



**Northern Education Center (NEC)
Student Handbook**

2026-2027

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Contact Information

- Front Office Number: 717-450-1700

Calendar

***The calendar may be revised as the year progresses. If updates occur, new calendars will be sent home.**

- See Appendix A for the complete calendar
- **Dates to Remember:**
 - August 31, 2026 - First Student Day
 - September 4 & 7, 2026 - No School
 - October 9 & 12, 2026 - No School
 - November 23 - 30, 2026 - No School
 - December 22, 2026 - Early Dismissal 11:45AM
 - December 23, 2026 - January 1, 2027 - No School
 - January 18, 2027 - No School
 - February 15 & 16, 2027 - No School
 - March 8, 2027 - No School
 - March 24, 2027 - Early Dismissal 11:45AM
 - March 25 - 29, 2027 - No School
 - April 16, 2027 - No School
 - May 31, 2027 - No School
 - June 1, 2027 - Early Dismissal 11:45AM
 - June 2, 2027 - Early Dismissal 11:45AM, Last Student Day
- In the event of an inclement weather day, make up information will be shared through the Remind App.
- When an inclement weather day is announced, follow the Northern Lebanon School District announcements. You will also receive the information through the Remind App.

School Hours

- **Student Day:** 7:45am - 2:15pm
- **Drop off:** 7:45am - 8:00am
- **Pick up:** 2:15pm - 2:30pm
- **Tardy:** arrives by 9:30am

Transportation

- Your student's transportation is provided by your home district. Contact the transportation department in your district for specific questions.
- Your student's pick up and drop off times are provided by your home 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 student 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 other transportation options.

Student Drivers

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

Nursing Services at School (please see Health Care Assistant for the required forms)

- Medication
 - If your student 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 be transported to school with the student.
 - If your student 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 student's immunization records to the school nurse.
 - For information on exemption, please contact the school nurse
- Health Form (Board Policy 209)
 - A health form is included in the parent packet. Please complete the form, and send it back to the school nurse.
- Emergency Contacts
 - Keep your emergency contacts up to date.

Who to Contact

| | |
|---|--|
| Attendance | <ul style="list-style-type: none">● Email NECattendance@iu13.org |
| Classroom Teacher | <ul style="list-style-type: none">● Grades● Homework● General questions● Questions about daily behavior● IEP meeting scheduling |
| Special Education 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 |
| Health Care Assistant | <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● Work permits |

Communication

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

Arrival

- Check-in Process
 - Some students will enter through the secure check-in area where they will walk through a metal detector and will also be scanned by a handheld metal detector. The purpose for this is to ensure that no items violating policy are brought into the building.
 - The determination of which students come through the secure check-in process will be discussed as part of an IEP team meeting.
 - Students may be required to start entering 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, he or she must reenter through the secure check-in process.
- Student's Personal Belongings:
 - Elementary students (along with specifically designated 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

The NEC has various measures in place to ensure the safety and security of our students and staff.

- 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.
- Our check-in process is designed to ensure no items violating Board Policy are brought into the building. (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 NECabsences@iu13.org.
- Students are considered tardy if they arrive within the first 90 minutes of the school day.
- If district or IU provided transportation arrives beyond the start time, the student will not be considered tardy.
- If a student arrives after 9:30am, the absence will count as a half day.
- Attendance will be counted as a half day if the student leaves prior to 12:45pm.
- Board Policy 204 lists the following as absence reasons considered to be excused:
 - 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 contact your student's social worker to complete required paperwork. The requirements include copies of current clearances, treatment plans, and the sign-off of IU expectations. Once this process is completed, 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 student but must adhere to the following protocols:

- The request must be made at least 24 hours in advance to the Supervisor/Principal.
- Observations must be scheduled with the Principal.
- 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 upon arrival.
- During the observation, parents/guardians must adhere to the IU policies on the use of technology and are not permitted to record the observation.

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. Any unsealed or previously opened beverages will be discarded upon student arrival.
- 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.
- Food may be used as a reinforcer when appropriate. The IEP team may discuss appropriate use of food reinforcers as necessary.
- Any food provided by the school will be in alignment with a student's dietary/allergy needs as documented on the student's health records.
- In specific student cases, exceptions to the above may be made as a result of needs addressed in the IEP or at the discretion of the Principal.

Community Based Instruction (i.e. Field Trip)

Students may have the opportunity to go into the community as a way of enhancing their learning. If your student is scheduled for community based instruction, you will be notified in advance and asked to sign a permission slip. Accommodations such as applicable nursing services or use of car seats will be provided while in the community. Students are expected to follow all behavioral expectations while in the community.

Progress Reports/Report Cards

Progress reports are sent home quarterly in accordance with the school calendar. These will be emailed to parents/guardians. Please let your student'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 student's IEP meeting. For more information on this program, 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 students to:

- Be Respectful
- Be Responsible
- Be Safe

Behavioral expectations are taught to students at the beginning of the year and reinforced throughout the school year. (See Appendix B for the matrix outlining the expectations across each environment.)

Students 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 student's IEP will be taken into consideration when administering a consequence. Behavior incidents will be investigated which may take additional time and impact the timeliness of any consequence(s).

Damage to School Property

If a student engages in a behavior that causes damage to property, you may be required to pay for the damages. 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. Faces must be visible. Clothing must be worn in a way such that genitals, buttocks, and 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, and under the arms; 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 |
| | Outerwear: Coats, winter hats, gloves, scarf | Blankets |
| | | Sunglasses |
| | | Accessories that could be considered dangerous or used as a weapon |

STEPS TO ENFORCE THE DRESS CODE: If you are 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



**Northern Education Center (NEC)
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 student's teacher.

Page intentionally left blank

APPENDIX B - NEC RULE MATRIX

| | Arrival | Dismissal | Classroom | Gymnasium | Hallways |
|-----------------------|--|--|---|--|--|
| Be Responsible | <ul style="list-style-type: none"> ● Enter & exit in a timely manner ● Store electronics in assigned bin ● Remain attentive | <ul style="list-style-type: none"> ● Enter & exit in a timely manner ● Retrieve all personal items ● Remain attentive | <ul style="list-style-type: none"> ● Complete assignments ● Keep materials organized ● Remain attentive | <ul style="list-style-type: none"> ● Enter and wait for instructions ● Stay in assigned area ● Put equipment away when directed | <ul style="list-style-type: none"> ● Go directly to assigned area ● Keep hallways clean |
| Be Respectful | <ul style="list-style-type: none"> ● Follow staff instructions ● Use appropriate language and volume | <ul style="list-style-type: none"> ● Follow staff instructions ● Use appropriate language and volume | <ul style="list-style-type: none"> ● Follow staff instructions ● Use appropriate language and volume ● Take turns speaking | <ul style="list-style-type: none"> ● Follow staff instructions ● Use appropriate language and volume ● Take turns speaking | <ul style="list-style-type: none"> ● Follow staff instructions ● Use appropriate language and volume |
| Be Safe | <ul style="list-style-type: none"> ● Maintain personal space ● Empty pockets of belongings ● Allow for search/scan of all items | <ul style="list-style-type: none"> ● Maintain personal space ● Enter van/bus, sit in seat, and put on seat belt | <ul style="list-style-type: none"> ● Maintain personal space ● Use materials appropriately ● Keep doors closed | <ul style="list-style-type: none"> ● Maintain personal space ● Use materials appropriately ● Keep doors closed | <ul style="list-style-type: none"> ● Maintain personal space ● Stay with assigned staff ● Keep doors closed ● Walk |

APPENDIX B - NEC RULE MATRIX (continued)

| | Bathrooms | Cafeteria | Nurse's Office | Playground |
|-----------------------|---|---|--|--|
| Be Responsible | <ul style="list-style-type: none"> ● Keep bathroom clean ● Flush toilets after use ● Wash your hands ● Alert staff to low supplies | <ul style="list-style-type: none"> ● Clean up area & throw away items ● Finish your meal in the allotted time | <ul style="list-style-type: none"> ● Wait your turn | <ul style="list-style-type: none"> ● Remain in playground area ● Line up when directed |
| Be Respectful | <ul style="list-style-type: none"> ● Follow staff instructions ● Use appropriate language and volume | <ul style="list-style-type: none"> ● Follow staff instructions ● Use appropriate language and volume | <ul style="list-style-type: none"> ● Follow staff instructions ● Use appropriate language and volume | <ul style="list-style-type: none"> ● Follow staff instructions ● Use appropriate language and volume ● Include others in games & activities |
| Be Safe | <ul style="list-style-type: none"> ● Maintain personal space ● Allow staff to check bathroom ● One person in bathroom at a time ● Use bathroom fixtures appropriately | <ul style="list-style-type: none"> ● Maintain personal space ● Remain in assigned area ● Wait to be dismissed by staff | <ul style="list-style-type: none"> ● Maintain personal space ● Only access items given to you by the nurse | <ul style="list-style-type: none"> ● Maintain personal space ● Use playground equipment appropriately |

