

Intermediate Unit 1
Educational Campus at Waynesburg

2019-2020
Student – Parent Handbook



Dr. Kristin Szewczyk, Principal



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Table of Contents

	Page
PRINCIPAL'S MESSAGE	3
PROGRAM OVERVIEW	4
Mission; Program Description	4,5,6
CLASSROOM PROGRAMS	7
Autistic Support; Therapeutic Emotional Support, Comprehensive Therapeutic Emotional Support	7
Program Evaluation	8
Student Rights and Responsibilities	9,10
FERPA; Return to Home School	11,12
ATTENDANCE	13
PA State Law; Home School District Attendance Policy	13
School Attendance Policy; School Tardiness; Excused Absences	13,14
Excused from PE; Make-up Assignments; Early Dismissals	14,15
GRADES	16
Grading Policy; Grading Scale	16
Progress Reports; Report Cards; Homework; Graduation	17-19
Cheating; Plagiarism; Planned Courses	20
STUDENT SERVICES	21
Counseling; Food Service	21
Transportation Services	22
HEALTH SERVICES	23
Nurse's Office	23,24
Communicable Diseases	25
Student Medication - Prescription & Non-Prescription	
Student Illness Guidelines, Head Lice	25-28
DISCIPLINE POLICY	29
School-Wide Positive Behavior Program	29
Discipline Definitions Charts	30,31
BEHAVIOR SUPPORT	32
Student Behavior	32
Staff Authority; Substitute Teachers; Verbal De-escalation	33
Physical Intervention	34
DISCIPLINARY ACTIONS	35
Suspension; Expulsion	35
WEAPONS POLICY	36
Weapons Prohibition Policy; Searches	37
POSSESSION AND USE OF TOBACCO/NICOTINE	38
Tobacco/Nicotine Policy Guidelines	38
CONTROLLED SUBSTANCES	39
Controlled Substances and Paraphernalia	39
HARASSMENT/SEXUAL HARASSMENT	40
Sexual Harassment	41
Bullying	42
Cyberbullying	42-43
Fighting; Terroristic Threats; Unauthorized Departure from School Grounds; Theft/Stolen Property	44-45
CARE OF SCHOOL PROPERTY	46
Restrooms	46
TECHNOLOGY POLICY	47
ELECTRONICS POLICY	48
DRESS CODE	49-51
GENERAL INFORMATION	52
School Calendar	52
School Delays & Cancellations; Pledge of Allegiance; Valuables	52
Lost & Found; Lost or Damaged Textbooks; Emergency Contacts/Legal Documentation; Public Display of Affection; Dismissal/End of the School Day	53
Field Trips; Recruiters; Work Permits; Visitors	54
Integrated Pest Management	55
Safety Drills	55
PARENT LETTER – Emergency Operations Plan	56,57
STUDENT AGREEMENT FORM	58

PRINCIPAL'S MESSAGE

Dear Parents and Students:

The Intermediate Unit 1 Educational Campus at Waynesburg is committed to student learning and creating a positive school experience. As your principal, providing a quality education while ensuring the safety of all students is my highest priority.

I believe every student can achieve success. The Intermediate Unit 1 Educational Campus at Waynesburg team is here to support students meet their goals and reach their fullest potential.

Students are valuable members of our school community. As members of this community, students are expected to be active participants in their education. Students need to seize each educational opportunity and make the most of it.

I look forward to a wonderful school year of learning and growth. Together, we can accomplish greatness.

Sincerely,

A handwritten signature in black ink, appearing to read "Kristin J. Szewczyk". The signature is written in a cursive, flowing style.

Dr. Kristin Szewczyk

PROGRAM OVERVIEW

Welcome to the Intermediate Unit 1 Educational Campus at Waynesburg! It is hoped that you will look upon our school as your school and use this opportunity to become successful in laying the groundwork for a bright and productive future.

This handbook is a guideline of the policies and procedures in effect at our school and in our classrooms. It is your responsibility to become familiar with the contents of the student handbook. It can be used as a reference tool for any questions or issues that may arise.

Mission

The Intermediate Unit 1 Educational Campus at Waynesburg provides a safe, orderly environment where all students can acquire and apply the knowledge and skills to become productive, responsible citizens, able to compete within a high-tech, information-based society.

Program Objectives

As an educational program for students with disabilities, the Intermediate Unit 1 Educational Campus at Waynesburg strives to:

1. Build student's self esteem
2. Modify disruptive behavior and improve social skills
3. Improve attendance
4. Increase graduation rates
5. Improve academic skills
6. Develop an understanding and awareness of careers
7. Provide transition services for students

Program Description

Our school provides a challenging education and related services to students in grades K-12 who are in need of highly structured, supportive and comprehensive special education services. Students attend the school on a full-time basis from 8:00am – 2:10pm, five days a week, and 180 days per year.

As an IU1 operated program, students and staff are afforded the benefits of all the services and programs, offered by IU1, such as:

- Pennsylvania Certified Regular and Special Education teachers
- Curricula and instruction aligned to the Pennsylvania Core/Academic Standards, Assessment Anchors and Eligible Content
- Staff development in research-based best practices
- The opportunity to participate in IU1 grant funded projects

Highly Qualified special education teachers assure all special needs students are provided a Free Appropriate Public Education (FAPE) as outlined in their Individualized Education Programs (IEPs).

Secondary students receive instruction in the core areas of English, Math, Science, and Social Studies, as well as Physical Education, Health and various elective courses. The curriculum is aligned with the PA Academic Standards and teachers provide individual and group work using differentiated instruction.

** Please refer to Intermediate Unit 1 Board Policies - **#102 – Academic Standards** and **#105 Curriculum Development**.*

The staff at the Intermediate Unit 1 Educational Campus at Waynesburg is dedicated to promoting student success, ensuring a safe environment, and facilitating a positive school experience. As part of this dedication, our school has implemented a school-wide positive behavior interventions and supports (SWPBIS) program, which focuses on preventative school discipline through the establishment of behavior expectations across all settings within the school environment. SWPBIS assists students in developing social and emotional skills, as well as supporting their behavioral health (Pennsylvania Positive Behavior Support, n. d.). The SWPBIS theme for the Intermediate Unit 1 Educational Campus at Waynesburg is **LEAD**:

Let's Be Positive

Exhibit Respect

Act Safety

Do Your Best

Each student is responsible to know and follow the **Code of Student Conduct** listed below:

1. We respect the rights, person and property of others.
2. We comply with persons in authority.
3. We are responsible for a safe and orderly environment.
4. We are on time, in assigned seats and ready to work.
5. We follow all school-wide policies and procedures.

**Please refer to IU1 Board Policies # 113.1 – Discipline of Students with Disabilities and # 218 – Student Discipline.*

* Intermediate Unit 1 policies can be viewed on the Intermediate Unit 1 website at <https://iuweb.iu1.org/iuweb/policies/>

CLASSROOM PROGRAMS

Autistic Support/Life Skills Support Services

The Autistic Support/Life Skills Support program provides services to students diagnosed under the umbrella of autism spectrum disorders and intellectual disabilities in grades 6-12. The program provides a highly-structured environment with emphasis on speech and language development, social skills training, and life skills training. The program is designed to meet the academic, communication, sensory, functional and behavioral needs of the students.

Therapeutic Emotional Support

The Therapeutic Emotional Support (TES) programs provide academic, behavior, and emotional support for students, grades 7-12, who are unable to participate in regular educational programs because of severe deficits in behavioral, social and personal skills. The students participate in the general education curriculum that is aligned with the Pennsylvania Core/Academic Standards. The TES programs offer highly structured classroom environments with emphasis on positive behavior interventions.

In addition, individual and group counseling, conflict resolution and character education are provided according to the student's Individualized Education Program (IEP). The goal of the program is to help each student develop the skills and behavior necessary to return to his/her home school district.

Comprehensive Therapeutic Emotional Support

The Comprehensive Therapeutic Emotional Support program at the Intermediate Unit 1 Educational Campus at Waynesburg is designed for those students who are in need of a therapeutic educational setting to address their mental health or emotional needs. The Intermediate Unit 1 Educational Campus at Waynesburg is equipped to enroll students into this program in grades K-12. Students in these classrooms can receive up to three hours of group and individual therapy with master's degree level, licensed social workers, as well as medication management onsite through a psychiatrist as requested.

Program Evaluation

The effectiveness of the education programs at the Intermediate Unit 1 Educational Campus at Waynesburg is determined using the following data:

1. Number of students that demonstrate an improved attitude toward school as measured by a student survey, improved attendance, and a reduction in the number of discipline referrals.
2. Number of students showing growth in the core academic subjects in relationship to Chapter 4 Academic Standards and academic goals.
3. Number of students demonstrating skills and behaviors necessary to function in the school environment, as measured by teacher/staff observations and documenting progress on behavior goals.
4. Number of students exhibiting age appropriate life skills and career awareness through completion of career and counseling modules.
5. Number of students returning to the regular home school by meeting the exit criteria of the alternative placement.
6. Amount of group and individual counseling sessions provided that deal with topics such as anger management, drug and alcohol issues, self-esteem, etc.

Student Rights and Responsibilities

Intermediate Unit 1 has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students at the Intermediate Unit 1 Educational Campus at Waynesburg. At the same time, no student shall be deprived of equal treatment and equal access to the educational program, due process, a presumption of innocence, and free expression and association.

Attendant upon the rights established for each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the policy, rules and regulations of the Intermediate Unit 1 Educational Campus at Waynesburg.

All instructional materials, including teacher's manuals, audiovisuals or other supplementary instructional material to be used in the instructional program are available for inspection by the parents/guardians of students.

In compliance with the **Protection of Pupil Rights Amendment** of 2001 (PPRA), no student shall be required, without written parental consent for students under 18 years old or written consent of students or those over 18 years of age to submit to a survey, analysis, or evaluation that reveals information concerning:

Surveys addressing political affiliations, mental and psychological problems potentially embarrassing to the student, sexual behavior and attitudes, illegal, antisocial self-incriminating and demeaning behavior, critical appraisals of other individuals with close family relationships, legally recognized privileged and comparable relationships, such as those with lawyers, physicians, and ministers, and income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such programs may be conducted on a wholly voluntary basis, provided that the student and parent/guardian have been notified of their rights and of their right to inspect all related materials.

Student Expression

The Intermediate Unit 1 Educational Campus at Waynesburg respects the right of students to express themselves in word or symbol and to distribute materials as a part of that expression, but it also recognizes that the exercise of that right must be limited by the IU1's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

The school reserves the right to designate and prohibit manifestations of student expression that are not protected by the right of free expression because they violate the rights of others. Such expressions are those which:

1. Label any specific person or persons.
2. Seek to establish the supremacy of a particular religious denomination, sect or point of view.
3. Advocate the use or advertise the availability of any substance or material that may reasonably be believed to constitute a direct and substantial danger to the health of students.
4. Use indecent or obscene language, or contain material deemed harmful to students who may receive them.
5. Incite violence, advocate use of force, or urge violation of federal, state, or municipal law, IU1 policy or regulations.
6. Solicit funds for non-school organizations or institutions when the Board has not approved such solicitations.

The school reserves the right to halt the distribution of unprotected materials. It also requires that students who wish to distribute materials submit them for prior review. The principal or designee shall not censor or restrict material that is critical of the school or administration, and the review for unprotected expression shall be reasonable and not calculated to delay distribution. Disciplinary action may be taken by administrators for those students who distribute printed materials in violation of this policy, or who continue the manifestation of an unprotected expression after a person in authority orders that they desist.

FERPA

The Intermediate Unit 1 Educational Campus at Waynesburg conforms to the legal requirement to maintain the confidentiality of collected student records as required by the Family Educational Rights and Privacy Act (FERPA) and its regulations. Under FERPA, parents and students have the following rights afforded to them:

- The right to inspect and review education records and a description of how a parent or student may assert that right
- The right to request an amendment to the record and a method for requesting the amendment
- The right to consent to disclosures of the student's record and an explanation of the conditions under which the school may disclose without prior consent
- The right to file a complaint with the Family Compliance Office of the Federal Department of Education

In order to maintain a safe and secure environment, conducive to positive growth of all students, each student will:

1. Follow school policies and interact safely within the environment.
2. Attend school daily and report to classes on time, ready for instruction.
3. Respect staff, students, and property.
4. Complete coursework and participate in classroom discussions and activities.
5. Use all materials appropriately and exercise proper care when using school equipment.
6. Make the necessary arrangements for 'make-up' work when absent from school.
7. Know and obey IU1, local, state, and federal laws, policies and regulations.

Please refer to IU1 1 Board Policy # 235 – Student Rights and Responsibilities

Return to Home School

Returning a student to the home school is the top priority of our staff. The IEP team comprised of the home school district LEA, the principal, special education teacher, regular education teacher, the student's parents/guardians, support staff and the student (if appropriate) will review data at least every 90 school days and make a determination whether the student will remain in the current program or return to the home school. The home school district LEA makes the final determination of the student's placement. The following criteria will be used to measure the student's readiness to return to the general educational setting:

1. Attend regularly (85% or above),
2. Behavioral success, as measured by daily point sheets and the reduction in disciplinary reports and actions,
3. Attainment of behavioral goals, and
4. Academic success, as measured by grades, standardized testing data, progress monitoring, and credit attainment.

ATTENDANCE

Pennsylvania State Law

Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner, which may be no later than eight years of age, until the age of 17 or graduation from a high school, whichever occurs first. It is mandatory for all children of compulsory school age having a legal residence in PA to attend a day school in which the subjects and activities prescribed by the Standards of the State Board of Education are taught in the English language.

Please refer to IU1 Board Policy # 204 – Attendance.

Home School District Attendance Policy

The home school district will receive a bi-monthly report regarding a student's attendance. The home district will follow the procedures outlined by state law and its attendance policy. Violations of the attendance policy may result in a district hearing and/or a hearing before the local District Magistrate. Such a hearing could result in truancy charges and a fine for violation of state attendance laws. It may also lead to intervention by community agencies such as Children and Youth Services (CYS).

Intermediate Unit 1 Educational Campus at Waynesburg Attendance Policy

Regular attendance is necessary for a student to be successful in his/her program and to be recommended for return to the home school. After two consecutive absences, the student's social worker will call the student's home. Attendance is sent to each student's home school district on a bi-monthly basis.

School Tardiness

A student is considered tardy when he/she reports to school after 8:15. When this happens, the student must report to the office upon entering the building. The student is required to provide the secretary with an excuse from the parent/guardian stating the reason for the tardiness. A medical excuse is required for medical appointments and will not count in the accumulation of tardies for the year.

Tardy minutes are added together as unexcused days, are cumulative for the entire school year, and will result in consequences. After four (4) unexcused "tardies" the home district will be notified, and they may calculate unexcused tardy days on a cumulative basis and refer the matter to the District Magistrate's office when the total exceeds district policy.

Tardiness to class is calculated as an unexcused absence and will be added to the cumulative total.

Excused Absences

Upon return to school from an absence, a student must report to the office with a written excuse from the parent/guardian. A written excuse from a physician is also acceptable. The excuse must include the date of the absence, the reason for the absence and the signature of the parent/guardian (This includes students 18 years of age and older).

Students are legally excused from school for any of the following reasons:

1. Illness.
2. Quarantine.
3. Recovery from accident.
4. Required court attendance.
5. Death in family.
6. Family educational trips.

A student will have 3 days from the date of return to school to produce an excuse before the absence is marked unexcused.

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

Excused From Physical Education

A student can be excused from *Physical Education* class if a written doctor's excuse is provided; indicating the length of time the student is to be excused from gym class and the reason for the excusal.

Make-Up Assignments

For both excused and unexcused absences, a student will have one day for each consecutive day of absence, plus one extra 'grace' day for tutoring to make up missed work. Failure to complete work in the time allotted will result in a zero for each assignment not turned in to the teacher. Exceptions can occur for the following reasons:

1. Teacher absence,
2. Schedule changes, or
3. Extreme trauma, as determined by the principal, social worker and other appropriate staff.

Early Dismissal

To ensure the safety of all students, parents/guardians must send a note with their child stating the time, date and reason for an early dismissal. Parents/guardians must report to the office prior to the dismissal and sign their child out of school. If a student leaves before 11:15am due to illness, etc., it will be counted as a day of absence. Any dismissal after 11:15am will result in a student being marked present but marked 'excused early.' All students must be picked up by 2:00pm for an early dismissal, or the student will be sent home on the bus.

GRADES

Please refer to IU1 Board Policies # 212 – Reporting Student Progress, # 213 – Assessment of Student Progress, # 215 – Promotion and Retention, and # 217 – Graduation Requirements

Grading Policy

Grades for each nine-week period are a compilation of the student's daily performance, which includes classroom discussion/participation, projects, class assignments, quizzes, tests, homework, and group work. Attendance is an important factor in a student's success.

Grading Scale

The following grading scale will be used to report grades to the home school districts:

A	90-100
B	80-90
C	70-80
D	60-70
F	59 and below
I	Incomplete Grade

If a student has been absent and the time allotted to make up the missed work extends beyond the end of the 45-day grading period, he/she will receive an incomplete (I) grade. The student has a two-week period to complete the incomplete work. At the end of the two-week period, he/she will be issued a letter grade to replace the "I". If the student fails to make-up incomplete assignments during this two-week period, each incomplete assignment will be marked as an "F" and averaged into the grades earned for that grading period. This will result in the student receiving a lower grade and possibly an F.

Students in grades 9-12 will receive credits toward graduation for each subject completed with a passing letter grade.

Progress Reports

A progress report will be mailed home following the 22nd day of each 45-day (nine-week) grading period. This report gives the student and his/her parents/guardians notice of current academic performance. This report will include a percentage and a letter grade and a summary of the student's progress. Parents are encouraged to call the school to speak with the teacher(s) and/or the principal to discuss any concerns.

Report Cards

At the end of each 45-day (nine week) grading period, a report card is mailed home to the parents/guardians along with progress monitoring reports. The Progress Monitoring Report explains the student's progress on his/her IEP goals and objectives. Teachers may make comments about classroom performance on the designated section on the report card. The report card also gives the parents/guardians the opportunity to request a conference to discuss their child's progress.

Homework

Homework is used as an extended learning opportunity. It is meaningful, targeted, purposeful, relevant and used in the next day's lesson. Homework helps a student practice new learning, assists in checking for understanding, helps a student accept responsibility, and can teach a student organizational skills and time management. The amount of homework will not be so demanding that it takes away from family time and home responsibilities. It is our intent that the amount of homework does not put parents in an adversarial role, and it does not interfere with the student's free time and other after-school activities.

Please refer to IU1 Board Policy # 130 – Homework

Graduation

Accurate recording of each student's achievement of academic standards will be maintained, as required by law and state regulations. Students shall be informed of the necessary district graduation requirements, including a graduation project, if required by the home school district. Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements.

Students with disabilities, who satisfactorily complete the special education program developed by the Individualized Education Program (IEP) team, (in accordance with the law, state regulations, and IU1 Board Policy) shall be granted a regular high school diploma by the school district of residence.

Please refer to IU1 Board Policies # 217 – Graduation

PA High School Graduation Requirements

Students will be required to meet the graduation requirements of their home school district, including the number of credits necessary to graduate*. Requirements through the 2019-2020 school year shall include course completion and passing grades, results of local assessments aligned with the academic standards, and participation in the English Language Arts, Mathematics, and Science state assessments [i. e., Keystone Exams or Pennsylvania Alternate System of Assessment (PASA)].

*Required number and types of credits vary by district and decisions of the IEP Team.

Please refer to Chapter 4 of Pennsylvania School Code for state graduation requirements:

<http://www.pacode.com/secure/data/022/chapter4/s4.24.html>

Special Education Students -- Special education students are required to satisfactorily complete the program developed by an Individualized Education Program (IEP) team in order to graduate from the home school district.

Supplemental Instruction -- Students who did not score proficient on a Keystone Exam must participate in supplemental instruction prior to retaking the Keystone Exam. The supplemental instruction must be consistent with the student's educational program.

Retaking Keystone Exams -- A student may retake an exam or exam module in which he or she did not score proficient or above, so long as the student received supplemental instruction. There is no limit on the number of times a student who did not score proficient on a Keystone Exam can retake the test.

Cheating

A student earns grades through the completion of his/her own work, which includes but is not limited to learning contracts, daily worksheets, projects, tests and quizzes. A student who takes or copies another's work and uses it as his/her own or gives his/her work to another student or students is considered to be cheating. Such actions will result in disciplinary action, a failing grade or both.

Plagiarism

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author/person and then representing them as one's own original work. Plagiarism is a serious offense and can result in a failing grade.

Planned Courses

All courses in grades K-12 are aligned with the PA Core/Academic Standards. Students in grades 9-12 can earn one credit for Math, Science, Social Studies and English upon successful completion of the course. Additionally, students can earn full and/or partial credit in Physical Education, Health and various elective courses.

Students in grades 3 – 8 and 11 will take the PSSA/PASA tests. Depending upon the student's grade level, a student may be tested in two or more of these content areas: English Language Arts, Mathematics, and Science. The scores will be reported to the home schools. Parents will receive a letter stating the testing dates.

The Intermediate Unit 1 Educational Campus at Waynesburg may administer a series of benchmark assessments throughout the school year to monitor student progress in meeting Pennsylvania's Core/Academic Standards and guide the delivery of instruction.

STUDENT SERVICES

Counseling

Counseling services are available to each student. These services include assistance with educational planning, interpretation of test scores, career and occupational information, tutoring assistance, help with home, school and social concerns, and/or any question(s) that the student feels comfortable to discuss with the counselor. Contact with the home school district counselor to answer specific questions relative to the student's return to the home school, credit issues, financial aid, etc. will be facilitated by the principal or social worker.

Food Services

Breakfast and lunch are provided to each student attending the Intermediate Unit 1 Educational Campus at Waynesburg at no cost. A student may bring his/her lunch. However, students are not permitted to bring open containers (including opened bottles, cans, cups, mugs, travel mugs, etc.) into the building. Such containers will be inspected and may be discarded or taken to the cafeteria for use during breakfast or lunch. Energy drinks such as Monster brands, Red Bull, etc. are banned from the school for their high caffeine and sugar content.

So that every student can have a pleasant mealtime, it is necessary to maintain a calm, orderly, and reasonably quiet atmosphere in the lunchroom. Each student is expected to be polite and use table manners. Students are responsible for keeping their lunch area (i.e. table, floor) clear and to pick up any debris before leaving the lunchroom.

Transportation Services

A student must exhibit safe and responsible behavior on the ride to and from school. Misbehavior is especially difficult to manage in this environment because the bus driver must focus his/her attention on the road and stay on schedule. The bus driver's number one interest is student safety. Students riding district buses/vans the policies, rules, regulations and consequences of the home school districts are in effect during the trip to and from school. The principal will consult with the home school district regarding bus misconduct of students riding on an IU1 provided bus/van.

Students who live in different school district may not ride home together on the bus or van. A student must ride to and from school on his/her assigned vehicle.

HEALTH SERVICES

Nurse's Office

The nurse's office is provided so that every student can benefit from its services. The following is necessary in order to provide efficient medical attention:

- Every student must have an emergency information card updated, completed, and on file.
- Any student with a health problem (e.g. allergies, asthma, diabetes, epilepsy) should have his/her parent/guardian notify the school nurse with specific requirements for treatment.
- If a student becomes ill, he/she must ask the teacher to be seen by the school nurse. A staff member will escort the student to and from the nurse's office.
- No student will be excused to go home when ill without permission from the principal or designee, as well as permission from parents.
- If the school nurse is not available, the student is to report to the main office.
- No student is permitted to make false statements about medical conditions he/she may or may not have. This would include pregnancy, skin irritations, contagious diseases and any other alarming false medical statements.

The legally mandated School Health Program of the Commonwealth of PA requires that school districts provide nursing services to school children. A school nurse is responsible for assessing the health needs of students and school personnel, as well as evaluating, planning and implementing health plans within the school. Health records are transferred from the home school district and maintained by the school nurse. The following chart highlights yearly mandated health services to be provided by schools:

Service	K-1	2	3	4	5	6	7	8	9	10	11	12	SE
Vision	X	X	X	X	X	X	X	X	X	X	X	X	X
Growth	X	X	X	X	X	X	X	X	X	X	X	X	X
Hearing	X	X	X				X				X		A/N
Physical Exam	X					X					X		A/N
Dental Exam	X		X				X						A/N
Scoliosis Screen						X	X						
Immunization Assessment	X	X	X	X	X	X	X	X	X	X	X	X	X

The present school immunization minimum requirements are as follows:

Children in ALL grades (K-12) need the following vaccines:

- 4 doses of tetanus, diphtheria, and acellular pertussis*
(1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after the 4th birthday)
- 2 doses of measles, mumps, rubella**
- 3 doses of hepatitis B
- 2 dose of varicella (chickenpox) vaccine or history of disease

Children that are age 12 years in 7th GRADE need the following vaccines:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade
- Children that are age 18 in 12th GRADE need the following vaccines:
- 1 dose of MCV on the first day of 12th grade. If the one dose was given at 16 years of age or older, that shall count as the 12th grade dose.

ON THE FIRST DAY OF 7th or 12th GRADE, unless the child has a medical or religious/philosophical exemption, a child must have had above vaccines or risk exclusion from school. Proof of immunization means a written record showing the dates (month, day, year) that the child was immunized.

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend Intermediate Unit programs, unless exempted for medical or religious reasons, or provisionally admitted by the Executive Director, in consultation with the district of residence, after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance.

Parent(s)/Guardian(s) are asked to inform the school of any health conditions. State law requires that any student who does not meet the immunization requirements must be excluded from school, unless meeting the medical or religious exemption specifications. Please refer to the *Pennsylvania School Code, Subchapter C. Immunizations*.

A family who does not have medical insurance for their child can contact the school social worker or the school secretary to obtain information regarding Pennsylvania's Children's Health Insurance Program (CHIP).

Communicable Diseases

Intermediate Unit 1 shares with others a responsibility to safeguard the welfare of all students and employees. In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that the established policy and guidelines of the member school district concerning communicable diseases and immunization be followed for students admitted from that district into programs of the Intermediate Unit 1. Therefore, IU1 will review each diagnosed case of communicable disease to determine how each student's educational needs can best be met and how to protect the health and welfare of all students and employees with whom s/he might come in contact.

**Please reference IU1 Board Policy #203 – Immunizations and Communicable Diseases*

Student Medication

Parent(s)/Guardian(s) have the primary responsibility for the health of their child. Although the Intermediate Unit strongly recommends that medication be given at home, we realize that the health of some children require that they receive medication while in school. In order for any prescription or non-prescription medication to be administered in school, the IU1 Authorization to Administer Prescribed Medication form must be completed by the student's parent(s)/guardian(s). This form along with a copy of the physician's original order(s) must be provided to the school nurse.

- **No medication will be given without an order from the child's doctor.**
- **All medication must be brought to the school in the original container by the parent or designated adult.**

During school hours, the school nurse or parent/guardian will administer the medication as directed by the student's physician. A student will be permitted to self-administer (in the presence of the school nurse) his/her medication only when the family physician specifies this

in his/her orders. The school nurse administering medication will record the name of the student; the prescribing physician, dosage, and the time the medication is given. This person will sign or initial the medication log.

Prescription Medication

When it is necessary for the nurse to dispense prescription medication to a student, the following procedure will be followed:

- The parent/guardian completes and signs the *Authorization to Administer Prescribed Medication* form.
- The parent/guardian attaches the physician's order to the *Authorization to Administer Prescribed Medication* form.
- Parent/Guardian (not the student) must provide any medication that is to be given during school hours directly to the nurse, principal or designee in its original container.
- A prescription medication log is kept for any child receiving prescription medicine during school hours.

Non-Prescription Medication

When students need non-prescription medication, the following procedure is strictly enforced:

- A student is not permitted to carry non-prescription medications to school.
- Parent/Guardian must bring any non-prescription medication to the school in its original container along with specific orders from the family physician.
- The person administering the medication will record non-prescription medications taken at school in the medication log.

Please refer to IU1 Board policies # 209 – Health Services/Medical Records and # 210 Use of Medications.

Student Illness Guidelines

The following guidelines are used for student illnesses and are recommended, if your child is ill:

- If your child's temperature is 100 degrees or higher, the child should stay home. Your child should be fever free for 24 hours before returning to school.
- If your child vomits or has diarrhea, the child should stay home for 24 hours from the last episode.
- If your child's eyes are red, swollen, itchy, have drainage, or have a crusty appearance on awakening, the child should stay home and be seen by the doctor.
- If your child has a productive cough that cannot be controlled with medication, the child should stay home and be seen by a doctor.
- If your child has been diagnosed with a communicable illness such as head lice, impetigo, ringworm, or chicken-pox, the child should stay home, and the school nurse should be called.
- If your child receives a serious injury or appears obviously ill, the doctor should see the child.

If your child presents with any of the above symptoms during the school day, you will be called to pick up the child in a timely manner.

Head Lice

At any time throughout the school year, the school nurse, principal, or appointed designee may examine any student(s) for lice. If live lice are identified during the examination the following procedure will be implemented:

1. Your child will remain in the classroom until the end of the day but discouraged to have close head contact with others.
2. On the day of lice identification, the school nurse, principal or appointed designee will contact the you and counsel you on the proper treatment for this condition.
3. Your child may return to school following the first treatment. The school nurse, principal, or designee will assess your child before returning to the classroom.
4. You will have UP TO TWO CONSECUTIVE days to treat your child (THIS INCLUDES WEEKENDS AND HOLIDAYS). Absences starting on the third day will be considered unexcused.
5. Seven days following the first treatment, the school nurse, principal, or designee will again assess your child for evidence of live lice. If lice are identified, the above steps will be followed again.

A student who continues to have a chronic issue with lice infestation will be referred by the school nurse, principal, or designee for further treatment.

DISCIPLINE POLICY

The following procedures refer to IU1 Board policies # 218 – Student Discipline and #113.1 – Discipline of Students with Disabilities.

School-Wide Positive Behavior Interventions and Supports Program

The school has established a school-wide positive behavior interventions and supports (SWPBIS) program that promotes positive and respectful interactions between the student and his/her environment, including other students and staff. SWPBIS focuses on effective classroom management and preventative school discipline. The SWPBIS theme for our school is **LEAD**:

Let's Be Positive

Exhibit Respect

Act Safety

Do Your Best

Each student is expected to follow **Code of Student Conduct** listed below:

1. We respect the rights, person and property of others.
2. We comply with persons in authority.
3. We are responsible for a safe and orderly environment.
4. We are on time, in assigned seats and ready to work.
5. We follow all school-wide policies and procedures.

The conduct standards outlined in the **Code of Student Conduct** apply at all times while students are on or about school property or areas adjacent thereto, which shall include:

1. Any IU1 property being used for an official school activity;
2. Property not owned by IU1 being used for school sponsored activities or events; and
3. Any vehicle, including school buses or vans, while such vehicle is being used to transport students to or from the Intermediate Unit 1 Educational Campus at Waynesburg.

School personnel may discipline students for misconduct that occurs in and around school property or activities. Minor Problem Behaviors (see charts on following pages) are behaviors

that disrupt the learning environment but are normally not severe enough to need referral to the principal. The classroom teacher is the first level of intervention to correct Minor Problem Behaviors. In most cases, the use of informal intervention strategies and/or the strategies outlined in a written behavior support plan is sufficient to bring the student's behavior to an acceptable level.

When these strategies do not quell the behavior or the student is exhibiting Major Problem Behaviors, the teacher will make a discipline referral to the principal. Major Problem Behaviors are more serious in nature. These behaviors disrupt the learning environment and are not reflective of the high expectations set for the students. The consequences of Major Problem Behaviors include more severe measures up to and including expulsion and the involvement of law enforcement officials.

Minor Problem Behaviors

**Include but not limited to:*

Inappropriate verbal language	Student engages in low intensity instance of inappropriate language
Physical contact/aggression	Student engages in non-serious, but inappropriate physical contact
Defiance	Student engages in brief or low-intensity failure to respond to adult requests
Disrespect	Student engages in brief or low-intensity disrespect to staff or other students.
Disruption	Student engages in low-intensity, but inappropriate, disruption.
Dress Code	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/IU1.
Technology Violation	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, music/video players, camera, and computer.
Property misuse	Student engages in low-intensity misuse of property.
Tardy	Student arrives at class after the period has commenced.
Other	Student engages in any other minor problem behaviors that do not fall within the above categories

Major Problem Behaviors

**Include but not limited to:*

Abusive Language/Inappropriate Language/Profanity	Verbal messages that include swearing, name calling or use of words in an inappropriate way.
Alcohol	Student is in possession of or is using alcohol.
Arson	Student plans and/or participates in malicious burning of property.
Bomb Threat/False Alarm	Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.
Combustibles	Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid).
Defiance/Insubordination/Non-Compliance	Student refuses to follow directions given by teachers and/or staff.
Disrespect	Student talks back and/or demonstrates socially rude interactions towards teachers, staff, and/or other students.
Disruption	Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior.
Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/IU.
Forgery/Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.
Harassment	Student delivers disrespectful messages (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.
Bullying	Intentional and unwelcome electronic, verbal, written or physical conduct directed at a student by another student or students that is severe, persistent or pervasive and has the intent and effect of physically harming a student; damaging, extorting, or taking a student's personal property; placing a student in reasonable fear of physical harm; substantially disrupting the orderly operation of the school; or creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
Inappropriate Display of Affection	Student engages in inappropriate (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult, either consensual or non-consensual.
Technology Violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
Lying/Cheating	Student delivers message that is untrue and/or deliberately violates rules.
Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.
Other Drugs	Student is in possession of or is using illegal drugs/substances or imitations.
Out of Bounds/ Off School Location	Student is in an area that is outside of school boundaries (as defined by school)
Property Damage	Student deliberately impairs the usefulness of property.
Skip Class/Ttruancy	Student does not report to class, leaves class/ school without permission, or stays out of class/ school without permission
Tobacco/Vaping Devices	Student is in possession of or is using tobacco or vaping devices.
Vandalism/Property Damage	Student participates in an activity that results in substantial destruction or disfigurement of property.
Weapons	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.

BEHAVIOR SUPPORT

Student Behavior

Student attitude and behavior is key to improved academic achievement. We expect every student to treat each staff member and fellow students with respect and dignity, just as every student should expect to receive mutual respect from all staff. Violations of the School-Wide Positive Behavior Interventions and Supports (SWPBIS) Program, the **Code of Student Conduct**, and Federal and State Regulations governing student behavior are outlined in the Student Discipline policy (Please reference IU1 Board policy **#218 Student Discipline**). Incidents involving students with special needs will be considered on an individual basis and dealt with in accordance with their IEP, Chapter 14 and IDEA.

The IU1 SWPBIS program focuses on positive, rather than negative measures. Treatment of a demeaning nature, the use of aversive techniques and the unreasonable use of restraints are not permitted. The SWPBIS program maximizes academic and social behavior outcomes for all students. The IU1 SWPBIS program is:

1. *Proactive*
 - a. Adjusting the environment to reduce the likelihood of problem behavior occurring
 - b. Allowing the student to be independent and successful
 - c. Examples: modifying the curriculum, reorganizing the physical setting, teaching and clarifying routines and expectations
2. *Educative*
 - a. Teaching replacement skills
 - b. Allowing students to meet objectives in more effective, efficient, and appropriate ways
 - c. Examples: Communication alternatives, alternative strategies
3. *Effective*
 - a. Managing consequences to reinforce desired behaviors and replacement skills
 - b. Withholding reinforcement following targeted behavior
 - c. Examples: Praise, access to reward, verbal redirection, loss of privilege

Staff Authority

Teachers and Administrators are given authority by §13-1317 of the Pennsylvania School Code to have the same authority over the conduct and behavior of their students as that exercised by any person in a parental relationship to the students (*in loco parentis*.) School authorities may exercise this authority while the students are “going to and from their homes” as well as while they are attending school. This authority is over conduct and behavior and does not include making decision regarding medical matters.

Substitute Teachers

Substitute teachers have all of the authority and responsibility of regular teachers with respect to classroom management, implementation of curriculum and enforcement of discipline.

Verbal De-Escalation and Physical Intervention Training

All staff is trained in verbal de-escalation and physical intervention procedures to respond effectively to the warning signs that a student is beginning to lose control, but also to address how they can deal with their own stress, anxieties, and emotions when confronted with these challenging situations. Staff are trained to prevent disruptive behavior by communicating with individuals respectfully and with concern for their well-being. Physical intervention techniques are used only as a last resort—when an individual presents an imminent danger to self or others.

Of course, not every incident can be prevented. When preventative and more intrusive techniques prove ineffective, it may become necessary for the school police officer and/or staff to use physical restraints to subdue a student. In such instances, the parent/guardian or his/her designee will be contacted, as well as the home school district. Physical restraints involving students with special needs require an IEP meeting to discuss the behavior.

Please refer to IU1 Board Policy # 113.1 – Discipline of Students with Disabilities

School personnel may use reasonable physical intervention in any of the following situations:

1. When safety is an issue and a student has clearly demonstrated a lack of ability to control his/her self.
2. To stop a fight, physical assault, or disturbance.
3. To take away a weapon or other dangerous object.
4. For self-defense.
5. For the protection of other students and staff.
6. To intervene when a student is attempting to injure him/herself.

Physical Intervention

The staff will not use physical intervention or physical contact against a student or strike a student as punishment for a violation of the **Code of Student Conduct**. However, nothing in IU1 Board Policy shall be construed to prevent staff from using reasonable and necessary physical intervention to restrain a student in order to protect one's self, other persons, prevent the destruction of property, or to prevent any illegal, overt act on the part of the student. Physical interventions are short-term strategies for safety purposes only.

The use of physical restraints will be used in accordance with guidelines set forth by the Pennsylvania Department of Education (PDE) and IU1 Board Policy. The use of restraints is considered a measure of last resort, only to be used after other less restrictive measures, including de-escalation techniques, have proved to be ineffective. Restraints used to control acute or episodic aggressive behavior may be used only when the student is acting in a manner as to be a clear and present danger to himself, to other students, or to employees, and only when less restrictive measures and techniques have proven to be or are less effective.

DISCIPLINARY ACTIONS

Suspension

Section 13-1318 of the School Code authorizes a "principal or teacher in charge of a public school" to "temporarily suspend any pupil on account of disobedience or misconduct." Suspension is exclusion from school for a period of one to ten consecutive school days. Suspensions may be in school or out-of-school. The regulations of the State Board of Education contain provisions concerning suspension at 22 Pa Code § 12.6(1). Unless there is a threat to the school community, a student is informed of the reasons for the suspension and given an opportunity to respond. The parents/guardians and home school district administrator are given immediate written notification when a student is suspended. Suspensions may not run consecutively beyond the ten-day period. If the suspension exceeds three days, the student and parents/guardians are given an opportunity for an informal hearing.

An informal hearing is designed to permit a student to explain the circumstances surrounding the event that prompted the issuance of the suspension and encourage a student's parent/guardian to discuss ways by which future offenses can be avoided. In the event that a student and his/her parent/guardian choose to participate in an informal hearing with the principal, the principal will provide them with sufficient notice of the time and the place of the hearing and with written notification of the reason(s) for the suspension.

Expulsion

Expulsion is exclusion from school by the home school district Board of Directors for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. Expulsions require a prior formal hearing with the home school district under §12.8 of the PA School Code. Violation (or continuous violations) of a severe nature will result in a recommendation, by the principal, to the home school district regarding further disciplinary action. From this point forward, the student's home school district policies take precedence.

Please refer to IU1 Board policy # 233 – Suspension and Expulsion

WEAPONS POLICY

It is a misdemeanor of the first degree for any person to possess a weapon in the buildings of, on the grounds of, or in any conveyance providing transportation to or from any publicly-funded elementary or secondary school. The student does not have to use the weapon; it is enough to carry it, keep it in a locker or book bag, or hold it for a friend. A weapon is defined by Pennsylvania school law as "any knife, cutting instrument, cutting tool, nunchukkas, firearm, shotgun, rifle, and [anything else] capable of inflicting serious bodily injury." This definition may include box cutters, kitchen knives, penknives on key chains, and other common household items.

Pennsylvania Act 26 of 1995 and Act 30 of 1997 requires local school districts to expel for a period of not less than one year, any student who is determined to have brought onto or is in possession of a weapon on any school property, any school-sponsored activity or any public conveyance providing transportation to a school or school-sponsored activity. The superintendent of the home school district may recommend modifications of such expulsion requirements for a student on a case-by-case basis. Act 26 requires school officials to notify the police whenever they discover any weapon covered by this Act.

The Federal Gun-Free Schools Act of 1994 requires each State receiving Federal funds to have in effect a State law requiring local educational agencies to expel from school for a period of not less than one year a student who is determined to be in possession of a weapon. This law also stipulates that no local educational agency may receive Federal financial assistance unless it has in effect a policy outlining this requirement. The Gun-Free Schools Act requires that when a local educational agency requests financial assistance, it must provide assurance that it has in effect such a policy.

*Please refer to IU1 Board policy # **218.1 – Weapons***

Weapon Prohibition Policy

A student is prohibited from possessing a weapon:

1. In the Intermediate Unit 1 Educational Campus at Waynesburg building and on the surrounding grounds.
2. In any conveyance (including private) providing transportation to or from the Intermediate Unit 1 Educational Campus at Waynesburg.
3. At any school function, activity or event whether or not held at the Intermediate Unit 1 or the Educational Campus at Waynesburg.
4. While the student is on his/her way to school.

A metal detecting device is used to ensure the safety and well being of the student population and staff at the Intermediate Unit 1 Educational Campus at Waynesburg. A student may be checked as he/she enters the building and prohibited items confiscated. Charges may be filed with the civil authorities regarding possession of the prohibited item(s). Random searches of student book bags, purses and outer garments occur throughout the school year.

Searches

In an effort to provide a safe, secure and peaceful environment, students must acknowledge a reduced expectation of privacy. Random unannounced inspections or sweeps of school property may be performed to assist in enforcing school policies/procedures and provide a deterrent to prohibited items, substances, or activities. Inspections or sweeps of school property may result in reasonable suspicion that prompts a search.

The principal, police officer, or designee thereof are authorized to search all student's personal possessions (including but not limited to bags and book bags, purses, pockets, or shoes) or motor vehicle parked on IU1 property upon entry or when there is reasonable suspicion that the student is violating the law, Board Policy, program rules, or he/she poses a threat to the him/her self or the entire school population. Searches conducted by the administration may include, but not be limited to, utilization of certified drug dogs, metal detection units, or any device used to protect the health, safety and welfare of the school population. All students will be required to participate with staff operating the metal-

detecting units. This will include the removal of belts, shoes, jewelry and other items that may cause the alarm to sound.

Please refer to IU1 Board policy # 226 – Searches

POSSESSION AND USE OF TOBACCO/NICOTINE

Both State and Federal laws (Act 145 of 1997, Pro-Kids Act, SED & Public Health Law) prohibit tobacco use in school buildings, on school transportation and on school grounds. Tobacco is defined as a lighted or unlighted cigarette, cigar, pipe, or other lighted smoking product and smokeless tobacco in any form, including imitation tobacco products (i.e. spit and spitless tobacco, also known as smokeless, dip, chew, snus and snuff). Additionally, no student is permitted to possess cigarettes, other tobacco products, papers used to roll cigarettes, lighters, or other paraphernalia at any time.

Students may not use, possess, or display vaping devices or any other smoking device on campus. This applies to even if the device does not contain tobacco related products. Such devices will be confiscated for parent pick up.

Tobacco/Nicotine Policy Guidelines

No students, staff member, volunteer or school visitor shall knowingly possess, use, furnish, transfer, or distribute tobacco and/or tobacco/vaping related products while:

1. In the school building or on school grounds during, immediately before and after school hours.
2. On school grounds at any other time when the school is being used by any school group.
3. Off school grounds while attending any school activity, function, event or school sponsored activities.
4. In transit to and from school or a school activity, event, function or school sponsored activity.

A student who violates any of the above provisions is committing a summary criminal offense. Student violators are subject to prosecution initiated by the school police officer and shall upon conviction be sentenced to pay court costs, as determined by the local magistrate.

Act 145 expressly states that a summary offense under this legislation will neither be a criminal offense of record, shall not be recorded as a criminal act, and shall not be placed on criminal record of the offender.

Please refer to IU1 Board policy # 222 – Tobacco/Nicotine

POSSESSION OF CONTROLLED SUBSTANCES AND PARAPHERNALIA

The Intermediate Unit 1 strives to prevent the abuse and use of controlled substances.

Controlled substances and associated paraphernalia are strictly prohibited from the Intermediate Unit 1 Educational Campus at Waynesburg. A controlled substance includes all of the following:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs, including any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance, or is used in a manner likely to induce others to believe the material is a controlled substance.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

Students are not permitted to use, possess, distribute, and/or be under the influence of any controlled substances during school hours, at any time while on Intermediate Unit 1 property, at any program or activity sponsored by the Intermediate Unit 1, and during the time spent traveling to and from programs and activities sponsored by the Intermediate Unit 1. If any incidence of the above occurs, the offence will promptly be reported to law enforcement; thus, potentially resulting in criminal charges.

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the principal has reasonable suspicion that the student is under the influence of alcohol or a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

The principal or designee will report any violations of the controlled substance policy to the home school. In conjunction with the sending district, disciplinary action will be taken which could include a suspension of three (3) to ten (10) days and may include expulsion proceedings. The school and/or district may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement to the school. Criminal charges and/or a juvenile allegation may also be filed against the student, which may result in the student being placed on probation.

*Please refer to IU1 Board policy **#227-Controlled Substances/Paraphernalia***

HARASSMENT/SEXUAL HARASSMENT

Racial, sexual, religious and ethnic harassment and violence will not be tolerated under any circumstances. Racial, sexual, religious and ethnic harassment and violence are defined as unsolicited behavior regarding race, sex, religion or ethnic groups that make the recipient feel fearful, embarrassed, defenseless, and angry or threatened to the point of interfering with his/her education. It is imperative that all individuals be treated with respect and dignity.

Harassment and violence are prohibited between students, between staff members and students, and between the public and the students while on school property. Examples of harassment and violence may include, but not be limited to: physical contact (uninvited pinching, grabbing, and touching), obscene gesturing, ethnic slurs, threats, insults, or assaults against a person in view of their race, sex, religion or ethnic group.

If a student feels that his/her emotional well-being is affected by such conduct, a complaint can be filed by contacting the principal or social worker. An investigation into the matter will be initiated immediately.

Reprisals and/or retaliation, resulting from a complaint, are not permitted. Unfounded complaints that are proven to be of a malicious and/or capricious nature may result in a counter investigation with the appropriate disciplinary action.

Please refer to IU1 Board policy #103 Nondiscrimination in Educational Programs/Services and #103.1 Nondiscrimination-Qualified Students with Disabilities

Sexual Harassment

Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature by another student(s) or staff when:

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.
2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute sexual harassment include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

Please refer to IU1 Board policy #103 Nondiscrimination in Educational Programs/Services and #103.1 Nondiscrimination-Qualified Students with Disabilities

Bullying

The Intermediate Unit 1 is committed to providing a safe, positive learning environment for students attending Intermediate Unit 1 programs. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by Intermediate Unit 1 students.

Bullying means intentional and unwelcome electronic, verbal, written or physical conduct directed at a student by another student or students that is severe, persistent or pervasive and has the intent and effect of:

- Physically harming a student.
- Damaging, extorting, or taking a student's personal property.
- Placing a student in reasonable fear of physical harm.
- Substantially disrupting the orderly operation of the school.
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyberbullying means unwelcome written and/or audio and cell phone/camera information directed at a student by another student that has the intent and effect of:

- Sending cruel, vicious, and sometimes threatening messages.
- Creating web sites that have stories, cartoons, pictures, and jokes ridiculing others.
- Posting pictures of classmates online and making or asking for inappropriate comments.
- Breaking into an email account and sending vicious or embarrassing materials/messages to others.
- Engaging someone in Instant Messaging (IM), tricking that person into revealing sensitive personal information, and forwarding the information to others.
- Taking an inappropriate picture of a person on school property and sending that picture to others with the intent to humiliate ridicule or harm.

It shall be a violation of this policy for any student to bully another student, to extort property from another student on Intermediate Unit 1 grounds during the time a student's

day begins and ends in an Intermediate Unit program, or at any school activity on or off campus.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying. Students who have been bullied are encouraged to promptly report such incidents to the building principal or designee.

Any staff member who observes or becomes aware of an act of bullying is to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, s/he shall report the bullying to the building principal or designee for further investigation.

Complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. The investigation may include interviews with students, parents/guardians and school staff. Additionally, there may be a review of school records.

A student who violates the Bullying policy shall be subject to appropriate disciplinary action consistent with the **Code of Student Conduct**. The principal or designee will determine the consequences and appropriate remedial action for a person who engages in reprisal or retaliation based upon the nature, severity, and circumstances of the act. Acts of reprisal or retaliation against any person who reports an act of harassment or bullying are prohibited.

The IU1 Board of Directors prohibits any student from falsely accusing another as a means of harassment or bullying. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Furthermore, the consequences must be consistent with the IU1 Board policy **#249 – Bullying/Cyberbullying Policy** and the **Code of Student Conduct**.

Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

Please refer to IU1 Board policy # 249 – Bullying/Cyberbullying

Fighting

Fighting is defined as the exchange of punches, blows, and physical force or with weapons between two or more students to harm or gain power. A student who initiated or is involved in a fight will be subject to the Intermediate Unit 1 policy on suspension and expulsion. Disorderly conduct charges may be brought against any or all participants.

Please refer to IU1 Board policy #233 – Suspension and Expulsion.

Terroristic Threats/Acts

The Intermediate Unit 1 Educational Campus at Waynesburg recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of school students, staff and community. An immediate and effective response to a situation involving a threat or act is necessary. A **Terroristic Threat** shall mean a threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. A **Terroristic Act** shall mean an offense against property or involving danger to another person.

The IU 1 prohibits any student from communicating terroristic threats or committing terroristic acts directed at any student, employee, community member or school building. The principal or designee shall react promptly and appropriately to information and knowledge concerning a possible or actual terroristic threat or act. Staff members and students shall be responsible for informing the principal regarding any information or knowledge relevant to a possible or actual terroristic threat or act.

When the principal or designee has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be applied:

1. The principal may immediately suspend the student.
2. The principal shall immediately inform the home school district.
3. Based on further investigation, the principal may report the student to law enforcement officials.

4. The principal may inform any person directly referenced or affected by a terroristic threat.
5. The principal, in conjunction with the home school district may recommend expulsion of the student to the home school Board. Should a student be expelled, the school may require that the student provide competent and credible evidence that the student does not pose a risk of harm to others.

**Refer to IU 1 Board Policy #218.2 – Terroristic Threats/Acts*

Unauthorized Departure from School Grounds

Students are not permitted to depart from school grounds without permission granted through the school office. The principal or designee will notify the parents, as well as the local or state police regarding the student leaving school property. Since this is a Major Problem Behavior, the principal will institute disciplinary action.

Theft/Stolen Property

Any student who is found to have taken the personal property of another individual and/or of IU1 will be referred to the principal and school police officer for disciplinary action and/or prosecution according to Pennsylvania's Crime Code. Charges may be filed against the individual by the person(s) or entity that had the property stolen and/or by the principal or school police officer.

A student who finds or receives the property of another individual that he/she knows to have been lost, mislaid, or delivered by mistake must take reasonable measures to restore the property to the owner. Additionally, a student shall not intentionally receive, retain, or dispose of property of another, knowing that it has been stolen or having suspicion that it may be stolen.

CARE OF SCHOOL PROPERTY

It is the belief of the staff that a student should be instructed in the proper use of school facilities, equipment, instructional materials, and textbooks. Each student should be taught to respect property and to develop feelings of pride in community institutions. Respect for school property is essential for a safe, healthy and clean environment.

Each student is charged with the responsibility for the proper care of school property and the school supplies and equipment entrusted to him/her to use. A student who willfully causes damage to Intermediate Unit 1 property (i.e. textbooks, computers, desks, equipment, windows, etc.) will be subject to disciplinary measures. A student is responsible for the repair and replacement of school property damaged by his/her intentional or negligent actions. Parents are responsible for actual damage to school property caused by the willful and malicious acts of their child to the extent allowable under Pennsylvania law. The Intermediate Unit 1 may hold a student and his/her parents/guardians responsible for the full costs of restitution including prosecution to the fullest extent of the law, if such costs are not paid.

A student whose damage of school property has been serious or chronic in nature will be reported to the appropriate juvenile authorities. In no case will a referral to juvenile authorities be made without prior notification to the student's parent/guardian.

Restrooms

Students found to be defacing restroom facilities or littering the area will be disciplined according to the severity of the offense. Excessive damage will result in the student and his/her parents having to make restitution.

Please refer to IU1 Board policy #224 – Care of School Property

TECHNOLOGY POLICY

The Acceptable Use of Technology Policy was adopted on August 12, 2004 and revised on March 26, 2013 by Intermediate Unit 1. This policy will be strictly enforced. The policy includes the following:

1. IU1 is a pornography/violence/hate free institution and any student engaging in activities that could be considered obscene, offensive, disruptive and or counterproductive to the school environment is subject to disciplinary action.
2. The IU1 Board established that network use is a privilege, not a right, and that inappropriate, unauthorized and illegal use will result in the cancellation of privileges and disciplinary action.
3. The network user is responsible for damages to the equipment systems and software resulting from deliberate or willful acts.
4. Illegal use of the network, intentional deletion or damage to files of data belonging to others; copyright violations and theft of service will be reported to the appropriate legal authorities for possible prosecution.

Computer usage will be limited to software and web-based programs that enhance subject-specific lessons and aid the student in the attainment of skills as outlined in the PA Academic Standards. The Intermediate Unit 1 utilizes a filtering system to ensure that students do not access banned or inappropriate websites. Students are expected to comply with the limits set by this system and not attempt to access sites that are deemed inappropriate by breaking into or disabling the system.

*Please refer to IU1 Board policy # **815 – Acceptable Use of Technology***

ELECTRONIC DEVICES

Students are permitted to bring cell phones, iPods/MP3 players, iPads/tablets, and other electronic devices to school. Students will only use appropriate technology at teachers' discretions. Students will only use appropriate educational applications on their device (i.e., not games and/or non-school related tasks and functions). Students are not permitted to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day. Students are permitted to access only the Intermediate Unit 1 Educational Campus at Waynesburg's network through personal devices, not private networks. Electronic devices will be collected during the administration of classroom tests, including state and local assessments.

Students are expected to utilize the electronic devices in accordance with the IU1 Acceptable Use of Technology policy. The principal, police officer, or other designee reserves the right to monitor, inspect, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred. Intermediate Unit 1 shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to the Intermediate Unit 1 Educational Campus at Waynesburg.

Continued violation on the Electronic Devices policy will result in discipline and will result in permanent confiscation of the device.

*Please refer to IU1 Board policy # **237 – Electronic Devices.***

DRESS CODE

A student's style of dress and/or grooming may reflect individual preference; however, such preferences must be selected within the constraints of reasonable rules and appropriate standards that are consistent with the maintenance of an effective learning atmosphere and good personal hygiene. The IU1 Board expects each student's attire and grooming to promote a positive, safe and healthy environment within the school.

The IU1 Board has determined that reasonable regulation of school attire and personal adornment is within its authority and consistent with its responsibility to provide an appropriate environment for learning. Although the IU1 Board recognizes that individual students have a right to free expression, that right must be balanced with the Board's responsibility to provide a safe, secure and orderly educational environment for all students.

Please refer to IU1 Board policy #221 – Dress and Grooming

Section 1 – General Clothing Guidelines

Students may not wear the following during the school day:

- Clothing considered a safety hazard such as baggy or excessive layers
- Torn or ripped clothing that reveals private body parts
- Spandex or skin-tight clothing
- Outer wear (coats and jackets)
- Cutoffs

Section 2 – Tops

- Blouses and shirts must have sleeves.
- Tops may not be low cut or exposing, such as bare backs and bare midriffs.
- Unacceptable tops include: tank, halter and mesh tops, see through blouses and shirts, tube or crop tops, spaghetti straps.
- Shirts may not have writing, pictures or insignia that endorse vulgarity, violence, tobacco, drugs and alcohol, weapons or exhibit obscenities and double meanings.

Section 3 – Pants, Shorts and Skirts

- Shorts and skirts must not be shorter than three (3) inches above the knee.
- Extremely tight pants, shorts and skirts are not permitted.
- Splits in dresses and skirts are not to be longer than 3 inches.
- Pants, shorts and skirts must be secured and worn so that no skin and/or undergarments are exposed.
- Pants with lace material or that lace above the knee are not permitted.

Section 4 – Footwear

- Shoes must be worn at all times.
- Shoes with laces must be tied.
- Sandals must be secured on the feet by the straps provided.
- Shoes with heels must be no higher than one inch.
- Appropriate footwear must be worn for Physical Education classes (i. e., shoes with laces secured to feet).

Section 5 – Jewelry, Headgear and Accessories

- Spiked jewelry, chains, or any other jewelry that may cause injury or is a safety hazard is not permitted.
- Jewelry is to remain on during the course of the day.
- Hats, bandannas, visors, sweatbands, sunglasses, hoods (hoodies), and any other headgear are not permitted. If a student wears a hoodie, the hood must be kept down and not covering his/her head while in the building.
- Patches, buttons, pins, tattoos, jewelry, belts, purses, etc. may not have any writing, pictures or insignia that are obscene, sexually explicit, violent, or drug, alcohol or tobacco related.

Section 6 - Hair

- A student whose hair length would cause a safety or health hazard in courses, such as Vocational Education, Physical Education, Technology Education, Family and Consumer Science, crafts, and/or co-curricular activities, may need to make appropriate accommodations to secure his/her hair.

Section 7 – Health and Hygiene

- All students are expected to maintain good personal hygiene.
- Any clothing that is unhealthy or unsanitary is discouraged (i. e., dirty or giving off a foul odor).
 - If health and hygiene are consistently an issue, these areas will be addressed with your child by a School Social Worker so the appropriate skills can be taught.

Section 8 – Consequences/Remedies

- Student will remove article(s) that violate the dress code.
- Student will call his/her parent to bring a change of clothing or will wear clothing that is provided by the office.
- Student may be isolated if situation cannot be corrected.
- Student will turn clothing inside out if requested to do so.
- Refusal to comply with these remedies will result in disciplinary action.

GENERAL INFORMATION

School Calendar

The Intermediate Unit 1 Educational Campus at Waynesburg will follow a designated calendar for the 2019-2020 school year. A copy of the calendar is sent home with each student. Additional copies can be obtained from the school secretary.

School Delays and Cancellations

The Intermediate Unit 1 Educational Campus at Waynesburg will announce school delays and cancellations separately from the student's home school district. Closings due to any utilities failure will also be announced on the stations below. In case of inclement weather, delayed openings, school cancellations, early closings, or other emergencies, announcements will be made on the following radio and TV stations:

WANB/105.1 FM

KDKA-TV

WTAE-TV

WPXI-TV

Pledge of Allegiance

It is the responsibility of every citizen of the United States of America to show respect for his/her country and its Flag. A student may choose not to recite the Pledge of Allegiance on the basis of personal belief or religious convictions. A student who chooses to refrain from participation will respect the rights and interests of his/her classmates who wish to participate. A student who chooses to refrain from participation may stand or sit and will remain respectfully silent throughout the Pledge of Allegiance. A student whose manners or actions are disruptive during the Pledge of Allegiance will face disciplinary action deemed appropriate by the school authorities.

Valuables

The school is not responsible for lost or stolen items. A student is prohibited from bringing large sums of money and other items of value to school.

Lost and Found

Lost and Found items are located in the office. Unclaimed items will be disposed of after the completion of Semester 1 (January) and then again after the last day of school.

Lost or Damaged Textbooks

A student is responsible for the proper use and care of his/her textbooks. A student will pay for lost or damaged books.

Emergency Contacts/Legal Documentation

A student and/or his/her parents/guardians must report any change of address and/or telephone number to the office secretary. This information is very important in the event that the school needs to communicate with a parent/guardian (e. g., when a child becomes ill, in emergency situations, etc.).

If the court issues updated custody agreements, legal documentation must be submitted to the school immediately upon receipt. If this would change any information listed on the emergency contact sheet, an updated sheet must be submitted along with the custody agreement.

Public Display of Affection

Displays of affection including, but not limited to, kissing and fondling are not permitted in school. If a verbal warning does not end this problem, then parents/guardians will be notified, and disciplinary action will be taken.

Dismissal/End of the School Day

Only the designated exit is to be used to load buses/vans. Never cross in front of or go between buses. No one is to loiter in the loading area.

Field Trips

A field trip is defined as any activity that is designed to culminate or enrich a unit of instruction. Students participating in a field trip are transported away from school premises, are provided with a first-hand educational experience not available in the classroom and are supervised by one or more of the Intermediate Unit 1 Educational Campus at Waynesburg staff. During field trips, students remain under the supervision and responsibility of the Intermediate Unit 1 Educational Campus at Waynesburg staff and are subject to all rules and regulations.

Please refer to IU1 Board policy # 121 – Field Trips

Recruiters

Act 10 of 1991 and then the No Child Left Behind Act of 2001 created mandates for schools receiving federal funds to provide student names, addresses, and telephone numbers to military recruiters. Parents may opt out so that information is not released without their prior consent. Parents must notify the principal in writing of this decision.

Work Permits

A student wishing to obtain a permit for a part-time job during the school year must report to his/her home school to obtain the required forms.

Visitors

The staff welcomes and encourages visits to our school by parents/guardians, community residents, agency personnel, and educators. To ensure order, a visitor must comply with the policies and procedures of the Intermediate Unit 1 Educational Campus at Waynesburg. Visitors may also be subject to the school's entry procedures, including the use of metal detectors, having photo identification readily available, etc. All building policies are clearly displayed at each entrance to the building. Individuals participating in approved activities (e.g. student teaching, social work internship, staff trainings, etc.) and agency personnel providing services to a student will follow the applicable procedures governing their visits. Visitors must sign in and out at the main office and must wear any visitor identification provided to them. The principal must pre-approve any visit to a classroom, and the teacher must be given 24 hours notice of the visit.

Please refer to IU1 Board policy #907 – Visitors

Integrated Pest Management

The Intermediate Unit 1 utilizes integrated pest management procedures to manage structural and landscape pests and the toxic chemicals used for their control in order to alleviate pest problems with the least possible hazard to people, property and the environment.

Integrated Pest Management (IPM) is the coordinated use of pest and environmental information to design and implement pest control methods that are economically, environmentally and socially sound. IPM promotes prevention over remediation and advocates integration of at least two (2) or more strategies to achieve long-term solutions.

Integrated Pest Management Plan is a plan that establishes a sustainable approach to managing pests by combining biological, cultural, physical and chemical tools in a way that minimizes economic, health and environmental risks.

The Board established that the Intermediate Unit 1 shall use pesticides only after consideration of the full range of alternatives, based on analysis of environmental effects, safety, effectiveness, and costs.

The Board adopted an Integrated Pest Management Plan for buildings and grounds that complies with policies and regulations promulgated by the Department of Agriculture.

The Executive Director or designee is responsible to implement integrated pest management procedures and to coordinate communications between the Intermediate Unit 1 and the approved contractor.

*Please refer to IU1 Board policy **#716 – Integrated Pest Management***

Safety Drills

A fire drill will be held monthly. Other safety drills will be held periodically throughout the school year. Emergency bus evacuation drills will be held twice per year, one during the first week of school and one in March. An emergency weather drill will also be held according to guidelines provided by the Pennsylvania Emergency Management Agency (PEMA). Also, once per year, an emergency evacuation drill will be held. Each student will participate in these practice drills in a safe and orderly manner.

Information concerning emergency procedures can be found in the following letter.

Dear Parent(s)/Guardian(s):

This letter is to assure you of our concern for the safety and welfare of students attending the Intermediate Unit 1 Educational Campus at Waynesburg. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective responses:

1. *Immediate Evacuation* Students will be evacuated to a safe area on the school grounds in the event of a fire, gas leak, etc.
2. *Modified Operation* This action may include cancellation/postponement or rescheduling of normal operations. This action is normally taken in cases of inclement weather or building problems (such as utility disruptions, heating issues) that make it unsafe for students to be in attendance.
3. *In-House Sheltering* Provide refuge for students, staff and the public within the school building during an emergency such as sudden and severe weather, hazardous material spills/leakages, etc.
4. *Evacuation* Total evacuation of the campus may be necessary if the school is in an endangered area. In this case, students will be taken to another location outside of the endangered area.

If your residence is in a disaster/endangered area and the Intermediate Unit 1 Educational Campus at Waynesburg is not, your child will be cared for at the school until the danger has subsided, or until you or your authorized designee comes to the school to get him/her.

Please listen to WANB/105.1 FM or Channel 4 WTAE TV for announcements relating to any emergency situation.

Please refrain from calling the school during an emergency situation. This will keep the telephone lines open so that Intermediate Unit 1 Educational Campus at Waynesburg staff will be able to make emergency calls and relay information to the appropriate authorities and the media.

The media will advise you when and where to report to regain custody of your child. This will avoid traffic congestion that may impede the response of emergency personnel and vehicles further endangering the safety of students and staff.

When you report to the designated student release area, you will need to:

- Produce a photo identifying you as the authorized person designated to pick up the student.
- Sign the Parent Reunification form.

Included with this letter is the form that the school uses for parents to designate the person or persons authorized to pick up your child. Please complete and return the form to the school office no later than **September 13, 2019**. This form will be used for *ALL INSTANCES* when your child is released from the school. Please ensure that only those persons you list on the form attempt to pick up your child.

In the event your child has a personal vehicle at school at the time of an emergency or evacuation, your consent is also required before the student will be permitted to leave the campus using this vehicle.

I specifically urge you **not** to telephone the school or attempt to make different arrangements during an emergency situation. Such action will only create additional confusion and divert staff from their assigned responsibilities.

All instructions will be provided to the media for dissemination. Should the media be unable to operate because of a power outage, etc., Emergency Management personnel in your area will activate an alternate alerting system.

Emergency conditions/situations may require that the school close for a period of time. In that event, students may be required to complete assignments at home or at another location. You will be informed via the news media or neighborhood alerting system of procedures to be followed.

In order to assure the safety of our students and staff, and in an effort to assure the continuity of the educational process, I ask your understanding and cooperation should any emergency occur. If you have additional questions regarding our emergency operating procedures, please contact me at 724-627-4656.

Sincerely,



Kristin J. Szewczyk, Ed. D./CCC-SLP
Intermediate Unit 1
Principal/Supervisor of Special Education
Intermediate Unit 1 Educational Campus at Waynesburg

I fully understand the Intermediate Unit 1 Educational Campus at Waynesburg policies and procedures and agree to follow the **Code of Student Conduct** and all rules and procedures explained in this handbook.

Student's Name and/or Signature

Date

I have received a copy of the Intermediate Unit 1 Educational Campus at Waynesburg Student-Parent Handbook and understand the policies and procedures located within the handbook.

Parent/Guardian Signature

Date