



Student Handbook
For
***Autistic Support/ES at
Central Education Center
and
Integrated Emotional Support at
Central Education Center***

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Service, Support...Solutions

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Dear Parents and Students,

Welcome to Central Education Center (CEC)! We look forward to working together to provide 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 Student's Code of 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!

Nondiscrimination/Discriminatory Harassment - Educational Programs/Services

Board Policy 103

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 IU13 programs and practices are free from discrimination against all qualified students with disabilities.

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.

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. Students and third parties who have been harassed are encouraged 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 full policy details see www.iu13.org

Mission Statement

IU13 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 IU13 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 client's 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 in education.

Central Education Center Program Beliefs

The Central Education Center Programs are based on our 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 the 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 skills/problem-solving skills, increased attendance, and graduation rates.
- Our students need intensive support and education focusing on behavior and social skills.

Staff Roles at Central Education Center

The following staff supports our program:

- Program Supervisor
- Special Education Consultants
- School Psychologists
- School Social Workers
- Job Trainers
- Board Certified Behavior Consultants (BCBA)
- Behavior Support Assistants (BSA)
- Health Care Assistant
- School Police Officer

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 students' success.
- Work with the behavior support assistants to provide on-site crisis intervention, mediation, and conflict resolution to students daily as needed/requested by staff.
- Coordinate building-wide events such as Open Houses 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, BHDS services, and other community agencies as needed.

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 Board-Certified Behavior Consultants:

Under the direction of the Supervisor (AS at CEC)

- Provide Guidance in conducting Functional Behavior Assessments to discern the purposes of 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
- Actively coach and model behavioral interventions in the classroom to train staff regarding behavioral plans

Role of Behavior Support Assistants (BSA)

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
- Assist with student arrival and dismissal

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

The Central Education Center Handbook

This student handbook is designed to inform the students and their parents/guardians of the policies and procedures established at the Central 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 Unit 13 can be found by accessing the Intermediate Unit's website at www.iu13.org

POLICIES AND PROCEDURES

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.

Attendance Board Policy 204

The Board recognizes that attendance is an important factor in educational success and supports a comprehensive approach to identify and address attendance issues.

The Intermediate Unit will report any attendance issues to the school district in which student is enrolled.

The resident school district shall be responsible for enforcing the compulsory attendance laws for its students.

A student shall be considered in attendance if present at any place where the school is in session by the authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; or the student is receiving approved homebound instruction.

Attendance is required of all students enrolled in the Intermediate Unit programs during the days and hours that such programs are in session, except that authorized IU staff may excuse a student for temporary absences when receiving satisfactory evidence of mental, physical, or

other urgent reasons that may reasonably cause the student's absence. Urgent reasons shall be strictly construed and do not permit irregular attendance.

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school or an Intermediate Unit program:

1. Illness, including if a student is dismissed by designated Intermediate Unit staff during school hours for health-related reasons.
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.
3. Quarantine.
4. Family emergency.
5. Recovery from an accident.
6. Required court attendance.
7. Death in the family.
8. Non-school district-sponsored educational tours and trips, for which:
 - a) The parent/guardian submits a written request for excusal prior to the absence.
 - b) The student's participation has been approved by the Executive Director and/or Superintendent of the student's district of residence, or their designee.
 - c) The adult directing and supervising the tour or trip is acceptable to the parents/guardians, the Executive Director and/or Superintendent of the student's district of residence, or their designee.
9. College or postsecondary institution visit, with prior approval.
10. Other urgent reasons. Urgent reasons shall be strictly construed and do not permit irregular attendance.

Parental Notice of Absence

Absences shall be treated as unlawful/unexcused until the Intermediate Unit receives a written excuse explaining the absence, to be submitted **within three (3) days of the absence**. If the parent fails to provide a note after three unexcused absences, the Intermediate Unit shall report the unexcused absences to the school district of residence.

A maximum of **ten (10) days** of cumulative lawful absences **verified by parental notification** shall be permitted during a school year. All absences beyond ten (10) cumulative days may require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absences

For purposes of this policy absences which do not meet the criteria indicated above shall be considered an unexcused/unlawful absence.

An out-of-school suspension may not be considered an unexcused absence.

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 can result in failure for the quarter or the year.

Early Dismissals

Students who are to be dismissed before the end of the school day must present a note signed by their parent/guardian to school staff no later than 8:30 am on the day of the dismissal. (Exceptions can be made by the building Administrator).

No student will be permitted to leave the school building without parent/guardian and administration permission. The parent, or guardian, who is picking the student up, must come to the school office and present a valid photo ID. It will be at that time that the student is dismissed from school.

Leaving School Grounds (Without Permission)

Intermediate Unit 13 policy requires teachers to report students leaving school grounds to the parent/guardian or emergency contact and program supervisor. Leaving school grounds during school hours is considered truancy. A school police officer, or other staff member, will attempt to follow a student who elopes regardless of age or disability, as long as it is feasible and safe to do so. Local police will be contacted to aid in locating the student and returning them to school.

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 School Attendance Improvement Plan (SAIP) for your child. Please contact us for assistance.

School Cancellations Due to Weather

Community Schools follow snow and weather cancellations/delays for the districts they are in, therefore students should follow the:

Central Education Center follows the Manheim Central School District calendar.

If your student's district closes, but the CEC remains open and transportation is unavailable by any other safe means, students who ride the district buses will receive an excused absence. Snow days are made up as per the CEC calendar.

Boundaries: Maintaining Professional Adult/Student Boundaries Board Policy 824

This policy applies to Intermediate Unit employees, volunteers, student teachers, and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include Intermediate Unit students who perform services on a volunteer or compensated basis.

All adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

Bullying, Cyberbullying Policy Board Policy 249

The Board is committed to providing a safe, positive learning environment for students attending Intermediate Unit programs. Bullying or cyberbullying 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.

Camera Surveillance Board Policy 709.1

The Intermediate Unit may, from time to time, place and use video cameras, or other recording devices, on Intermediate Unit property and/or school buses.

In the event an allegation of inappropriate conduct is made, the images recorded by the video camera or other recording devices may be used to determine whether the conduct occurred which is contrary to the rules of the Intermediate Unit, to determine the extent of such conduct, and to determine the identity or identities of particular students, employees, or visitors involved in such conduct.

The images recorded by the video camera or other recording devices shall be admissible into evidence at any disciplinary proceeding conducted by the Intermediate Unit.

The images recorded by the video camera or other recording devices unassociated with allegations or inappropriate conduct shall be subject to routine erasure through the normal iterative recording nature of the devices.

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 is 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.

Class Work Expectations

Students are expected to be prepared for class, complete all their assignments correctly and turn in completed assignments for credit. Students are responsible for classwork missed during absences from school

or from the classroom. To receive full credit, make-up work is due five days following a student's 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.

Code of Student Conduct and Responsibilities

The Central Education Center staff believes that an effective instructional program requires students, school staff, and parents to work together to maintain a structured, safe, and 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) Makeup 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.

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

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 toward proficiency in the Pennsylvania Performance Standards. Instruction includes:

- Essential skills in reading, math, and written expression, and STEM
- 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 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 ensures that parents/guardians and students have an opportunity to review instructional materials and have access to information about the curriculum, including academic standards to be achieved, instructional materials and assessment techniques.

Daily Progress

Central Education Center 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.

The teacher will ascertain the parents preferred mode of communication. Parents may request a copy of the daily progress report to be sent home by contacting the classroom teacher.

Damage to School Property

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.

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 Central Education Center and exhibit challenging behaviors which pose a danger to themselves or others. In order to address these behavioral concerns, the CEC 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

Physical Interventions

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 **Safe Crisis Management (SCM)** or **Nonviolent Crisis Intervention through the 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. SCM or CPI will be used in conjunction with the child's PBSP.

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 the 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 sports 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 regular school hours.
- h. Hats, coats, and outerwear may not be worn in the building.

Hooded sweatshirts may be worn, but hoods may **not** be worn over the head.

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.*

Electronic Devices

Board Policy 237

Electronic devices- shall be defined as all devices that can take photographs; record audio or video data; store, transmit or receive messages or images; or provide a wireless, unfiltered connection to the Internet. Examples of these electronic devices include, but shall not be limited to, radios, iPods, MP3 players, DVD players, handheld game consoles, Personal Digital Assistants (PDAs), cellular telephones, smartphones, smart tablets, and laptop computers, as well as any new technology developed with similar capabilities. In addition, for the purpose of this policy, electronic devices shall also include laser pointers and attachments, and telephone paging devices/beepers.

Cell phones and other electronic devices, as listed above, 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 cell phones or other electronic devices confiscated due to inappropriate use.

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

Students may not use cellular phones to make calls, send or retrieve voice or text messages or videotape, photograph, or audiotape others on the school grounds or school bus during school hours.

Electronic Information Access/Acceptable Use

Board Policy 815.0

The Intermediate Unit provides its employees, students, and guests ("users") access to technology resources including, but not limited to, electronic communications systems, devices, networks, networked

devices, hardware, software, internet access, mobile devices, peripherals, copiers, and cameras.

The Board supports the use of the Intermediate Unit's technology resources to facilitate teaching and learning, to provide access to information, to aid in research and collaboration, to foster the educational mission of the

Intermediate Unit, and to carry out the legitimate business and operation of the Intermediate Unit.

The use of the Intermediate Unit's technology resources is for appropriate school-related educational and operational purposes and for the performance of job duties consistent with the educational mission of the Intermediate Unit. Use for educational purposes is defined as use that is consistent with the curriculum adopted by the Intermediate Unit as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. All use for any purpose must comply with this policy and all other applicable codes of conduct, policies, procedures, and rules and must not cause damage to the Intermediate Unit's technology resources.

Food Services

Board Policy 808

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

The Board shall provide food service that meets the standards required by state and federal school breakfast and lunch programs.

Food Allergy Management

Board Policy 209.2

The Intermediate Unit is committed to providing a safe and healthy environment for students with severe or life-threatening food allergies and shall establish policy to address food allergy management in Intermediate Unit programs to:

- a) Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
- b) Ensure a rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.
- c) Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all programs and activities, including classroom parties and field

trips. The focus of food allergy management shall be on prevention, education, awareness, communication, and emergency response.

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.

Gang Affiliation

Gang Affiliation: Membership or affiliation in or with secret fraternities or sororities with other clubs or gangs not sponsored by established agencies, or organizations not recognized by the IU 13 are strictly prohibited. Further, gang affiliation or gang membership has been found to be intimidating to the student body and disruptive to the education process. Affiliation with a gang, gang activities, or claiming gang membership by students is strictly prohibited. *The use of hand signals, written or oral comments, stances, stares, graffiti, or presence or use of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute indicates or implies membership or affiliation with a gang or group, whether real or implied, presents a clear and present danger to the school environment, its staff and students, and the education objectives of the community and the school and is strictly prohibited. It will be the discretion of the program supervisor or designee to determine what constitutes the representation of gang affiliation.*

Gifts

Board Policy 322

The acceptance of gifts by administrative, professional, and support employees is strongly discouraged.

A letter to the Board and/or the employee's supervisor commending the staff member is considered a more appropriate expression of gratitude than a gift to the employee.

HIV Infection

Board Policy 203.1

The Board is committed to providing a safe, healthy environment for its students and employees, and to safeguarding 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.

HIV Infection

Board Policy 314.1

Confidentiality

All information relating to any employee or student who is infected with HIV/AIDS shall be maintained on a strictly confidential basis and shall not be disclosed except as required by law or as permitted by law and then only to those persons with a compelling need to know the information which is disclosed.

Infection Control

Universal precautions shall be followed for exposure to bodily fluids.

Employees shall treat all body fluids as hazardous and follow universal precautions.

The Intermediate Unit shall maintain reasonably accessible equipment and supplies necessary for infection control.

Employees shall notify the program supervisor and/or building administrator of all incidents of exposure to bodily fluids.

Use of Livestream Video on Intermediate Unit Property

Board Policy 815.2

Livestream video, as used in this policy, means utilizing any camera located on IU facilities to broadcast live video content through the Internet, including through a social media platform.

Student-Initiated Use of Livestream Video

IU13 prohibits student-initiated use of live-stream video at any time during the school day or at any IU-sponsored event that is not open to the public, unless the program administrator has authorized the use of live-stream video by giving written consent.

Employee Initiated Use of Livestream Video

IU13 authorizes the use of live stream video for instructional and other educational purposes at the direction of teachers, administrators, and other employees if approved by the program administrator. Any in-school use of live stream video by students for educational purposes shall be supervised by a professional employee or by an administrator.

Prior to approving the use of live stream video for educational purposes, the program administrator will make sure that adequate precautions have been taken to ensure that students limit the sharing of personal information with individuals not directly affiliated with the IU.

Students shall be notified prior to the use of a live stream in their classroom or other areas of the school where they may be captured on the live stream.

No recording of a live stream of academic instruction will be maintained. The building administrator will ensure that neither party to a live stream of academic instruction records the live stream.

Acceptable Use of the IU's Network

If a live stream utilizes the IU's internet connection, the IU's Acceptable Use Policy applies.

Use of Personal Devices

If any authorized livestream utilizes a personal mobile device, the IU's mobile device policies apply.

Livestreaming of copyrighted musical performances, theatrical performances, or any material or performance in violation of copyright law is prohibited.

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.

Pennsylvania State Assessments

PA State Assessments are administered each spring by the Central 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 an IEP progress report quarterly.

Upon the completion of the senior or final/exit year, and the recommendation of the school and the family, a high school diploma from the student's district of residence will be prepared and issued to the student in June of the senior year. Students may participate in graduation ceremonies in their district of residence.

Responsibilities

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' parents/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

SAFE2SAY

Lancaster-Lebanon Intermediate Unit 13 participates in the Safe2Say Something anonymous reporting program of the Pennsylvania Office of the Attorney General.

Procedures establish a framework for receiving, assessing, and responding to reports received from the Safe2Say Something anonymous reporting program. Administrators and staff will operate and coordinate with the county emergency dispatch center and local law enforcement agencies.

Safe2Say Something reports may be submitted by any individual, including students, parents/guardians, staff, and others as a secure and anonymous report about unsafe, potentially harmful, dangerous, violent, or criminal activities in a school entity or threat of such activities in a school entity by:

1. A twenty-four (24) hour a day, seven (7) day a week telephone hotline maintained by the Office of the Attorney General's Safe2Say Something Crisis Center: 1-844-723-2729
2. A Safe2Say Something program secure website: www.safe2saypa.org
3. A Safe2Say Something app accessed through a mobile electronic device.

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 Central Education Center.

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.
- Bags will be searched when deemed necessary by the building administrator.

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's permission and guidelines, students may use the following items on the **bus**:

- Small handheld game systems
- Approved electronic or personal listening device if it is worn with headphones or earbuds

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 words or symbols and to distribute and post materials in

areas designated for posting as a part of that expression. The Board also recognizes that the 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.

This policy addresses student expression in general, and the distribution and posting of materials that are not part of school-sponsored activities. Materials sought to be distributed or posted as part of the curricular programs of the Intermediate Unit shall be regulated as part of the Intermediate Unit's educational program.

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 Wellness

Board Policy 145

Student wellness and proper nutrition are related to student's physical well-being, 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.

Suicide Awareness, Prevention, and Response

Board Policy 819

The IU will provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide attempts or suicide death; and promote access to suicide awareness and prevention resources.

Definition

Behavioral health – the promotion of emotional health; the prevention of mental illnesses and substance use disorders; and treatment and services for substance abuse, addiction, substance use disorders, mental illnesses, and/or mental disorders.

Guidelines

The IU will utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

Terroristic Threats/Acts

Board Policy 218.2

Terroristic threats and acts present danger to the safety and welfare of students, staff and community, and the need for an immediate and effective response to a situation involving such a threat.

Terroristic threat: shall mean a threat, communicated either directly or indirectly, to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

Terroristic Acts: shall mean an offense against property or involving danger or harm to another person, including any physical manifestation of the actions included in the terroristic threat definition.

Textbooks

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

Lost books are considered a student obligation and shall be paid for at a price determined by the school administration.

If the books are found, the money will be refunded.

Tobacco Use

Board Policy 222

Tobacco, nicotine, and nicotine delivery products present a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the Intermediate Unit and its programs.

For purposes of this policy, **tobacco** includes a lighted or unlighted cigarette, cigar, cigarillo, little cigar, pipe, or other smoking product or material and smokeless tobacco in any form including chewing tobacco, snuff, dip, or dissolvable tobacco pieces.

For purposes of this policy, **nicotine** shall mean a product that contains or consists of nicotine in a form that can be ingested by chewing, smoking, inhaling, or through other means.

For purposes of this policy, a **nicotine delivery product** shall mean a product or device used, intended for use or designed for the purpose of ingesting nicotine or another substance. This definition includes but is not

limited to, any device or associated product used for what is commonly referred to as vaping or juuling.

This policy prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at any time in an Intermediate Unit building and, on any property, buses, vans, and vehicles that are owned, leased, or controlled by the Intermediate Unit. And prohibits possession, use or sale of tobacco, nicotine and nicotine delivery products by students at Intermediate Unit-sponsored activities that are held off Intermediate Unit or school property.

Transportation

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 and school district to determine the response. The parent/guardian will be contacted, and repetitive misconduct may result in bus suspension.

Transportation

Board Policy 810

Transportation of students to and from the IU programs may be provided by the school district of residence or the IU, as specified by the individual program.

Transportation – Video/Audio Recording

Board Policy 810.2

The use of video and audio recording equipment supports efforts to maintain discipline and to ensure the safety and security of all students, staff, contractors, and others being transported on Intermediate Unit-owned, operated, or contracted school buses or school vehicles.

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. Students are not permitted to buy, sell or trade personal items in school.

Classroom Visitation/Observation Procedure

Board Policy 907

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 visitors, 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 approved 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 about 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 for Integrated Emotional Support at the CEC please contact the program assistant at 717-606-1742.

To schedule a visit with AS or ES at CEC please contact the receptionist at 717-947-2210.

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 parental permission to walk or ride bikes to school. The program supervisor will provide a permission form. Students are NOT permitted to drive to school.

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 the 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.

The IU designee shall report the discovery of any weapon prohibited by this policy to the student's parents/guardians and to local law enforcement officials.

Students may be subjected to random searches using hand-held or other metal detectors.

**CENTRAL EDUCATION CENTER
STUDENT ACKNOWLEDGEMENT
RECEIPT OF STUDENT HANDBOOK**

I, _____ (student name) received a student handbook on _____ (date) from Central Education Center Staff:

Please agree to the following by initialing and signing each point below:

_____ I agree to ask for clarification of any rules or procedures that I don't fully understand.

_____ I understand that I am fully responsible for knowing and understanding all of the school rules and procedures.

_____ I understand that the Central Education Center handbook is school property and that I am responsible for keeping it intact.

Student Signature _____

(date) _____

c: Student file

NOTES

Mr. Matthew Stern
Executive Director

Dr. Lynette Waller
Assistant Executive Director

Ms. Gina Brillhart
Assistant to the Executive Director/
Chief Financial Officer

Mr. Flip Steinour
Assistant to the Executive Director/
Chief Operating Officer

Dr. Peggy Anastasio
Director, Special Education Services- School- Age Programs

Mrs. Amanda Hann
Director, Instructional Services

Mr. Timothy Laubach
Director, Technology Services

Lancaster-Lebanon Intermediate Unit 13 is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, disability, ethnicity, national origin or age. The IU13 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, 717-947-1313.