use electronic information appropriately, including citing websites and direct quotes from the internet.
- Will not change, add, or adjust computer hardware (monitor, tower, speakers, mouse, keyboard, microphones, and CD drives) and peripheral devices (printers, scanners, digital cameras, and ZIP drive). This may be done by staff only.

- Will not change computer settings, including monitor settings, Windows desktops, control panels, Windows colors/fonts, screen pixel size, screensavers, and shortcut bars. This may be done by staff only.
- Will not load or delete software to school computers. This may be done by staff only.

Students will not be permitted to:

- access personal email accounts on school computers. This helps to prevent viruses that are sent via email.
- access inappropriate sites. This includes sites containing pornographic, violent, harassing, hateful, or any other information deemed to harmful in nature.
- purposely vandalize another student or teacher's work. This includes work saved on hard drives, shared network drives, and other media such as CDs, floppy disks, and USB pens.
- move school software and/or hardware off of school grounds. This includes computers, speakers, monitors, microphones, keyboards, mice, headphones, VCRs, CDs, DVDs, and all other electronic equipment.

Not complying with this policy may result in disciplinary action which may include but is not limited to: verbal warning, detention, suspension of technology privileges, suspension, expulsion, financial responsibility action (student and/or parents may need to pay the school to replace lost, stolen, or damaged equipment), and any other appropriate action as deemed necessary by the school.

Also, there is no assurance of confidentiality when transmitting data electronically. The school reserves the right to monitor technology use, file space, and examine student files on electronic media (floppies, ZIP drives, CD's) and the shared network drive.

N. Computer/Tablet Program

Phoenix Learning Academy Inc. has initiated a program promoting the integration of technology into the classroom. We have made a significant investment in education technology and infrastructure to expose students and training them to utilize technology as a tool and resource in order to enhance their learning. Students in certain programs are working with Apple iPad Minis.

Equipment:

Tablet 16GB with WiFi - \$300 Value

Tablet Protective case and charger - \$50 value

Miscellaneous education apps - \$50 value

Total Value = \$400

Students wishing to bring in their personal tablets rather than use the schools will be expected to follow the same rules with exception that apps do not need to be approved-however, only approved apps are to be used while in school. Personal tablets cannot be synced to the school computer so students using their personal tablet will need to have their own iTunes account and purchase any required apps and sync their tablets at home. Certain content restrictions will also need to be enabled on the tablet while in school.

O. Guidance/Counseling

PLA does not have a guidance counselor.

P. Bullying/Harassment

PLA policy is that all students, employees, and volunteers learn and work in an environment that is safe, secure, and free from harassment and bullying of any kind. PLA administration will not tolerate bullying or harassment. This policy shall be interpreted and applied consistently with all applicable State and Federal Laws. Conduct that constitutes bullying, harassment, cyber stalking or discrimination, as defined herein, and in section 1006.147, F.S., is prohibited.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment: cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve but is not limited to:

1. Teasing
2. Social Exclusions
3. Threat
4. Intimidation
5. Stalking
6. Physical Violence
7. Theft
8. Sexual, Religious, or Racial Harassment
9. Public Humiliation
10. Destruction of Property

Cyberbullying means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of sign, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system or photooptical system, including but not limited to, electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying may include but is not limited to:

1. The creation of a webpage or blog in which the creator assumes the identity of another person.
2. The knowing impersonation of another person as the author of posted content or messages.
3. The distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property.
2. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits.
3. Has the effect of substantially disrupting the orderly operation of a school.

Bullying and Harassment also include:

1. Retaliation against a student, parent, or school employee by another student, parent, or school employee for asserting or alleging an act of bullying or harassment. Reporting an act of bullying or harassment that is not made in good faith is considered retaliation.
2. Perpetuation of conduct listed in paragraph (a) or paragraph (b) by an individual or group with intent to demean, dehumanize, embarrass, or cause physical harm to a student or school employee by:
 - a. Incitement or coercion.
 - b. Accessing or knowingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the district school system.
 - c. Acting in a manner that has an effect substantially similar to the effect of bullying or harassment.

Consequences and appropriate remedial action for students who commit acts of bullying, cyberbullying, harassment, or cyber stalking, may range from positive behavioral interventions up to removal from the PLA program.

Q. Field Trips

PLA plans several Field Trips per semester. For students to participate in Field Trips, a completed and signed Field Trip Travel Release Form must be on file. Parents volunteering to drive are required to complete a Field Trip Driver and Insurance Information Form and supply a copy of a current driver's license as well as automobile insurance. No drivers under 21 years of age are permitted to transport students. Once students are assigned to a driver, they may not switch cars. The driver is required to return with the same students he/she left. No children may attend a Field Trip unless they are currently enrolled PLA students and part of the group for whom the trip was arranged. Students must always follow the teachers and chaperones' directions and rules as well as be courteous. Students found in violation of the directions and rules will not be able to participate in subsequent Field Trips. Teachers, drivers, and chaperones are responsible for the students assigned to their care.

R. Field Trip Rules

When driving:

- Do not use cell phone to make calls or text. It places everyone in the car in danger.
- Do not discuss other students. Respect confidentiality.
- If a child becomes unruly, pull over and wait until he/she regains control of him/her self.
- Get fuel prior to the Field Trip to avoid stopping.
- No smoking while students are in vehicle.

At the event:

- Do not use cell phones. This is a time spent with the students. Many events do not allow the use of cell phones during the program.
- Know where your assigned students are at all times.
- If you have to go to the restroom, let another adult in your group know.
- Do not bring siblings (unless previously discussed with PLA administration).
- Maintain orderly behavior (if you are overwhelmed, ask staff/teacher for help).
- Never change car assignments or group assignments.
- Do not loan money to students.

Activity time after the event:

- Go to assigned place (park, etc).
- Take assigned route; do not stop for fast food, at store etc. to buy treats. Some students have food allergies and it is not fair to the other students.
- Follow assigned route to ensure everyone arrives at approximately the same time.
- Remain aware of the students: where they are and how they are behaving.
- Leave with students assigned to your car.

Field Trip costs are carefully calculated based on the number of students attending the trip. If you have paid for a trip and cancel last minute, PLA, unfortunately, cannot reimburse the cost of the trip.

Field Trips are not a time for parent/teacher conferences.

It is PLA's utmost priority to keep our students, your children, safe. PLA greatly appreciates your cooperation.

S. Harmful Substances

Students, teachers, chaperones, volunteers, and staff may not possess illegal drugs (including prescription drugs) or alcoholic beverages. They may not use them or be under the influence of them on school property, at any school activity, before you arrive on school grounds, before you arrive at any school activity, or on Field Trips. PLA enforces a strict ZERO TOLERANCE policy when it comes to harmful substances.

T. Uniform Policy

The purpose of the uniform at PLA is twofold: it enhances our structure and reduces distraction in the classroom. The cooperation of students and parents is necessary in maintaining the standards of our dress code. It is very important that this code is accepted fully and is enforced consistently.

Girls Uniform—Purple, Gold, White, Black, or Grey short or long sleeve Interlock Polo shirts with PLA logo worn with Khaki straight shorts, pants, or skorts.

Boys Uniform—Purple, Gold, White, Black, or Grey short or long sleeve Interlock Polo shirts with PLA logo worn with Khaki straight shorts or pants.

All Students

Hooded zip-front sweatshirt (purple or white) with PLA logo. Please put your child's name in the sweatshirt. PLA Spirit Shirts are required for Field Trips or other activity days and may be ordered through the school at the beginning of the school year.

Students must wear sneakers or closed toe sandals. No lights or wheels are allowed on sneakers. This is a safety issue. If the shoes have holes for laces, shoelaces must be in place and tied. Belts keep pants, shorts, and skorts in place but are not a required uniform item.

It is the parents' responsibility that their child adheres to the uniform policy. Teachers and administration will be responsible for the day-to-day enforcement of the policy. Uniform alerts are sent home for students not meeting the uniform requirements.

Parental cooperation is necessary to help the student stay organized. Implement a plan to assist your child, making sure the uniform is laundered and in good repair by laying out before going to bed. If students enter the school improperly dressed, (out of uniform, incomplete uniform, dirty or torn uniform, shirt not tucked in) a uniform alert will be sent home and needs to be signed and returned the next day.

U. Dress Code

Dress code (see Uniform Policy) and grooming of PLA students shall be neat and clean, promoting a positive education environment. Apparel that disrupts educational activities and processes of the school will result in the removal of the student from the regular school environment and parents are called and asked to pick up their child. The administration will be the final judge to determine whether a student's clothing is appropriate for school or creates a distraction to learning. Head of school, faculty, and staff members will enforce the dress code.

Hair – Boys hair should be cut so that it is neat and not in the way or a distraction to other students. No mohawks or other extreme styles and dyes. Girls hair must be kept off the face during school hours. If necessary, girls should use hair bands or scrunchies. Plain, functional barrettes, hair bands, bows and scrunchies preferred. Hair is not to be a distraction. All students should observe good hygiene remembering to apply deodorant and brush their teeth.

V. Unacceptable Items

Items Causing Distractions and/or Safety Hazards – No head covering is worn in the building unless worn for religious purposes. Current extreme fads (coloring, haircuts, make-up), jewelry, watches, and items causing distraction are not acceptable. Some items may be a safety hazard during recess and P.E. such as necklaces, dangling earrings, etc. Items that are dangerous to student or fellow students will be confiscated immediately. Repeated infractions will result in permanent removal of items until the end of school year. School administration reserves the right to determine what constitutes a distraction and/or safety hazard.

Cell Phones, iPods, and other Electronic Devices – Cell phones may be carried by students but must be kept in backpacks throughout the school day. The school cannot accept responsibility for cell phones or other electronic devices brought to school. iPods and other electronic devices may not be brought to school.

Other Personal Articles—Students may bring their lunch box, homework folder and backpack, which may be left in the designated area upon arrival. The school does not accept responsibility for any personal articles brought to school including but not limited to money, cell phone, iPod, tablet, show-and-tell exhibits, jewelry, games, anything not directly related to a school project/activity, etc.

W. Child Abuse, Molestation, and Neglect Policy

The PLA staff, teachers and Board consider the responsibility for the welfare of students to be of paramount importance. Therefore, all employees, Board members, staff, and volunteers of Phoenix Learning Academy Inc. are directed to take whatever action may be necessary as required by Florida Statutes Chapter 39, 827, and all statutes and laws of the State of Florida as regards all instances of suspected child abuse, molestation and child neglect.

Abuse Hotline: 1-800-96ABUSE or www.dcf.state.fl.us/abuse/report

A person who is required to report known or suspected child abuse, abandonment, or neglect and who knowingly and willfully fails to do so, or prevents another person from doing so, is guilty of a misdemeanor of the first degree, punishable as provided in ss775.082 or 775083 F.S. A person who does make a report of suspected abuse in good faith has immunity from civil and criminal liability pursuant of ss39.203 768.095 F.S.

The PLA staff has training on the standards, duty to report, and procedure for reporting alleged misconduct. PLA staff, teachers, and volunteers have had background checks and have been fingerprinted for the safety of the students.

X. Gift Policy

PLA acknowledges that there are certain instances where parents may wish to present teachers with gifts. However, since the PLA staff is comprised of RBT's and BCBA's, the staff must adhere to the RBT Code of Ethics. Because of their certification, it is imperative that the staff remain objective and avoid the perception of preferential treatment towards students. As such, they are not allowed to accept any gifts. The Behavior Analyst Certification Board states that, "gifts may include a variety of items, including, but not limited to: store gift cards, food, clothing, tickets to events, housing, vehicles, and just about any other tangible or financial item."

Y. Student Class Placement

Academic placement is based on the students' ability and performance in the various academic areas. During the year, a student may be moved to a different group on the recommendation of the teacher. This is to ensure that the students' needs are met. Parents/guardians will be informed of any changes.

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Policies & Procedures Agreement

2019-2020

By signing below, I/we acknowledge receipt of the Phoenix Learning Academy Inc. Parent/Student Handbook for the 2019-2020 school term.

I/we affirm that I/we have reviewed the Policies & Procedures with my/our student(s) as stated in the Handbook.

I/we agree to abide by the Policies & Procedures presented in the Handbook.

I/we acknowledge and understand that violation of any of the Policies & Procedures will result in but is not limited to such consequences listed in the Parent/Student Handbook including assessed fees for damaged property, early drop-off, late pick-up, or Parking Lot procedure violations.

I/we acknowledge and understand that PLA reserves the right to determine what constitutes appropriate consequences.

I/we acknowledge and understand that PLA reserves the right to change its policies and procedures at its discretion, as well as interpret or vary them however it deems appropriate.

By signing below, I/we acknowledge that I/we have read, understand, and will comply with the information listed in this Handbook and that deviations on my/our behalf from the policies and procedures spelled out could result in consequences and assessed fees as stated therein.

Parent/Guardian Signature

Print Name

Date

Parent/Guardian Signature

Print Name

Date

Student Signature

Print Name

Date

For students to attend Phoenix Learning Academy, this agreement must be signed and returned to the school office no later than the first day of school.

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After School Pick-Up Permission 2019-2020

Student Name: _____

Please list the people who may pick-up your child after school: (print clearly)

<i>Name</i>	<i>Relationship</i>	<i>Telephone</i>	<i>Car Color/Make</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

You may add or delete people from your list. If someone other than the persons listed above is picking up your child, please send an email with the person's name, relationship to the child, car make and color. Please inform the person that they may be asked by a PLA Staff to produce identification before your child is released.

If your child is going home with another student and he/she's parents are not on the list, please make sure that you and the parent picking up your child inform the office by note or email. PLA requires notification from both parents.

It is the parents' responsibility to ask the office to have people added and/or deleted from the list.

I herewith give permission that my child may be picked up after school by one of the above listed persons.

Parent/Guardian Signature

Print Name

Date

Please complete the Permission Form and return it to the office no later than the first day of school.

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Field Trip Permission

2019-2020

As the parent/guardian of _____, I hereby grant consent for my child to participate in administration approved field trips during the 201-2020 school year.

It is my understanding that the school will advise me by written or verbal notification of the nature, date, and time of each trip or activity in sufficient time to enable me to communicate any withdrawal of consent for a specific trip or activity.

I hereby release the Phoenix Learning Academy Inc., personnel, and any drivers from any and all liability for any injuries, loss, or other claims resulting from any and all field trips.

AUTHORIZATION FOR TREATMENT

As the parent/guardian of the above named student, I hereby give authorization to the staff to take my child to an emergency room of the nearest hospital should, for any reason, he/she require any minor medical or surgical treatment and/or medication while participating in an approved field trip activity. I further authorize the hospital and its medical staff to administer treatment as deemed necessary by them for the well-being of said student.

I understand that the staff will make every effort to notify me in medical emergencies, and I will be contacted, if possible, for my permission if hospitalization or treatment of a serious nature is required.

My child is allergic to the following (medication, food, animals, etc.):

I HAVE READ AND UNDERSTAND THE ABOVE AND GIVE MY CONSENT AND PERMISSION TO ALL THINGS CONTAINED HEREIN.

Parent/Guardian Signature

Print Name

Date

In an emergency, call me at _____ or _____.

Note: This form is to be completed by the parent/guardian, returned to the administration office, and remain as part of the student's permanent record for the current year.

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Media Release Form

2019-2020

Phoenix Learning Academy Inc. may produce and/or participate in videotape, motion picture, audio recording and still photograph productions that involve the use of the students' names, pictures, and/or voices. Such productions may be used for educational, informational purposes, or marketing, including use on our school website. ***Please initial:***

May use student's name_____	May NOT use student's name_____
May use student's picture_____	May NOT use student's picture_____
May use student's voice_____	May NOT use student's voice_____

News media, including representatives of television, radio, newspapers, and magazines may want to take pictures, sound recordings and/or moving pictures that might include your child. These items may be used in the new or feature stories by print, television and/or radio media. ***Please initial:***

May use student's name_____	May NOT use student's name_____
May use student's picture_____	May NOT use student's picture_____
May use student's voice_____	May NOT use student's voice_____

Social Media Acknowledgement – While on field trips or at special events, PLA staff or other parents may capture my child in a photograph or video that may be displayed on the PLA Facebook page or group, or their personal social media pages. ***Please initial:***

I give my permission for my child's picture and first name to be displayed on social media_____

I DO NOT give my permission for my child's picture and first name to be displayed on social media_____

You have the right to object to the use of your child's name, picture, or voice. Please complete this form and return it to the PLA office. If you have any questions, please call the school office.

I/We _____, the undersigned, hereby consent that PLA
Please Print Name

may use the name, portrait, likeness of my child and/or voice for those situations as indicated above.

Parent/Guardian Signature

Print Name

Date

Parent/Guardian Signature

Print Name

Date

Student First and Last Name

Age

Date

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Consent for Treatment/Physical Contact

2019-2020

I, _____, give my permission for my child, _____, to participate in treatment administered by the staff of Phoenix Learning Academy Inc. By giving my permission, I understand that my child will participate in intensive behavioral intervention techniques along with academics of the school environment including but not limited to:

- Positive Reinforcement (using food, drink, activities, and toys as reinforcing items)
- Negative Reinforcement (escape from tasks, avoiding more tasks, etc.)
- Extinction (no longer reinforcing behaviors that have been reinforced previously to reduce the behaviors)
- Positive Practice (requiring a task to be repeated correctly several times)
- Time-out from Positive Reinforcement (removal from a reinforcing environment)
- Positive and Negative Punishment (used only with a program review and parent permission on an as needed basis.

I also understand in order to gain student compliance it is sometimes necessary for physical contact by staff and I agree that the staff may use physical prompts in order to teach new skills, gain compliance, or block physical aggression. I understand and agree that staff may restrain my child if they become self-injurious or try to harm other clients. I understand and agree that my child at times will be required to sit at a table and perform tasks, at times will be required to sit at a table and perform tasks, at times will be required to interact with other students and at times will use skills and generalize them in a more natural setting (such as in the community, school, or play time).

By signing below, I acknowledge that I have read and understand all of the above and give my consent for treatment/physical contact.

Consent dates good from: _____ to _____.

Parent/Guardian Signature

Print Name

Date

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SPIRIT SHIRT ORDER

Attention Students, Parents, Grandparents, Siblings.....

Show your school spirit by purchasing a Phoenix Learning Academy Spirit shirt. Students may wear their spirit shirts for field trips and other school-related, special activities that will be announced.

Student Name: _____

- Short-sleeved shirts - \$10.50
- Long-sleeved shirts - \$14.00
- Youth sizes available: S (6-8), M (10-12), L (14-16), XL (18-20)
- Adult sizes available: Small – 4XL
- Ladies sizes available: XS – 3XL *available in short-sleeved style only

<i>Style (short-sleeved, long-sleeved)</i>	<i>Size</i>	<i>Quantity</i>	<i>Total Cost</i>
TOTALS:			

Total amount enclosed = \$ _____

Parent/Guardian Signature

Print Name

Date

☐ ***I DO NOT wish to place an order at this time.***

Please return this form to Denniel's Monogramming at dennielsew@aol.com. You will pay Denniel's and pick up from them directly.

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Videotape/Photography Consent

I, _____, give consent for my child, _____,
to be photographed and/or videotaped for the purpose of:

1. Staff training and supervision
 - a. For my child's interventionists.....Consent/Do Not Consent
 - b. For other clients of Chartlytics.....Consent/Do Not Consent
2. Marketing purposes
 - a. For my child's interventionists.....Consent/Do Not Consent
 - b. For Chartlytics.....Consent/Do Not Consent
3. Flyers/Marketing materials
 - a. For my child's interventionists.....Consent/Do Not Consent
 - b. For Chartlytics.....Consent/Do Not Consent
4. Promotional videos
 - a. For my child's interventionists.....Consent/Do Not Consent
 - b. For Chartlytics.....Consent/Do Not Consent
5. Website/Social Media
 - a. For my child's interventionists.....Consent/Do Not Consent
 - b. For Chartlytics.....Consent/Do Not Consent

Consent to Publish/Present Student Data

I give consent for my child's learning charts and corresponding data to be anonymously used in publications and/or presentations. I understand that my child will not be personally identified in any such publications/presentations.

I give consent for such publications presentations to appear in:

1. Scholarly journals/books
 - a. Published by my child's interventionists.....Consent/Do Not Consent
 - b. Published by Chartlytics.....Consent/Do Not Consent
2. Popular press journals/magazines
 - a. Published by my child's interventionists.....Consent/Do Not Consent
 - b. Published by Chartlytics.....Consent/Do Not Consent
3. Presentations at conferences/workshops
 - a. Published by my child's interventionists.....Consent/Do Not Consent
 - b. Published by Chartlytics.....Consent/Do Not Consent
4. Materials included on the website
 - a. Published by my child's interventionists.....Consent/Do Not Consent
 - b. Published by Chartlytics.....Consent/Do Not Consent

Signature of Parent/Legal Guardian

Date

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Fundraising Request Letter

It is a well-known fact that all children do not learn the same way or at the same time necessarily. Therefore, instruction should vary depending upon the needs of the individual child. With this said, we are aware of the intensive needs of a population of children that have struggled and continue to struggle in many public and private schools. These children with various levels of challenge often cannot fit into the “curriculum box” and need a school that meets their educational, developmental, social, and physical needs.

The Phoenix Learning Academy Program is very unique, because it provides not only ***Intensive Academic Instruction,*** but also integrates the science of ***Behavior Analysis*** for our students in a safe, predictable, consistent environment that will allow them to reach their potential, build self-confidence, and navigate social situations successfully. There are no other schools like this in these two counties, so many families often have to travel across town/county lines to bring their children to school each day and even then, these programs do not always offer the individualized service plans that PLA provides.

Phoenix Learning Academy’s student population consists of students in grades K-12 who present with special needs in the areas of cognitive and social development. Our students come to us with a variety of needs including diagnosis of ***ADHD, Learning Disabilities, Developmental Delays, Asperger’s Syndrome, and High Functioning Autism.***

Many children and families living in this area are in desperate need of this kind of program. With your support, we can give children access to individualized instruction, technology, and therapeutic interventions that will make the learning process more effective and help these children grow to be fully functioning, independent members of our society.

PLA is a not-for-profit 501(C)(3) private school, and we are asking for the following donations to:

- Help provide these students with the ***technology and educational materials*** that they need to succeed.
- PLA’s ***scholarship fund,*** so that all children can have the opportunity to attend and receive the therapies they need, even if their families are unable to afford the tuition costs.
- ***Help expand our facility,*** so that we can serve even more children within the community and expand the program to take these children through high school, as well as provide a transitional living program after they graduate.