Valley Road Education Center Handbook

25 Valley Road
Lancaster, PA 17601
717-606-1930

Service, Support...Solutions
Dear Parents and Student,

Welcome to Valley Road Education Center! We look forward to working together to provide a quality education to all of our students. The staff is committed to meeting the diverse, individual needs of our students. This is accomplished through a challenging and relevant curriculum, service learning, vocational/work experiences, and community based instruction.

We are committed to providing a physically and emotionally safe learning environment so that our students can learn and demonstrate new behaviors and skills within an atmosphere of trust and mutual respect. To support the program goals and student success, we ask that you become familiar with the Code of Student Conduct and program guidelines provided in this handbook.

We welcome student and parent input and involvement and are available to discuss any questions, concerns, or new ideas you may have regarding our program. Please contact any member of our staff at the numbers listed in this handbook.

Thank you for your support!
Table of Contents

Lancaster-Lebanon IU 13 6
Nondiscrimination Policies 6
Core Compelling Purpose 7
Lancaster-Lebanon IU 13 Mission, Vision
   And Belief Statements 7
Valley Road Education Center Handbook 8
Valley Road Education Center Program Beliefs 8
Support Staff Roles at Valley Road 9
Curriculum Overview 12
Curriculum Review Policy 13

Section 1
Student Responsibilities, Rights and Conduct

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code of Student Responsibilities &amp; Conduct</td>
<td>15</td>
</tr>
<tr>
<td>Student’s Responsibilities</td>
<td>15</td>
</tr>
<tr>
<td>Cheating/Plagiarism</td>
<td>17</td>
</tr>
<tr>
<td>Lost Textbooks &amp; Damage to School Property</td>
<td>18</td>
</tr>
<tr>
<td>Aggressive Behavior</td>
<td>18</td>
</tr>
<tr>
<td>Bus Conduct</td>
<td>18</td>
</tr>
<tr>
<td>Student Wellness</td>
<td>19</td>
</tr>
<tr>
<td>HIV Infection</td>
<td>19</td>
</tr>
<tr>
<td>Possession/Use of Asthma Inhalers &amp; Epinephrine Auto Injectors</td>
<td>20</td>
</tr>
<tr>
<td>Student Recruitment</td>
<td>20</td>
</tr>
<tr>
<td>Student Expression/Distribution &amp; Posting of Materials</td>
<td>20</td>
</tr>
<tr>
<td>Breakfast/Lunch</td>
<td>21</td>
</tr>
<tr>
<td>Parent’s Responsibilities</td>
<td>21</td>
</tr>
<tr>
<td>Teacher’s Responsibilities</td>
<td>21</td>
</tr>
<tr>
<td>Administrator’s Responsibilities</td>
<td>22</td>
</tr>
<tr>
<td>Class Work Expectations</td>
<td>22</td>
</tr>
<tr>
<td>Daily Conduct</td>
<td>23</td>
</tr>
<tr>
<td>PA State Assessments</td>
<td>23</td>
</tr>
<tr>
<td>Progress Monitoring</td>
<td>23</td>
</tr>
</tbody>
</table>

4
Section 2
IU 13 Board Policies and Procedures

Attendance Policy 25
School Cancellations Due to Weather 27
Safety and Security 27
Classroom Visitation /Observation Procedure 28
Dress Code 29
Walking to School/Driving to School/Bikes 31
Searches of School Property/Student Property 32
Items Not to be Brought to School 32
Valuables 33
Controlled Substances/Paraphernalia 34
Naloxone Administration in School 35
Tobacco Use 35
Internet Acceptable Use Policy 36
Electronic Devices 36
Harassment 36
Bullying, Cyber-Bullying 37
Weapons 38

Section 3
Behavioral Expectations

Student Discipline 41
Positive Behavior Support Approaches 42
Nonviolent Crisis Intervention 43
Safe Crisis Management (SCM) 43
Lancaster-Lebanon IU 13

Lancaster-Lebanon Intermediate Unit 13 (IU 13), one of 29 intermediate units across Pennsylvania, is a regional educational agency whose mission is to assist local school districts to enhance educational opportunities by providing quality, cost-effective services. IU 13 is a leader in recognizing the needs of schools and in implementing programs to meet those needs.

Lancaster-Lebanon Intermediate Unit 13’s regular workforce includes over 1,300 full-time and part-time employees plus approximately 300 substitutes and seasonal employees. It serves the 22 school districts in Lancaster and Lebanon counties as well as students in nonpublic schools, preschoolers, and adult learners.

Nondiscrimination in Educational Programs/Services and Qualified Students with Disabilities (Board Policies 103 and 103.1)

The Intermediate Unit will provide an equal opportunity for all students to achieve their maximum potential through its programs regardless of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin, marital status, pregnancy or disability, and without discrimination to all eligible students. The Board shall ensure that all IU 13 programs and practices are free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.
Core Compelling Purpose

The core compelling purpose of IU 13 is to improve student learning.

Mission Statement

IU 13 is an education service agency dedicated to delivering irresistible services and programs to our school districts and communities across the state.

Vision Statement

Lancaster-Lebanon IU 13 will be recognized as the leader among educational service agencies by providing irresistible services and essential products to our school districts, businesses, and community partners to increase student learning. We will:

- Respond to the needs of our partners,
- Maintain a strong financial position,
- Provide enhanced services to our member school districts, and
- Increase our sphere of influence among local, state, and national partners.

Belief Statements

- We believe in being responsive to our clients’ needs.
- We believe that our employees are our greatest assets
- We believe in the benefits of collaboration and partnerships.
• We believe service to education merits the highest degree of honesty, integrity, and quality.
• We believe change is integral to the effective leadership and development of our organization.
• We believe our organization makes a positive difference to education.

The Valley Road Education Center Handbook

This student handbook is designed to inform the students and their parents/guardians of the policies and procedures established at the Valley Road Education Center. These policies are designed to ensure a productive educational environment. Excerpts of some Board Policies are found in this handbook. Complete and full Board policies of the Lancaster-Lebanon Intermediate website at www.iu13.org

Valley Road Education Center Program Beliefs

The Valley Road Education Center is based on our strong beliefs that:
• All students can learn
• Schools must be safe, nurturing environments that foster a sense of community for students, staff, and parents.
• Student learning and motivation is built through successful academic and behavioral interventions effectively designed and delivered, community based instruction, and pre-vocational experiences which support the IEP.
• Learning goals are relevant to student needs, interests, and graduation outcomes.
• Staff will work diligently to include the student’s family and school district in supporting student’s IEP.
• All students need a high rate of positive reinforcement and encouragement from staff.
• Success is measured by improved academics, decreased behavioral incidents, successful transition plans, and improved social skills/problem solving skills, increased attendance, and graduation rates.
• Our students need intensive support and education focusing on behavior and social skills.

Support Staff Roles at Valley Road Education Center

The following staff supports our program:

• Program Supervisor
• Special Education Consultants
• School Psychologists
• School Social Workers
• Behavior Consultants
• Behavior Support Assistants
• Health Care Assistant

Support staff members are available to teachers, students, and families to provide the following services:

• Assist in planning, modeling, and implementing behavior supports that address both class-wide and individual student needs.
• Facilitate communication among teachers, parents, school districts, and others to increase student's success.
• Work with the behavior support assistants to provide on-site crisis intervention, mediation, and conflict resolution to students on a daily basis as needed/requested by staff.
• Coordinate building-wide events such as Open House and staff meetings.
- Process incoming referrals and retrieve, organize, and distribute records for new students.
- Facilitate students' change in placement to other facilities or less restrictive placements by setting up visitations or transferring necessary records.
- Work collaboratively with parents, students, and other service providers re: issues as they arise including attendance, school failure, and ongoing behavioral and mental health concerns.
- Participate in and/or coordinate all meetings related to students' educational needs including IEP/MDE meetings, parent conferences, CASSP clinics, MH Discharge Planning meetings, and others.
- Make appropriate referrals to community based service providers for Mental Health Services, BHRS services, and other community agencies as needed.

Each classroom will also receive support from various professional staff which may include, Behavior Consultants, Behavior Support Assistants, Job Trainers and a Health Care Assistant.

**Role of Board Certified Behavior Consultants:** Under the direction of the Program Supervisor:

- Provide guidance in conducting Functional Behavior Assessments to discern purposes underlying student challenging behaviors
- Write and monitor individualized Positive Behavior Support Plans for each student
- Review behavioral data to ascertain patterns and make intervention recommendations as warranted
- Provide biweekly graphs to all IEP members for review
- Actively coach and model behavioral interventions in the classroom to train staff regarding behavioral plans
Role of Behavior Support Assistants: A Behavior Support Assistant is available at each site to support teachers and students in a variety of ways.

- Work with students in the classroom to encourage positive behaviors
- Conduct social skills groups
- Practice mediation skills with students
- Provide student supervision and monitor student behavior throughout the school day
- Assist in all aspects of student discipline including time-outs and logical consequences
- Involved in cases of extreme behaviors or ongoing behavior problems that disrupt the school environment

Role of Job Trainer: Under the direction of the classroom teacher, a job trainer is available to assist older students in:

- Developing pre-employment skills through work crews and Community Based Instruction.
- Assisting students with career exploration and goal setting.
- Assisting students with job search and post-secondary opportunities.
- Supporting students in work-study programs and after school jobs.

Role of the Health Care Assistant: A health care assistant is available to monitor student health issues including immunizations and Pennsylvania health regulations for schools.

- Manage health records
- Administer prescription medications with physician and parental permission
- In conjunction with the social worker, serves as liaison to parents and other health care providers
• Assist in classroom presentations regarding developmentally appropriate health topics such as sexuality, drug and alcohol abuse, and general healthy living

Curriculum Overview

Our curriculum consists of three components that work together to provide students with the skills for success:

Academic Instruction: Instruction is delivered by certified special education teachers and is designed to move students towards proficiency in the Pennsylvania Performance Standards. Instruction includes:
• Essential skills in Math, English Language Arts and Science
• Functional life skills
• Physical Education

Positive Behavior Supports and Social Skills Instruction: Teachers and support staff provide positive behavior supports through adaptations to the educational setting and direct intervention. Positive Behavior Support Plans are developed using the results of Functional Based Assessment data. Behavior plans are monitored by behavior specialists with data collected on a daily basis. Comprehensive social skills instruction is provided in the classroom to increase skills necessary for school success and self-management.

Community Based Instruction/Pre-Vocational Training: Students are given opportunities to apply their social skills and academic learning in community settings in order to solidify learning and generalize skills outside of the school setting. Activities will focus on daily living skills, social interactions, independent functioning, and safety. Depending upon the student’s age and developmental stage transition activities may include
classroom instruction, pre-vocational work tasks, volunteer opportunities, and off-site job training.

For students 14 years and older the IEP team will develop an individualized transition plan to prepare students for post-school success.

**Curriculum Review by Parents/Guardians and Students (Board Policy 105.1)**

The Board shall ensure that parents/guardians and students have an opportunity to review instructional materials and have access to information about the curriculum, including standards to be achieved, instructional materials and assessment techniques.
Section 1

Student Responsibilities, Rights and Conduct
Code of Student Responsibilities and Conduct

The Valley Road Education Center staff believes that an effective instructional program requires students, school staff, and parents to work together to maintain a structured, safe, organized school environment where students learn and practice the academic, behavioral, and social skills needed to be successful in school and the work environment.

Students’ Responsibilities

Students’ responsibilities include regular school attendance, conscientious effort in classroom work and homework, and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living, (PA Code Chapter 12 Annex A). Students are expected to demonstrate respect for themselves and the school environment by choosing respectful language and behavior throughout the school day. This includes all school grounds, in classrooms, on school buses, and on school outings. Students will be closely monitored by staff at all times and are expected to follow class routines as established by their teachers and remain in their assigned area. Students are expected to be attentive to safety concerns and abide by school rules and civil law.

1. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
2. Students should express their ideas and opinions in a respectful manner.

3. It is the responsibility of the students to conform with the following:

   a) Be aware of all the rules and regulations for students’ behavior and conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.

   b) Volunteer information in matters relating to the health, safety, and welfare of the school community and the protection of school property.

   c) Dress and groom so as to meet the standards of safety and health, and not to cause substantial disruption to the educational process.

   d) Assist the school staff in operating a safe school for all students.

   e) Comply with Commonwealth and local laws.

   f) Exercise proper care when using public facilities and equipment.

   g) Attend school daily and be on time for all classes and school functions.

   h) Make up work when absent from school.
i) Pursue and attempt to complete satisfactorily the courses of study required by state and local school authorities.

j) Report information accurately in student media and not use indecent or obscene language in student media or on school premises.

**Cheating/Plagiarism**

In an academic environment, it is essential that each student be responsible for his/her own work. Cheating, copying another student’s work, sharing answers and plagiarism are unacceptable. Examples of unacceptable behavior include, but are not limited to the following:

1. Using published works without giving credit to the author or publisher (plagiarism)
2. Copying another student’s answers on a test
3. Talking or texting during a test
4. Copying another student’s homework
5. Using written answers prepared before a test
6. Making work available for another student to copy
7. Changing answers on work being corrected without the consent of the teacher

Cheating/Plagiarism may result in a revised grade and other school discipline.
Lost Textbooks and Damage to School Property

Textbooks are purchased for the use of students at public expense. Students are held responsible for loss of, or damage to, schoolbooks and school property.

- Lost books are considered a student obligation and shall be paid for at a price determined by school administration.
- If the books are found, the money will be refunded.
- All damage to school property will be the responsibility of the student and must be paid for at cost. Intentional vandalism or destruction of property may result in criminal charges.

Aggressive Behavior

Schools have the responsibility to provide a safe and orderly environment for all students. The Lancaster-Lebanon Intermediate Unit 13 reserves the right to refer physical aggression and other behaviors to the Juvenile or Adult Criminal Justice System or to Crisis Intervention on a case-by-case basis. Students who engage in any unacceptable behaviors may be suspended from school and a parent/guardian meeting with school staff and agency personnel will be scheduled prior to the student’s return to school.

Bus Conduct

The school bus and school bus stop are an extension of the school, all school rules apply. To help ensure a safe ride for all, bus behavior will be tied into the behavior system of the school. Transportation staff may provide the school with write-ups about behavior concerns. The
staff will work with the bus company to determine the response. The parent/guardian will be contacted and repetitive misconduct may result in bus suspension. Buses may have concealed video cameras installed to ensure students’ safety.

**Student Wellness (Board Policy 145)**

Student wellness and proper nutrition are related to students’ physical wellbeing, growth, development, and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

**HIV Infection (Board Policy 203.1)**

The Board is committed to providing a safe, healthy environment for its students and employees, and to safeguard the health and well-being of students and staff while protecting the rights of the individual. This policy is based on current evidence that HIV Infection is not normally transmissible by infected individuals, within the Intermediate Unit setting, except as noted in this policy.
Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors (Board Policy 210.1)

The Board shall permit students participating in Intermediate Unit programs to possess asthma inhalers and epinephrine auto-injectors, and to self-administer the prescribed medication in compliance with state law and Board policy.

Before a student may possess or use an asthma inhaler or epinephrine auto-injector in the school setting, he or she must adhere to the IU 13 policies and procedures related to prescription medication.

Student Recruitment (Board Policy 250)

The Board shall permit, in accordance with law, disclosure of required student information about secondary students for student recruitment purposes. Equitable access to secondary students shall be granted to postsecondary education representatives, representatives of the Armed Forces of the United States, and prospective employers.

Student Expression/Distribution and posting of Materials (Board Policy 220)

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the Constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol, and to distribute and post materials in areas designated for posting as a part of that expression. The Board also recognizes that exercise of that right must be limited by the IU’s responsibility to maintain an
orderly school environment and to protect the rights of all members of the school community.

**Breakfast/Lunch**

Meals are available through a local school district. Reduced price and free lunches are provided for eligible families upon completion of school district paperwork. Refrigerators and microwaves are available for students who pack lunch.

**Parents’ Responsibilities**

1. Understand that the state law requires every parent to properly care for, educate, and discipline his or her child.
2. Accept that the teacher can assume in the school the same authority granted the parent or guardian.
3. Be available, at a mutually agreed upon time, to confer with school authorities concerning their child.
4. Direct their concerns regarding the education of their child to the professional most directly involved.
5. Be financially responsible for any damage to personal or school property committed by their child.

**Teachers’ Responsibilities**

1. Maintain a school atmosphere conducive to learning.
2. Reprimand or discipline students in an appropriate manner.
3. Maintain a reasonable standard of student behavior throughout the school facility.
4. Keep accurate records.
5. Enforce the rules and regulations of the district and school.
6. Maintain open communications with students’ parent/guardians.

Administrators’ Responsibilities

1. Execute school policy and administrative rules and regulations.
2. Treat students, parents, teachers, and citizens with respect.
3. Maintain an orderly atmosphere, which is conducive to educational development and individual growth.
4. Inform parents of consistent or serious student misconduct and disciplinary actions taken.
5. Maintain confidentiality in all matters relating to student records

Class Work Expectations

Students are expected to be prepared for class, complete all of their assignments correctly and turn in completed assignments for credit. Students are responsible for class work missed during absences from school or from the classroom. To receive full credit, make up work is due five days following a student absence. Exceptions to this policy will only be honored as per the IEP process. Excessive missed assignments and truancy may result in retention/failure for the year. Families concerned with their student’s academic performance at any time are encouraged to communicate concerns and meet with the student’s teacher and/or IEP team.
Students are encouraged to communicate regularly with their teachers to make arrangements for make up work and missed class work.

**Daily Contract**

Students will be evaluated at regular intervals throughout the day. Self-evaluation and feedback from staff as well as progress on personal behavioral goals will be documented and recorded. Parents may request a copy of the daily progress report to be sent home by contacting the classroom teacher.

**Pennsylvania State Assessments**

PA State Assessments are administered each fall and spring by the Valley Road Education Center staff with accommodations as per students’ Individualized Education Plan and Pennsylvania Department of Education guidelines. All students are expected to participate in testing to the best of their ability.

**Progress Monitoring**

Students will receive a report card and/or an IEP progress report quarterly.
Section 2

IU 13 Board Policies and Procedures
Attendance (Board Policy 204)

School-age students enrolled in Intermediate Unit programs shall attend school regularly, in accordance with state laws. The educational programs offered by the IU are predicated upon the presence of the student, and require continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Excused absences include illness, family illness/emergencies, certified legal, doctor and dentist appointments, pre-approved bona fide religious holidays, death in the family, and suspension. Pre-approval must be granted for educational experiences/vacation that exceeds two (2) days. Program supervisor and school district representatives will review requests for this type of absence.

The student is responsible to return a written excuse/excuse card within three days. Failure to do so may result in the student being charged with an unlawful or unexcused absence. If the student has been absent three consecutive days due to illness, a doctor’s excuse is requested upon return to school. Students who establish a record of excessive absence or lateness to school may be required to present a doctor’s note for all future absences and tardiness.

Unexcused absences include absence through parental neglect, illegal employment, truancy, leaving school grounds without authorization, and written excuse/excuse card not returned to the school.

If the pupil accumulates three illegal/unexcused absences, these are recorded and provided with notification to the school social worker. The school social worker will contact the family in an attempt to resolve or
assist with any truancy problems that may be developing. Any illegal absences occurring after this notice are subject to a fine as prescribed by the Pennsylvania School Code and will be reported to the home school district.

Students are responsible to make up work missed when absent. Class participation and class attendance is calculated into the grading system, which makes it essential that students attend school and classes on a regular basis. Excessive absences from school and/or classes can result in failure for the quarter or for the year.

*Leaving Early or Arriving Late to School*
Students may leave school early **ONLY WITH PARENTAL/GUARDIAN WRITTEN PERMISSION** and with authorized adults as per Emergency Cards/parental arrangements.

Parents should come into the school building to pick up their student and check in with the school office. If a student arrives at school other than on the school bus, **A PARENT/GUARDIAN IS EXPECTED TO ACCOMPANY THE STUDENT INTO THE SCHOOL AND CHECK IN WITH THE SCHOOL OFFICE.** Proper identification will be expected when picking up a student. Students who will be arriving late to school must call in to school by 8:45 a.m. if they would like to place a lunch order.

Students are to immediately enter the school upon arrival.

*Leaving School Grounds*
Intermediate Unit 13 policy requires teachers to report students leaving school grounds to the parent or emergency contact and program supervisor. Leaving school grounds during school hours is considered truancy and will result in consequences.
The school social worker and school staff are available to families who have questions or concerns about attendance and truancy. Schools are required to work collaboratively with students, parents and other community agencies to develop and implement a Truancy Elimination Plan for your child. Please contact us for assistance.

School Cancellations Due to Weather

IU 13 classrooms such as those at Valley Road follow snow and weather cancellations/delays for the districts where they are located. Therefore, students should follow the:

Manheim Township School District schedule.

If your student’s home district closes, but Valley Road remains open, students are expected to attend school unless there is no other safe transportation available. In these cases, the student will receive an excused absence. Snow days are made up as per the Manheim Township school calendar.

Safety and Security

Our number one priority is to provide students with a quality education within a safe and secure educational setting. Therefore, we have incorporated various policies and procedures to maintain a safe environment. These include locked exterior doors, mandating that visitors be allowed access to the building only after being screened via remote camera and signing in at the front desk, use of visitor badges, strong relationships with local first responders, and clear procedures to follow in case of an emergency. We appreciate your willingness to follow these procedures when visiting.
Classroom Visitation/Observation Procedure

Parents and guardians are welcome to visit/observe their child in the classroom. Expectations have been put into place in order to minimize the potential disruption to learning, both for the child being observed and for other children. When a parent/guardian, or other visitor, fails to adhere to these expectations (or fails to adhere to the building rules and any applicable IU policies), IU 13 administration reserves the right to limit or deny a parent’s/guardian’s/visitor’s access to a particular school and/or classroom.

The visitor expectations are identified as follows:

1. All visitors (including parents/guardians) must agree to sign an annual confidentiality agreement, valid for the duration of that school year. This agreement states that anything viewed during the visitation, not specific to their child (including the identification of other students served in the classroom), is considered confidential information and may not be disclosed.

2. All visitations must be scheduled in advance, not less than 24 hours prior to the event, with the classroom teacher. A visitation is defined as visiting the classroom to participate in a particular activity. All observations must be scheduled at least one week in advance with the program supervisor. An observation is defined as spending time in the classroom for the purpose of observing, or collecting data regarding a child in the educational setting. If a parent/guardian is unclear whom to contact, he/she is encouraged to ask the classroom teacher for that information. Requested times for observation cannot be scheduled with the classroom teacher. Unless a meeting with the teacher is also arranged, these classroom observations do not include an opportunity for the visitor to converse with the teacher while the teacher has other duties.
3. The acceptable length of time for a visitation will vary and must be approved by the classroom teacher (prior to the visitation) based upon the activity. Observations, however, cannot exceed two hours in duration without a pre-identified, specific purpose that requires a need for an extended stay. An estimated length of stay will need to be identified when the observation is scheduled with the program supervisor; non-specified lengths of stay will not be approved. Visitors will not be permitted to stay and/or observe beyond the time agreed upon.

4. If a visitation or observation is deemed disruptive for any reason, the visitor(s) will be required to immediately leave the classroom and/or school building.

5. The use of videotaping/voice recording during a visitation and/or observation is not permitted out of respect to the privacy laws that serve to protect students and their families.

To schedule a visit or meeting please call:
Valley Road Education Center: 606-1930

Dress Code

Student dress and overall appearance should foster a positive school environment and should reflect pride in one’s self as well as in our school. Students shall be dressed in clean, neat apparel worn in its intended manner. We believe that student dress and appearance is a shared responsibility of the home and the school.

If a student chooses to attend school in clothing that does not comply with these standards, the student will be asked to change into a school provided garment if available. The student will remain in the reflection room or staff office until a parent brings in a change of clothes.
or until the student chooses to change into school provided clothing. Students are expected to come to school neatly dressed and well groomed.

Requirements for student dress are listed below:

1. All shirts and blouses must cover midriff, back, sides, and all undergarments including bra straps at all times. All shirts, tops, and dresses shall have sleeves and cover the shoulders.

2. Shorts, skirts, divided skirts, dresses and culottes are allowed. They must be hemmed and be mid-thigh length or longer.

3. All trousers, pants or shorts must totally cover undergarments, including boxer shorts.

4. All clothing, jewelry or tattoos shall be free of the following: profanity; violent images, wording or suggestion; sexually suggestive phrases or images; gang related symbols; alcohol, tobacco, drugs or advertisements for such products.

5. Safe and appropriate footwear must be worn. Inappropriate footwear includes, but is not limited to, flip flops, skate shoes and bedroom slippers.

Further clarification/other requirements:

a. Form fitting leotard/spandex type clothing (including sport bras) is not allowed unless proper outer garments cover it.

b. See through or mesh fabric clothing may only be worn over clothing meeting requirements.

c. Clothing must be appropriate size, with the waist of the garment worn at the student’s waist. “Layered clothing”
(i.e., shorts, jeans and/or sweatpants worn simultaneously) is not permitted.

d. Clothing not properly buttoned, zipped, fastened, or with inappropriate holes or tears shall not be worn.

e. Clothing and footwear traditionally designed as undergarments or sleepwear shall not be worn as outer garments.

f. Sunglasses may not be worn inside unless a parent provides a doctor’s note to the school.

g. Bandanas or sweatbands are not allowed to be visible on school grounds during the regular school hours.

h. Hats, coats and outerwear may not be worn in the building.

****Other items not specified on this page may be considered inappropriate and are at the staff’s discretion.

**** Exceptions to the dress code due to an individual student’s needs (e.g., sensory issues) must be approved by the Program Supervisor and Building Administrator.

Walking to School/ Driving to School/Bikes

Students are expected to ride the school bus to and from school or to be transported by their parents/guardians. Students will need written parent permission to walk or ride bikes to school. The program supervisor will provide a permission form. Students are NOT permitted to drive to school.
Searches of School Property/Student Property (Board Policy 226)

IU School officials have the authority to require students or other persons under their jurisdiction to submit to a thorough search of shoes, clothing, handbags, wallets, and any other item defined to hold students’ possessions. IU officials shall take possession of any illegal or unauthorized materials found as a result of such a search, pending its release to proper authorities or disposal.

Searches shall be conducted with an appropriate witness, which may be the student’s parent, staff member, or police representative.

Items NOT to be Brought to School

Students are not allowed to bring the following items to school:
- Toys/Games
- Lighters, Matches, Tobacco products
- Lasers
- Opened/Unsealed drink items – all drink items should be sealed
- Glass bottles
- Energy Drinks
- Weapons, pocket knives, any item that could be perceived as a weapon
- Students are discouraged to carry backpacks or purses into the building. All Bags will be searched.

This list contains examples and is not all-inclusive. Other items considered disruptive to the learning environment will be confiscated at staff discretion.

With the exception of lighters, matches, tobacco products, weapons or any item deemed unsafe, confiscated items,
regardless of ownership, will be labeled and the following procedure will apply:

- Parent/guardian will be notified and required to come to school, if they desire to claim the item.
- All confiscated items will be discarded if not claimed by the end of the last day of the school year.

With the bus driver permission and guidelines, students may use the following items on the bus:

- Small handheld game systems such as game boy or PSP
- IPOD, MP3 or another approved personal listening device if it is worn with headphones or ear buds

**These items will NOT be permitted in the classroom.** School staff will make every effort to keep items safe; however, the school is not responsible if items are lost or stolen. Students will not be reimbursed for lost/stolen items. Items allowed on the bus, will be stored during the school day and returned to students at dismissal. All items MUST be labeled with student name.

**Valuables**

Watches, jewelry, money, expensive clothing, etc. are brought to school at the risk of the parent and student. The school cannot be responsible for items lost, stolen, or damaged. Students are strongly discouraged from bringing valuables to school. Hats are not allowed to be worn in the school building and therefore, it is recommended that baseball and fitted caps remain at home. Students are not permitted to buy, sell or trade personal items in school.
Controlled Substances/Paraphernalia (Board Policy 227)

Students are expected to be drug and alcohol free. Students are not permitted to possess, be under the influence of, sell or use alcohol, drugs or drug-related paraphernalia in school buildings, on school grounds or leaving and then returning to school grounds, on vehicles used for school transportation, or during school sponsored events or activities. Violators of this regulation will receive disciplinary action and will be reported to the police. Such items will be confiscated and not returned regardless of age or ownership.

Controlled substances, imitation controlled substances, intended to alter one’s mood or physical condition, marijuana, and/or prescription medications will be turned over to the police and the parent/guardian will be contacted.

Definition of Terms

Drug means (a) any controlled substance in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) or as further defined by regulation at 21 CFR 1300.11 through 1300.15, including Opiates (e.g., heroin, morphine, codeine, methadone), cocaine and “crack”, cannabinoids (e.g., marijuana, hashish), amphetamines, barbiturates, benzodiazepines (e.g., valium, and Librium) and other narcotics and hallucinogens (e.g., phencyclidine (PCP), methaqualone (Quaalude) and peyote (LSD); (b) any substance which is misused for the purpose of affecting a person’s emotional, mental or physical facilities (e.g., aerosols, glue, solvents, etc.); (c) any prescription drug unless the drug (i) is in the possession of the school nurse or the student for whom the prescription was issued and (ii) used in accordance with the physician’s prescription; (d) any over-the-counter medication unless possessed and used in accordance with the manufacturer’s recommendations; (e) anabolic steroids; and (f) any substance which is
represented as being, or which is thought to be by the person who possesses or used or distributes the substance, a drug, e.g. “look-alike-drugs”; (g) synthetic substance are those substances manufactured for the purposes of altering the consumers mood or physical condition, and depending on their composition, may or may not be currently illegal in accordance with the PA Crimes Code

**Naloxone Administration (Board Policy 831)**

The Lancaster-Lebanon IU13 wishes to prevent opiate-related overdose deaths by making naloxone available in its center-based schools and adult learning centers operated by the Community Education program. Naloxone is a medication found to reverse the effects of an opiate-related drug overdose. Consistent with Pennsylvania law, IU13 wishes to obtain authorization for IU13 personnel to administer naloxone in order to respond to suspected drug overdoses.

**Tobacco Use (Board Policy 222)**

Per state law that took effect in February of 1997, the use of tobacco in schools is prohibited. Any student who possesses or uses tobacco in a school building, on a school bus or on school property may be subjected to prosecution and can be sentenced to pay a fine based on local District Justice and police policy.

Please be aware that if a student is in possession or is using any type of tobacco product, the staff at Community School will confiscate and destroy the products. Student will be subject to disciplinary action.
Internet Acceptable Use Policy

All students must sign an IU 13 Internet Usage Agreement within the first two weeks of entering the program. Failure to sign or abide by the Acceptable Use Agreement will result in the loss of privileges to use the Internet while at school.

Electronic Devices (Board Policy 237)

Cellular telephones and other electronic devices must be given to school staff upon arrival and will be returned to the student at dismissal. The School is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones, ECDs, or other electronic devices brought onto its property, including any electronic devices confiscated due to inappropriate use.

Students are only permitted to use the telephone with staff permission under special circumstances. Staff will dial the phone number and be present in the room while students are on the telephone. Student use of the phone is limited to cases of emergencies which impact school performance, parent contacts, or contacts to student’s employer.

Taking photographs, videotaping and audio taping by students is strictly prohibited in the school or on the school bus.

Harassment (Board Policy 248)

The Intermediate Unit shall maintain an educational environment in which harassment in any form is not tolerated.
The Board prohibits all forms of unlawful harassment of students and third parties by all IU students and staff members, contracted individuals, vendors, volunteers, and third parties in the programs. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.

The Board directs that complaints of harassment shall be investigated promptly and corrective action taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the IU’s legal and investigative obligations.

No reprisals or retaliation shall occur as a result of good faith charges of harassment.

For purposes of this policy, harassment shall be defined as verbal, written, graphic or physical conduct relating to an individual’s race, color, national origin/ethnicity, sex, age, disability, sexual orientation, or religion when such conduct:

1. Is sufficiently severe, persistent, or pervasive that it affects an individual’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual’s academic performance.
3. Otherwise adversely affects an individual’s learning opportunities.

**Bullying, Cyber-Bullying Policy (Board Policy 249)**

The Board is committed to providing a safe, positive learning environment for students attending Intermediate
Unit programs. Bullying or cyber bullying is unacceptable as it creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence.

Bullying shall be defined as an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting that is severe, persistent, or pervasive, and has the effect of doing any of the following:

1. Substantial interference with student’s education.
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of the school

Bullying, includes cyberbullying and shall not be interpreted to infringe upon a student’s right to engage in legally protected speech or conduct.
The Board prohibits all forms of bullying by Intermediate Unit students.

**Weapons (Board Policy 218.1)**

Students assigned to Intermediate Unit programs are prohibited from possessing, carrying, attempting to purchase or sell, storing, using and bringing weapons and replicas of weapons into any school district buildings, IU operated facilities, onto IU property, to any IU sponsored activity, and onto any public conveyance providing transportation to or from the site of an IU program.

For purposes of this policy, the term weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchaku, blackjack, metal knuckles, firearm, shotgun, rifle, explosive incendiary device, chemical agent, noxious substance, replica or look
alike of a weapon, and any other tool, instrument or implement capable of inflicting serious bodily injury.

A student is in possession of a weapon when the weapon is found on the person of the student; in the student’s locker or designated storage location; under the student’s control while on Intermediate Unit property, on property being used by the IU, at any IU function or activity, at any IU event held away from the IU; or while the student is coming to or from the site of an IU program.

Subject to compliance with all applicable requirements relating to due process procedures and to children who are eligible for special education services, violations of this policy shall result in notification to the student’s district of residence. Disciplinary actions are considered on a case-by-case basis in conjunction with school district administration and their weapons policy for appropriate discipline.

Depending on the location of the students IU operated program, the school district or IU designee shall report discovery of any weapon prohibited by this policy to the student’s parents/guardians and to local law enforcement officials.

Acts of violence or possession of a weapon on school property in violation of this policy shall be reported to the Office for Safe School on the required form once per year as required.

Random searches may occur to deter the possession of weapons in district and IU operated facilities. Students in a district operated IU class will follow district policy.

Students in an IU facility may be subjected to searches using hand-held or other metal detectors.
Section 3

Behavioral Expectations
Student Discipline (Board Policy 218)

All IU educational programs shall operate with the intent to prevent discipline problems and to use positive measures to promote appropriate student behavior. In an effort to keep order and to promote learning, proactive measures shall be used whenever possible, including but not limited to behavior support plans, in-class behavior management systems, Safe Crisis Management (SCM), and Nonviolent Crisis Prevention/Intervention (CPI). Should disciplinary action be necessary, any disciplinary action shall comply with all applicable laws and regulations.

An effective educational program requires a safe and orderly school environment. Student conduct is closely related to learning.

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in IU programs during the time they are under the supervision of the IU including while: on school property; present at school-sponsored activities; and traveling to or from school-sponsored activities.

The Board shall approve a Code of Student Responsibilities and Conduct for IU programs to govern student discipline. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.
Positive Behavior Support Approaches

Many students who attend Valley Road Education Center exhibit challenging behaviors which pose a danger to themselves or others. In order to address these behavioral concerns, the Valley Road team work collaboratively to develop and implement Positive Behavior Support Plans which are proactive in nature, individualized per each student’s needs, and emphasize ways to teach alternative, replacement behaviors that the student can utilize in place of the challenging behaviors.

Parents and students are encouraged to be active participants in the development and implementation of their son/daughter’s Positive Behavior Support Plan. These plans will be reviewed and discussed at IEP meetings.

The State of Pennsylvania requires that positive, rather than negative, measures must form the basis of behavior support programs to ensure that all students shall be free from demeaning treatment, the use of aversive techniques and the unreasonable use of restraints. Behavior support programs must include research based practices and techniques to develop and maintain skills that will enhance an individual student’s opportunity for learning and appropriate social interaction. Behavior support programs and plans must be based on a functional assessment of behavior and utilize positive behavior techniques. When an intervention is needed to address problem behavior, the types of intervention chosen for a particular student or eligible young child shall be the least intrusive necessary. The use of restraints is considered a measure of last resort, only to be used after other less restrictive measures, including de-escalation techniques, in accord with subsection (c)(2). § 14.133.
Nonviolent Crisis Intervention

All Lancaster-Lebanon Intermediate Unit 13 staff members are trained in Nonviolent Crisis Intervention that includes verbal de-escalation techniques and nonviolent physical interventions to manage students who become verbally and physically out of control. This method of intervention is used to address disruptive and potentially aggressive behavior. Under all circumstances, verbal mediation techniques, including supportive communication, non-threatening directives and therapeutic non-verbal behaviors, are used prior to any physical interaction with students.

Physical interventions are designed to maintain students’ physical safety and dignity, and are implemented using a team approach with at least two staff members present. Staff members have been trained in the use of nonviolent physical restraint through a program called Crisis Prevention Institute (CPI). Disruptive and/or potentially dangerous behaviors may result in student removal from the classroom via escort technique. Staff should take all steps necessary to consider the safety of other students and staff by separating the acting-out student to a safe, private area. CPI will be used in conjunction of the child’s PBSP.

Safe Crises Management (SCM)

In addition to CPI, some staff at Valley Road are trained in Safe Crises Management (SCM), which has many overlapping de-escalation strategies as are taught within the CPI model, but also provides additional interventions which can be used when students exhibit severe challenging behaviors. SCM emphasizes proactive prevention through understanding individual crisis behavior and the dynamics of escalation, using fundamental management of the environment/program,
and providing the support needed to avoid behavior incidents.

Following a physical restraint, staff provides post-intervention support including communication to re-establish rapport with the students and prevention planning to avoid future incidents. According to Pennsylvania Department of Education regulations, parents will be offered the opportunity to meet via an IEP meeting whenever a physical restraint is conducted.

The use of physical restraint is permitted in cases where a student’s behavior has escalated to the point that the student is endangering him/herself or others.
Dr. Brian Barnhart  
Executive Director

Ms. Gina Brillhart  
CFO/Assistant to the Executive Director

Ms. Sherry Zubeck  
Director, Special Education Services

Mr. Flip Steinour  
Director, Human Resources

Ms. Pamela McCartney  
Director, Instructional Services

Mr. Timothy Laubach  
Director, Technology Services

Equal Rights and Opportunities Policy
Lancaster-Lebanon Intermediate Unit 13 is an equal opportunity education institution and will not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin/ethnicity or handicap/disability. The Intermediate Unit will make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.

The Equal Rights and Opportunities Compliance Officer is responsible to make certain that all educational programs, services, activities and employment practices are free from illegal discrimination. For information regarding this policy and nondiscrimination procedures, contact: Equal Rights and Opportunities Compliance Officer, Human Resources Department, Lancaster-Lebanon Intermediate Unit 13, 1020 New Holland Avenue, Lancaster, PA 17601 (717) 606-1849.