



**Central Education Center (CEC)
Student Handbook**

2026-2027

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Contact Info

- Front Office Number: 717-947-2210

Calendar

- See Appendix A for the complete calendar
- Dates to Remember:
 - August 25, 2026 - First Student Day
 - September 4 & 7, 2026 - No School
 - October 7, 2026 - Early Dismissal 11:20AM
 - October 8 & 9, 2026 - No School
 - November 24, 2026 - Early Dismissal 11:20AM
 - November 25 - 27, 2026 - No School
 - December 23, 2026 - Early Dismissal 11:20AM
 - December 24, 2026 - January 1, 2027 - No School
 - January 18 & 19, 2027 - No School
 - February 11, 2027 - Early Dismissal 11:20AM
 - February 12 & 15, 2027 - No School
 - March 24, 2027 - Early Dismissal 11:20AM
 - March 25 - 29, 2027 - No School
 - April 22, 2027 - Early Dismissal 11:20AM
 - April 23, 2027 - No School
 - May 28, 2027 - Early Dismissal 11:20AM
 - May 31, 2027 - No School
 - June 2, 2027 - Last Student Day
- In the event of a weather day, the make up information will be shared through the Remind App.
- When a weather day is announced, follow the Manheim Central School District announcements. You will also receive the information through the Remind App.

School Hours

- **CEC**
 - Student day 8:00 am - 2:15 pm
 - Drop off 8:00 am - 8:15 am
 - Pick up 2:00 pm - 2:15 pm
 - Tardy - arrives by 9:30 am

Transportation

- Your child's transportation is provided by your home district. Contact the transportation department, in your district, for specific questions.
- Your child's pick up and drop off times are provided by your child's district.
- Many vehicles have cameras installed for the protection of the students and adults. Contact your district's transportation department with any related questions.
- Should a child be sent home, for any reason, in the middle of the school day, it is the responsibility of the parent/guardian to arrange the transportation. Students will only be released to individuals listed as an emergency contact for that student. If transportation is an issue, please contact the appropriate social worker or building administrator to discuss possible other transportation options.

Student Drivers:

Due to limited parking and safety, student drivers are not permitted. If there is an extenuating circumstance (i.e. - the student is scheduled to attend a CTC program mid-day and is required to drive him/her-self), the student and parent/guardian will be asked to sign indicating an agreement to adhere to the expectations.

Nursing Services at School

- Medication
 - If your child takes medication at school, you will need a doctor to sign a medication administration form. The medication must be brought to school by a parent. It can not come to school with the student.
 - If your child uses an inhaler, epipen or other emergency medication, please contact the school nurse for guidance. (Board Policy 210.1)
- Immunizations (Board Policy 203)
 - Pennsylvania requires specific immunizations by age. You will need to provide a copy of your child's immunization records to the school nurse.
 - For information on exemption, please contact the school nurse
- Health Form (Board Policy 209)
 - Included in the parent packet, is a health form. Please update that and send it back to the school nurse.
- Emergency Contacts
 - Keep your emergency contacts up to date so that the nurse can get a hold of someone should your child get sick at school.

Who to Contact

Attendance	Email CECattendance@iu13.org
Classroom Teacher	<ul style="list-style-type: none"> • Grades • Homework • General questions • Questions about daily behavior • IEP meeting scheduling
Special Ed Consultant	<ul style="list-style-type: none"> • IEP meetings/scheduling for intake meetings • Program information (related services, testing, etc)
School Psychologist	<ul style="list-style-type: none"> • Reevaluation results/reports
Social Worker	<ul style="list-style-type: none"> • Mental health concerns/questions • Coordination with outside agencies • Student Attendance Improvement Plans (SAIP)
BCBA	<ul style="list-style-type: none"> • Questions about behavior plans
Building Principal/Assistant Principal	<ul style="list-style-type: none"> • Staff concerns • Questions about suspensions • Safety concerns
School Nurse	<ul style="list-style-type: none"> • Medication administration • Health conditions • Immunizations
District of Residence (LEA)	<ul style="list-style-type: none"> • Transportation questions/concerns • Placement questions • Involvement in district sports • Extra-curricular events (dances, clubs) • Official transcripts

Communication:

Teachers will communicate with families through the Remind App. The directions to sign up will come home at the beginning of the school year. The Remind App will also be used to communicate weather delays/early dismissals and other emergency type information.

Arrival:

- Check-in Process
 - Some students will enter through the secure check-in area where they will walk through a metal detector and will be wanded. The purpose is to ensure nothing violating policy is brought into the building.
 - The determination of which students come through the secure check-in process will be part of the IEP Team Intake meeting.
 - At any time, a student may be required to start coming in through the secure area, in light of behavioral issues.
 - If a student, who regularly enters through secure check-in, elopes/leaves the building and returns, that student will be brought back in through the secure check-in process again.
- Student's Personal Belongings:
 - Elementary students (along with specifically designated other classes, as determined by administration) may keep coats and backpacks in their classrooms.
 - Secondary students will check their coats and backpacks into common areas.
 - The following items will be checked and locked in common areas:
 - Blankets
 - Cell phones
 - Headphones/earbuds
 - Smart watches or other wearable devices allowing outside communication
 - All personal belongings
- As soon as students are unloaded from the bus/vehicle, the students are expected to enter the building. Refusal to do so will be reflected in individual behaviors plans/point sheets.

Safety and Security:

There are numerous ways that we work to keep all students and staff safe.

- All visitors must sign in using our visitor management system. This requires visitors to bring ID into the building.
- We practice regular drills throughout the school year - fire drills, intruder drills, severe weather drills.
- Arrival procedures work to ensure that no unsafe items are brought into the school (see the Arrival section of the handbook)
- Common areas within the building (hallways, outside, etc) are monitored through video surveillance systems.

Attendance: (Board Policy 204)

- Parents/Guardians must send an excuse note within 3 days of the student's absence. Absence notes must be emailed to CECabsences@iu13.org
- Students are considered tardy if they arrive after the start of the school day (CEC = 8:00; NEC = 7:45) and within the first 90 minutes of the school day.
- If a district or IU provided transportation arrives beyond the start time, the student will not be considered tardy.
- If a student arrives after the first 90 minutes, the absence will count as a half day.
- Students who leave early, will be counted as a half day if it is more than 90 minutes before the end of the school day.
- The following are reasons for absences which will count as excused (see Board Policy 204 for more detailed information):
 - Illness
 - Obtaining professional health care or therapy service rendered by a licensed practitioner
 - Quarantine
 - Family emergency
 - Recovery from accident or injury
 - Required court attendance
 - Death in family
 - Observance of a religious holiday
 - Nonschool-sponsored educational tours or trips
- Absences shall be treated as unexcused until the Intermediate Unit receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.
- 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.

Outside Agency Providers (Family Based, Probation, IBHS Providers, etc)

Prior to coming into an IU operated facility, the agency provider must reach out to your child's social worker to complete required paperwork. The requirements include copies of current clearances, treatment plans and the sign-off of IU expectations. Once that is done, the social worker will notify the teacher and agency provider of the approval.

Classroom Visitors: (Board Policy 907)

Parents are welcome to visit/observe their child in class as long as the following protocols are adhered to:

- The request must be made at least 24 hours in advance, to the Supervisor/Principal.
- The scheduling of the observation must be done with the Supervisor/Principal, not the teacher.
- The length of the visit may be determined by the activity occurring in the classroom but may not exceed 2 hours in length.
- Parents/guardians must sign a confidentiality agreement when they arrive.
- During the observation, parents/guardians must adhere to the IU policies on the use of technology and refrain from any recording.

Food:

- Students will be provided breakfast and lunch or they may pack their own lunches.
- Any foods students bring in must be in a sealed, store bought bag. Beverages should be in sealed containers.
- Food may not be brought to school in glass containers or containers that could be used as a weapon.
- Items such as energy drinks and caffeinated beverages, are up to the discretion of the family. Should a student have an adverse reaction to consuming something of that nature, the team will work with the family to eliminate that option.
- Food may be used as a reinforcer for students. However, this will be discussed at IEP meetings.
- Any food provided by the school, will be in alignment with a student's dietary/allergy needs, provided they are on file in the health room.
- In specific student cases, exceptions to the above can be made as a result of IEP needs or at the discretion of the Principal/Assistant Principal.

Community Based Instruction (aka Field Trip):

Students may have the opportunity to go out into the community as a way of enhancing their learning. If your child is scheduled for community based instruction, you will be notified ahead of time and asked to sign a permission slip. Accommodations, such as applicable nursing services or use of car seats, will be provided while on the trip.

Behavior expectations and disciplinary consequences remain the same when a student is in the community.

Progress Reports/Report Cards:

Progress reports are sent home quarterly in accordance with the calendar. These will be emailed to parents/guardians. Please let your child's teacher know if you would prefer a hard copy.

Safe Crisis Management (SCM):

Our staff is trained in the use of SCM in order to prevent, de-escalate and safely intervene in self-injurious and/or aggressive behaviors. The use of SCM will be discussed during your child's IEP meeting. For more information on this system, please refer to <https://safecrisismanagement.com/>.

Mandated Reporting (board policy 806):

In accordance with board policy, all staff members are mandated reporters and are required to report suspected abuse to authorities. The staff member is not permitted to investigate the situation but is required to report. Please read the board policy to understand the requirements of our staff.

Technology Acceptable Use (Board Policy 815):

The IU13 will use technology to enhance student's instruction. Detailed information about the regulations can be found within board policy 815. The following uses of Intermediate Unit technology resources are prohibited:

1. Use to violate the law, to facilitate illegal activity, or to encourage others to do so.
2. The attempted physical harm or attempted destruction of Intermediate Unit technology resources.
3. Use of technology resources in a manner that jeopardizes the security of the Intermediate Unit's technology resources, or in a manner that attempts to circumvent any system security measures.
4. The use of proxies or other means to bypass Internet content filters and monitoring.
5. Scanning the Intermediate Unit's technology resources for security vulnerabilities.
6. The use of encryption software that has not been previously approved by the Intermediate Unit.
7. Use of technology resources for commercial purposes.
8. Use of technology resources to attempt to interfere with or disrupt Intermediate Unit technology systems, networks, services, or equipment including, but not limited to, the propagation of "viruses" and "worms", Trojan Horse, and trapdoor program codes.
9. Altering or attempting to alter other users' or system files, system security software, system or component settings, or the systems themselves, without authorization.
10. Use of technology resources to bully, or to communicate terroristic threats, discriminatory remarks, or hate.
11. Use of technology resources to commit plagiarism.
12. Using technology resources to send any Intermediate Unit information to another party, except in the ordinary course of business as necessary or appropriate for the advancement of the Intermediate Unit's business or educational interests.
13. Use of technology resources to intentionally obtain or modify files, passwords, and/or data belonging to other users or to the Intermediate Unit.
14. Installing, loading, or running software programs, applications, or utilities not explicitly authorized by the Intermediate Unit technology staff.
15. Installing unauthorized hardware, peripheral devices, network hardware, or system hardware onto technology resources.
16. Unauthorized access into a restricted system or changing settings or access rights to a restricted system or account.
17. Copying Intermediate Unit software without express authorization from a member of the Intermediate Unit's technology staff.
18. Use to disrupt the work of other persons (the hardware or software of other persons shall not be destroyed, modified or abused in any way).
19. Use of technology resources to communicate words, photos, videos, or other depictions that are obscene, indecent, vulgar, rude, profane, or that advocate illegal drug use.[13]
20. Use that conceals or attempts to conceal a user's identity, including the use of anonymizers, the use of another's log in credentials and/or passwords, or the impersonation of another user.
21. Use to read, delete, copy or modify the email of other users or deliberately interfere with the ability of other users to send or receive email.
22. Sending unsolicited mass-email messages, also known as spam.
23. Unauthorized access, interference, possession, or distribution of confidential or private information.
24. Use while access privileges are suspended or revoked.
25. Use of technology resources for political lobbying or campaigning, not including student elections (e.g. student government, club officers, homecoming queen, etc.).

Behavioral Expectations:

The school holds to 3 expectations which address behaviors in all areas. We expect student to:

Be Respectful

Be Responsible

Be Safe

At the beginning of each school year, the teachers will work with the students to help them understand how the 3 expectations look in each environment. (See Appendix B for the matrix outlining the expectations across each environment) The expectations will then be reviewed and reinforced throughout the year.

Student who do not meet the expectations may receive disciplinary consequences such as:

Failure to earn a privilege

Failure to earn a reward/reinforcement

Loss of privileges

Time away from the classroom

In school suspension

Out of school suspension

Information in your child's IEP will be taken into consideration when administering a consequence. In addition, behavior incidents will be investigated which may take additional time and impact the timeliness of the consequence.

Damage to School Property:

If your child engages in a behavior which causes damage to property, you may be required to pay for those damages. If that is the case, you will be contacted by a building administrator and will receive a bill for those damages.

Dress Code (Board Policy 221) - "The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the Intermediate Unit or school, or constitute a health or safety hazard."

Basic Principle: Certain body parts must be covered for all students at all times however, your face must be visible. Clothes must be worn in a way such that genitals, buttocks, breasts are fully covered with opaque fabric. All items listed in the "Must Wear" and "May Wear" categories below must meet this basic principle.

Must Wear	May Wear	May NOT Wear
Shirt (With fabric on the front, back, under the arms and must be long enough to touch the waist band of the pants when standing)	Tank tops, t-shirts, any shirt that covers undergarments and touches the waist band when standing	Shirts with images or language depicting drugs, alcohol, hate speech, any illegal item/activity, sexual in nature
Pants/Jeans or the equivalent (skirt, leggings, sweat pants, shorts)	Fitted pants including opaque leggings, skinny pants, yoga pants, ripped jeans	Pants that reveal undergarments
Shoes		Steel toed shoes
		Slippers
	House Bonnet/Religious Coverings - May wear with administrative approval, in certain circumstances	Hats, Do Rags, Head Coverings, Ski Masks, etc
		Face coverings (ski masks)
		Blankets
	Outerwear: Coats, winter hats, gloves, scarf	
		Sunglasses
		Accessories that could be considered dangerous or used as a weapon

STEPS TO ENFORCE THE DRESS CODE: If the student is wearing clothing that does not meet the dress code expectations, the following steps may be taken.

- The student may be asked to change into an alternate piece of clothing
- The student's parent may be asked to bring a change of clothing
- Noncompliance with changing will be reflected in the student's behavior plan/point sheets



**Central Education Center (CEC)
Student Handbook Sign-Off
2026-2027**

I have read and understand the Central Education Center Student Handbook. By signing below I indicate that I have read, understand and agree to follow the expectations outlined in the handbook.

Student's Signature

Date

Parent/Guardian's Signature

Date

Remove this signed page and return it to your child's teacher.

APPENDIX B - CEC RULE MATRIX

	<u>SAFE</u> How you react in the environment	<u>RESPECTFUL</u> How you react to others	<u>RESPONSIBLE</u> How do you react to yourself
Classroom	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself. • Stay in your space. • See something, say something. • Use materials as instructed. 	<ul style="list-style-type: none"> • Use words and actions that show care. • Listen when others talk. • Listen to adults and follow directions. 	<ul style="list-style-type: none"> • Be ready to learn. • Ask for help when you need it. • Put materials away in the right place. • Try your best.
Outdoors	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself. • Stay <u>in assigned</u> area. • Use equipment the right way. 	<ul style="list-style-type: none"> • Use words and actions that show care. • Play fair and show good sportsmanship. • Listen to adults and follow directions. 	<ul style="list-style-type: none"> • Ask for help when you need it. • Take care of your belongings. • Come inside when told.
Hallways	<ul style="list-style-type: none"> • Keep hands, feet, and objects to self. • Stay with staff at all times. 	<ul style="list-style-type: none"> • Use words and actions that show care. • Wait your turn patiently. • Take care of school property. 	<ul style="list-style-type: none"> • Manage your own belongings. • Go straight to where you need to be.
Bathroom	<ul style="list-style-type: none"> • Wait for staff before entering. • One person at a time. • Use supplies the right way. 	<ul style="list-style-type: none"> • Respect others' privacy. • Wait quietly for your turn. 	<ul style="list-style-type: none"> • Flush and wash your hands. • Throw trash away. • Leave when finished. • Keep the bathroom clean.
Cafeteria	<ul style="list-style-type: none"> • Keep hands, feet, and objects to yourself. • Stay in your seat while eating. • Tell staff if there is a spill or problem. 	<ul style="list-style-type: none"> • Use kind words and good manners. • Use a quiet voice inside. • Listen to adults and follow directions. 	<ul style="list-style-type: none"> • Manage your own belongings. • Clean up your area before leaving.

CEC: Stronger Together. Unlocking Potential."