

Intermediate Unit 1

Educational Campus at Colonial
2019-2020

STUDENT - PARENT HANDBOOK



6353 National Pike Road
Grindstone, PA 15442
724-785-7472
724-785-9375 (fax)

Mr. Sean Van Eman, Principal

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All Intermediate Unit 1 policies are located on the IU1 website (www.iu1.org) under Human Resources.

PROGRAM OVERVIEW

The entire staff of the Intermediate Unit 1 (IU1) at Colonial Campus welcomes you to our school! 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.

Your home school administrators and parents have agreed for you to attend the Alternative Education Program, Therapeutic Emotional Support (TES) or Comprehensive Therapeutic Emotional Support Program (CTES) at the IU1 Educational Campus at Colonial. Our goal is to continue providing educational services along with behavioral interventions to overcome disruptive behavior and return students to their regular school environment. The programs in our school are designed to meet the needs of a diverse student body. We are committed to helping students have a meaningful learning and social experience.

This handbook is designed to aid students and parents. We encourage parents to read this book and become familiar with the policies and procedures of our school. It is the responsibility of each student to become familiar with the contents of this handbook.

Mission

The mission of the IU1 Educational Campus at Colonial is to provide all students access to a safe, orderly environment where they 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 alternative education, TES, and CTES programs are for 'at-risk' students, the IU1 Educational Campus at Colonial 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 returning to their home schools

Program Description

AEDY

A consortium of school districts from Fayette, Washington, and Westmoreland counties makes up the alternative education component of the IU1 Educational Campus at Colonial.

The alternative program provides a challenging education and related services to students in grades 7-12 who have experienced both academic and behavior difficulties in the general education setting. Students attend the school on a full-time basis, 5 days per week, and 180 days per year. They receive instruction in the core areas of English, Math, Science, and Social Studies, in addition to physical education, health, and a variety of elective courses.

The curriculum is aligned with the Pennsylvania (PA) Core Standards and teachers provide individual and group work using differentiated instruction.

** Refer to IU1 Board Policies - #102 – **Academic Standards** and #105 – **Curriculum Development**.*

PA certified secondary education teachers, highly qualified in their assigned curricular areas, provide the core instructional program. Highly Qualified special education teachers assure all special needs students are provided a Free and Appropriate Public Education (FAPE) as outlined in their Individualized Education Programs (IEP).

Full-time social workers provide individual and group counseling. Other support personnel providing services include a certified school psychologist, school nurse, and a school police officer. Most of the special education classrooms have at least one paraprofessional. Several building paraprofessionals are available to assist staff and students.

Students Served

The alternative education program provides educational services for students in grades 7-12, identified by the administrative, guidance, and teaching staff of the member districts and/or the IEP team, as needing an alternative placement. The home school determines if a student qualifies for placement at the alternative school if he/she meets one or more of the following criteria as developed by Pennsylvania's Alternative Education for Disruptive Youth requirements:

1. Disregard for school authority, including *persistent* violation of school policy and rules;
2. Display of or use of controlled substances on school property or during school-affiliated activities;
3. Violent or threatening behavior on school property or during school-related activities;
4. Possession of a weapon on school property, as defined under 18 Pa. C.S. Section 912 (relating to possession of weapon on school property);
5. Commission of a criminal act on school property;
6. Misconduct that would merit suspension or expulsion under school policy;

* All Intermediate Unit 1 policies are located on the IU1 website (www.iu1.org).

Students are placed in the alternative education program following an informal hearing at the home school district. After the hearing, and once the AEDY Referral form has been received from the district, students and families come to the Colonial school for an intake visit, where an Academic and Behavioral Support Plan with goals will be created. A Formal Periodic Review will occur with the students, parents, and districts at the end of every "presumptive exit date" unless otherwise prescribed for each student. During this review, the team will determine if the student has made academic and behavioral progress towards their goals and recommend if the student shall remain at Colonial or return to their home school district. Our ultimate goal is to return students to their home school districts.

Therapeutic Emotional Support Program

The Therapeutic Emotional Support (TES) program provides academic and emotional support for students, grades 7-12, who are unable to participate in regular educational programs because of severe behavioral, social, and personal problems. The students participate in the general education curriculum that is aligned with the PA Core Standards. The TES program offers a highly structured classroom environment with emphasis on positive behavior interventions. An individual Positive Behavior Support Plan is created for each student if needed.

In addition, individual and group counseling, conflict resolution, and character education are provided according to a student's 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 (CTES) program provides academic and emotional support for K-12 students but also needs more intensive individual and group therapy. The staff, which includes a CTES teacher and a licensed Social Worker, creates an individual Behavior Intervention Plan for each child. A child psychiatrist serves as consultant and manages students' medication. The CTES program offers a highly structured classroom environment with emphasis on positive behavior interventions.

Colonial school promotes success both within and outside the program by creating a nurturing and respectful milieu in which children feel safe and valued. Challenging behavior is viewed as the result of deficits in particular skills, and the focus of treatment is teaching these skills. Our experienced staff helps children learn skills to better manage emotions, improve relationships with others, and meet academic expectations.

The CTES program operates 180 days per year and provides content courses, as well as group and individual counseling throughout the day. Students are identified through the IEP process involving the home school district, parents and student. The goal of the program is to help each student develop skills and behavior necessary to return to his/her home school district.

Return to Home School for AEDY Students

Returning a student to the home school is the top priority of our staff. At least once a semester, a team comprised of the home school administrator(s) and staff, the Colonial Campus principal and staff, the student and parent(s)/guardian(s) will review the student's academic and behavioral progress. The team will evaluate and recommend whether the student will continue in the alternative placement or return to the home school. This review will be documented and kept on file in the individual student's record. The following criteria will be used to measure the student's readiness to return to the general educational setting:

1. Behavioral success, as measured by daily point sheets and the reduction in disciplinary reports and actions.

For a student with special needs, the IEP team comprised of the home school district LEA, the Colonial Campus principal, social worker, special education teacher, regular education teacher, the student's parent(s)/guardian(s), support staff and the student (if appropriate) will review data at least annually 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. Regular attendance (95% or above)
2. Behavioral success, as measured by daily point sheets and the reduction in disciplinary reports and actions
3. Academic success, as measured by grades, standardized testing data, progress monitoring, and credit attainment.

Program Evaluation

The effectiveness of the alternative education 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 returning to the regular home school by meeting the exit criteria of the alternative placement.
5. 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

IU1 has the authority and responsibility to establish reasonable rules and regulations for the conduct and deportment of students at the IU1 Educational Campus at Colonial. 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 IU1 Educational Campus at Colonial.

All instructional materials, including teacher's manuals, audio, visuals, or other supplementary instructional material to be used in the instructional program of the IU 1 at Colonial shall be 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:

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 IU1 Educational Campus at Colonial 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 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 right of others. Such expressions are those which:

1. Libel 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 such solicitations have not been Board approved.

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 IU 1 at Colonial recognizes the legal requirement to maintain the confidentiality of collected student records and conforms to the mandates of the Family Educational Rights and Privacy Act (FERPA) and its regulations: The Guidelines for the Collection, Maintenance, and Dissemination of Student Records, and the Standards for Special Education. 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 procedures and interact safely within the environment.
2. Attend school daily, report to classes on time and 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.

*Refer to IU1 1 Board Policy #235 – **Student Rights and Responsibilities** and #216 – **Student Records***

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 seventeen 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.

*Refer to IU 1 Board Policy #204 – **Attendance**.*

Home School District Attendance Policy

The school secretary will communicate with the home school district on a weekly basis to report a student's attendance. The home district will follow the procedures outlined by state law and their attendance policy. The home district may send a warning letter to the parent(s)/guardian(s) regarding attendance issues. Violations of the attendance policy may result in a district hearing/or and 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).

IU1 Campus at Colonial 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. The school secretary or designee will call the student's home after three (3) consecutive absences. Attendance is sent to each student's home school district on a weekly basis.

School Tardiness

A student is considered tardy when he/she reports to school after 8:00 A.M. When this happens, the student must check in at the office, sign in and list arrival time, pick up a point

sheet and report to class. The student is required to provide the school secretary with an excuse from the parent(s)/guardian(s) stating the reason for the tardiness. A medical excuse is required for doctor's appointments and will not count in the accumulation of tardies for the year.

If it is determined that the student is tardy, the number of minutes tardy will be documented. Tardy minutes are added together as unexcused days, are cumulative for the entire school year and may result in consequences. The home district 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(s)/guardian(s). 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(s)/guardian(s). (This includes students 18 years of age and older).

Students are legally excused for the following reasons:

1. Illness
2. Family emergency
3. Quarantine
4. Death in the family
5. Impassable roads
6. Authorized religious holidays
7. District approved family educational trips
8. Educational tours and trips
9. Required court appearance
10. Medical and dental appointments (with a doctor's excuse)
11. Any absence approved in ADVANCE by the principal

A student will have three (3) days from the date of return to school to produce a written excuse before the absence is marked unexcused.

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.

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, parent(s)/guardian(s) must send a note with their child stating the time, date and reason for an early dismissal. Parent(s)/Guardian(s) must report to the office prior to the dismissal and sign their child out of school. If a student leaves before 10:30 AM due to illness, etc., it will be counted as a day of absence. Any dismissal after 10:30 AM will result in a student being marked present but marked 'excused early.'

GRADES

The following policies and procedures 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 (45 days) are a compilation of the student's daily performance that includes but is not limited to classroom discussions/participation, projects, seatwork, quizzes, tests, homework and group work. Attendance is an important factor in each student's success.

Grading Scale

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

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below
I	Incomplete Grade

Students IEP goals will be monitored and sent home each nine (9) weeks.

If a student has been absent and the time allotted to make up the missed work extends beyond the end of a forty-five (45) day grading period, he/she will receive an "I" (Incomplete) grade. The student has a two-week period to complete the incomplete work. At the end of this two-week period, the student will then 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 grade 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 nine-week (45 day) grading period. This report gives the student and his/her parent(s)/guardian(s) notice of current academic performance. This report will include a percentage and a letter grade and a

summary of the student's progress. Any discipline issue(s) will also be explained. Parent(s)/Guardian(s) are encouraged to call the school to speak with the teacher(s), social worker, and/or principal to discuss any concerns.

Report Cards

At the end of each forty-five (45) day (nine week) grading period, a report card is mailed home to the parent(s)/guardian(s) along with a Progress Monitoring Report. 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 of the report card. The report card gives the parent(s)/guardian(s) 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 teaches 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 parent(s)/guardian(s) in an adversarial role, and it does not interfere with the student's free time and other after-school activities.

Refer to IU 1 Board Policy #130 – Homework

Graduation

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

Senior projects are a requirement to graduate. Students need to meet all the deadline criteria. Any student that does not keep the timeline and complete the project will not receive their diploma or participate in graduation ceremonies.

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Students with disabilities, who satisfactorily complete the special education program developed by the Individualized Education Program 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.

Refer to IU1 Board Policy #217 – Graduation

PA High School Graduation Requirements

Requirements through the 2019-2020 school year:

Students will be required to meet the graduation requirements of their home sending district, including the number of credits necessary to graduate*. Requirements through the 2019-2020 school year shall include course completion and passing grades, completion of a culminating senior project (if required by sending school district), results of local assessments aligned with the academic standards.

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

The purpose of the culminating senior project is to assure that students are able to apply, analyze, synthesize and evaluate information and communicate significant knowledge and understanding. Seniors who do not achieve proficient or advanced levels through the Keystone Exams in Science, English Language Arts and Biology will be required to undergo remediation.

Requirements for the Classes of 2020

1) Course completion and grades; 2) Meet home school district requirements of the number of credits necessary to graduate.

Requirements for the Class of 2022: Require *proficiency* in Algebra I, Biology, and Literature Keystone Exams. This is in addition to outlined requirements for graduation.

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.

Keystone Exams – The Keystone Exams are end-of-course assessments designed to assess proficiency in the subject areas of Algebra, Literature, and Biology.

Pennsylvania System of School Assessment -- Every Pennsylvania student in grades 3 through 8 is assessed in English Language Arts and Math. Every Pennsylvania student in grades 4 and 8 is assessed in science.

Supplemental instruction -- Students who did not score proficient on a Keystone Exam must participate in supplemental instruction prior to re-taking the Keystone/module. The supplemental instructional support must be consistent with the student's educational program. The IU1 at Colonial will continue providing supplemental instruction either until the student demonstrates proficiency in the subject area.

Re-taking Keystone Exams -- A student may re-take 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 daily worksheets, projects, tests and quizzes. A student who takes or copies another student's work and uses it as his/her own or give 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 disciplinary action, a failing grade, or both.

Planned Courses

All courses in grades K-12 are aligned with the PA Core 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 through 8 will take the PSSA tests in English Language Arts, Math, and Science (4th and 8th grade only), and the scores will be reported back to the home schools for state monitoring. Parents will receive a letter stating the testing dates. To develop program and individual goals and objectives, staff will use information and data collected from benchmark testing.

Students completing coursework in Algebra I, Biology, and Literature will take the Keystone Exams. The Keystone Exams are designed to assess proficiency in subject areas. Keystone Exams are one component of Pennsylvania's proposed system of high school graduation requirements.

Benchmark Assessments

Benchmark assessments will be given periodically throughout the school year to determine students' strengths and weakness.

STUDENT SERVICES

Counseling

Guidance/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 counselor to answer specific questions relative to the student's return to the home school is available.

Food Services

Breakfast and lunch are provided by the Uniontown Area School District. Parent(s)/Guardian(s) must fill out the required income form and return it to the building secretary in order for their child to receive a free or reduced lunch. The form will be submitted to the Food Service Program director. This form must be completed and kept on file in accordance with Federal guidelines. **A student who does not return the income form will have to pay for his/her own meals.** A student may choose to bring his/her own lunch, which can be refrigerated, if necessary. However, students are not permitted to bring open containers (including bottles, cans, cups, mugs, travel mugs, etc.) into the building. Such containers will be inspected and discarded upon student arrival.

So that every student can have a pleasant mealtime, it is necessary to maintain a calm, orderly and reasonably quiet atmosphere in the cafeteria. Each student is expected to be polite and use table manners. Each student is expected to comply with the following rules:

1. Breakfast and lunch money are to be given to the building secretary upon entry into school.
2. A student will take only the exact amount of items specified by the staff.
3. Each student sits in an assigned area with his/her homeroom.
4. All food is eaten in the cafeteria. No food is to be taken from the cafeteria.
5. Each student is to clean his/her table and floor area before leaving the cafeteria.

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 van driver must focus his/her attention on the road and stay on schedule. The van driver's number one interest is your safety. Since each school district provides transportation services for students who reside in their home school district, the policies, rules, regulations and consequences of the home school districts are in effect during the trip to and from school.

Students who live in different school districts may not ride home together on a bus or van. A student must ride on the transportation provided by their home school district.

If a student fails to exhibit proper behavior on the bus/van, the driver will complete a "Bus Misconduct Report," and turn it into the principal or designee. The following bus/van misbehavior will result in disciplinary action, in conjunction with the home school district:

1. Possession or use of tobacco, alcohol, illegal drugs, or vaping device

2. Getting on another bus/van without prior office approval and a temporary bus permit
3. Throwing objects inside or outside the vehicle
4. Getting off at the wrong stop
5. Behaving in any way that would endanger others and/or the safe operation of the vehicle
6. Defacing or vandalizing the 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.
- 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, a student is to report to the main office.

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.

A family who does not have medical insurance for their child can contact a 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. 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 IU 1 Board Policy 203 – Immunizations and Communicable Diseases*

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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 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. The nurse or designee will count the medication and will contact the parents/guardian if any medication is missing.

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 person 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 (AAPM) form.
- The parent/guardian attaches the physician's order to the AAPM 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.

*Refer to IU1 Board policies # 209 – **Health Services and Medical Records** and # 210 **Use of Medications.***

Student Illness Guidelines

The following guidelines are used by the Campus at Colonial 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. Children 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 child should be seen by the doctor.

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.

DISCIPLINE POLICY

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

School-Wide Positive Behavior Program

The State of Pennsylvania has instituted standards for Safe & Supportive Schools that provides resources and exemplars to promote active student engagement in a safe and positive learning environment. These standards are the background and basis for our School-Wide Positive Intervention and Behavior Plan (SWPIBP). The school has created a SWPIBP program based on these standards that promotes positive and respectful interactions between the student and his/her environment, including other students and staff.

Colonial school's SWPIBP is a framework for enhancing adoption and implementation of these standards using evidence-based interventions to achieve positive academic and behavior outcomes for all students. Creating a positive school climate helps us to

- Maximize academic engagement and achievement
- Minimize rates of rule violating behaviors
- Encourage acts of respectful and responsible behaviors

School-wide rules and behavioral expectations will be taught to all students by staff at the appropriate age and grade level. A behavioral matrix will help to define and show what behaviors look like for specific settings, including classrooms, hallways, cafeteria and restrooms. These expectations are positively stated, clearly defined and tell students what to do instead of what not to do.

An Acknowledgement System for students will be in place to reinforce positive student behaviors. Students will be reinforced in various ways, including verbal praise and positive communications with families, lunches, field trips, and other various positive rewards.

Our goal is to use proactive strategies to support our students and establish a climate where appropriate behavior is the norm. The staff will meet on a regular basis to develop the SWPIBP, monitor behavior data through SWIS, and evaluate the progress of the plan.

Areas defined within PA Standards include:

- **Engagement:** School engagement is essential towards building academic success and a positive school climate. Engagement in school is a process of events and opportunities that lead to students gaining the skills and confidence to cope and feel safe in the school environment. These events and opportunities include relationships, respect for diversity and school participation.
- **Safety:** School safety refers to the security of the school setting and school related activities as perceived and experienced by all stakeholders, including families, caregivers, students, school staff, and the community. School safety encompasses both emotional and physical safety and is influenced by positive and negative behaviors of students and staff as well as the presence of substance use in the school setting and during school-related activities.
- **Environment:** School environment refers to the extent to which school settings promote student safety and student health. Environment is inclusive of all aspects of a school – its academic components, its physical and mental health supports and services, its physical building and location within a community, and its disciplinary procedures.

The backbone of this program is the ***Code of Student Conduct***. Each student is expected to follow the school-wide rules 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.

Most school reform leaders share the belief that better relationships between adults and students contribute to improved educational outcomes. Extensive research supports the fact

that strong relationships between young people and adults are created through interactions in which the young person experiences the adult:

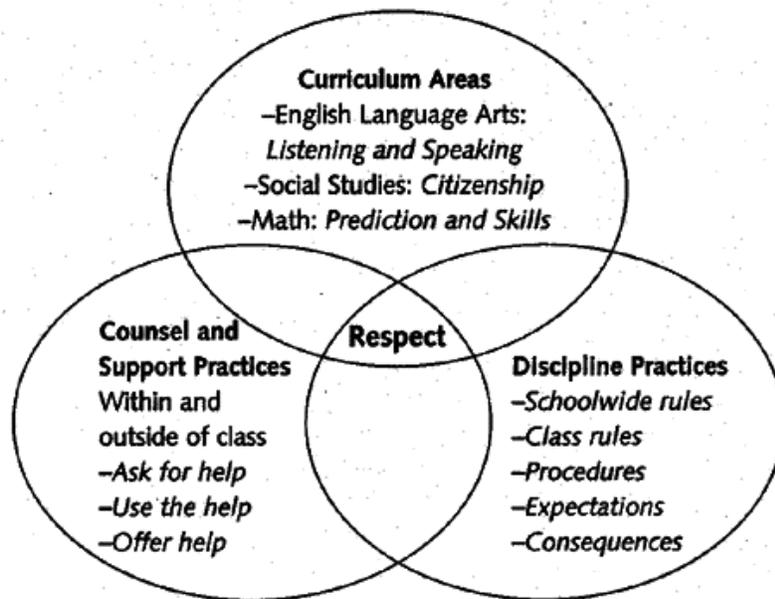
- Providing valuable psychological resources (time, respect, caring);
- Setting high, clear and fair expectations and standards, and
- Encouraging expressions of individuality.

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: any IU1 property being used for an official school activity; property not owned by IU1 being used for school sponsored activities or events; and any vehicle, including school buses or vans, while such vehicle is being used to transport students to or from the Colonial Campus.

School personnel may discipline students for misconduct that occurs in and around school property or activities. Minor Problem Behaviors (see charts on next two 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 written in the behavior 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, are not reflective of the high expectations set for the students and will not be tolerated. The consequences of Major Problem Behaviors include more severe measures up to and including expulsion and the involvement of law enforcement officials.

Minor and Major Problem Behaviors are explained in the charts on the next two pages.



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/disrespect/non-compliance	Student engages in brief or low-intensity failure to respond to adult requests
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.
Information and Other Electronics Technology Violation	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and computer.
Property misuse	Student engages in low-intensity misuse of property
Tardy	Student arrives at class after the bell
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, and lighter fluid).
Defiance/disrespect/insubordination/non-compliance	Refusal to follow directions, talking back and/or socially rude interactions
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.
Fighting/physical aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.).

Major Problem Behaviors (continued)

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/Bullying/Threats	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.
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.
Information and Other Electronics 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/truancy	Student leaves class/ school without permission or stays out of class/ school without permission
Tardy	Student is late (as defined by the school) to class or the start up of the school day (and Tardy is not considered a minor problem behavior in the school).
Tobacco and Vaping Devices	Student is in possession of or is using tobacco and/or vaping device.
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

The following policy and procedures refer to IU1 Board policy #113.1 – Behavior Support Policy.

Student Behavior

Student attitude and behavior is key to improved academic achievement. Every student is expected to treat each staff member with respect and dignity, just as every student should expect to receive mutual respect from all staff. Violations of the School-Wide Positive Behavior Program, the **Code of Student Conduct**, and Federal and State Regulations governing student behavior are outlined in the student discipline policy. Incidents involving students with special needs will be considered on an individual basis and dealt with in accordance with the law.

The IU1 behavior support 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 IU1 behavior support 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, procedures and expectations
2. *Educative*
 - a. Teaching replacement skills
 - b. Allowing students to meet objectives in more effective, efficient, and appropriate ways (e.g., communication alternatives)
 - 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 privileges

Staff Authority

Teachers and administrators are given authority by §13-1317 of the 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 decisions regarding medical matters.

Substitute Teachers

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

Verbal De-escalation/Physical Management

All staff is trained in using the IU1 Verbal De-escalation/Physical Management program 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. The program is a holistic behavior management system based on the philosophy of providing the best Care, Welfare, Safety, and Security for staff and those in their care, even during the most violent moments. The program focuses on preventing disruptive behavior by communicating with individuals respectfully and with concern for their well-being. The program teaches physical interventions only as a last resort—when an individual presents an imminent danger to self or others—and all physical interventions taught are designed to be non-harmful, noninvasive, and to maintain the individual’s dignity. Follow-up debriefing strategies are also key components of the program.

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 or staffs, who are trained in Safety Care, to use physical restraints to subdue a student. In such instances, the parent/guardian or his/her designee will be contacted. Physical restraints involving students with special needs require an IEP meeting.

* Refer to 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, staff or property
6. To remove a disruptive student who refuses to leave after verbal attempts have been unsuccessful
7. To intervene when a student is attempting to injure him/her self

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 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 IU 1 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 him/her self, to other students, or to employees, and only when less restrictive measures and techniques have proven to be or are less effective.

* Refer to Board Policy #113.1 – **Discipline of Students With Disabilities**

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 parent(s)/guardian(s) and home school Superintendent 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 parent(s)/guardian(s) 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(s)/guardian(s) to discuss ways by which future offenses can be avoided. In the event that a student and his/her parent(s)/guardian(s) 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.

Discipline Review

When a student's educational placement appears not to be meeting his/her needs and/or he/she commits an offense in the "Major Problem" Category of behaviors, a Discipline Review will be requested. The principal will send a *Discipline Review Request* form to the student's home school district administrator requesting a Discipline Review meeting. Representatives from the home school district, the Colonial Campus, the student and the parent(s)/guardian(s) will meet to discuss the offense(s) and determine the appropriate educational program for the student. If the situation involves a student with special needs, then the meeting will be an IEP meeting and the IEP team will review the Positive Behavior Support Plan and current IEP to determine if the services and program are appropriate.

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 that point forward, the student's home school district policies take precedence. In the interim, a school district may opt to provide home study to the student.

Refer to Intermediate Unit 1 Board policy #233 – Suspensions and Expulsions

WEAPONS POLICY

The Law

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 requiring the expulsion from school for a period of not less than one year of any student who is determined to have brought to the school. 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.

Refer to IU 1 Board policy #218.1 – Weapons

Weapon Prohibition Policy

A student is prohibited from possessing a weapon:

1. In the IU1 Educational Campus at Colonial building and on the surrounding grounds
2. In any conveyance (including private) providing transportation to or from the IU1 Educational Campus at Colonial
3. At any school function, activity or event whether or not held at the IU1 Educational Campus at Colonial or
4. While the student is on his/her way to school.

A metal detecting device is utilized to ensure the safety and well being of the student population and staff at the Colonial Campus. A student is checked as he/she enters the building and prohibited items that are confiscated may result in charges being filed with the civil authorities. Random searches of student book bags, purses and outer garments occur throughout the school year.

Controlled Substances

The IU1 Educational Campus at Colonial recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications. As an educational institution, the IU1 Educational Campus at Colonial shall strive to prevent abuse of controlled substances by students enrolled in our school.

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.

*Refer to IU1 Policy #227 – **Controlled Substances/Paraphernalia***

For the purposes of this policy, **controlled substances** shall mean:

1. Dangerous controlled substances prohibited by law;
2. Look-alike drugs;
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. Prescription/Non-Prescription or patent drugs, except those for which permission for use in school has been granted pursuant to IU1 policy.

Colonial School prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any program or activity sponsored by the school or on property owned, leased by or under the jurisdiction of IU1.

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.

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

Searches

In an effort to provide a safe, secure and peaceful environment, each student 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, School Resource Officers, or other appointed staff, 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 or 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 go through the metal detecting units on a daily basis. This will include removal of shoes, belts and other items that may cause the alarm to respond. *Refer to IU1 Board policy #226 – **Searches***

POSSESSION AND USE OF TOBACCO

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, e-cigarettes or other lighted smoking product and smokeless tobacco in any form, including imitation tobacco products (e.g., spit and spitless tobacco, also known as smokeless, dip, chew, snus and snuff). Additionally, no student is permitted to possess 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 vaping related products while:

- In the school building or on school grounds during, immediately before and after school hours
- On school grounds at any other time when the school is being used by any school group
- Off school grounds while attending any school activity, function, event or school sponsored activities
- 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 officers and shall upon conviction be sentenced to pay court costs as determined by the local District Magistrate. Act 145 expressly states that a summary offense under this legislation will neither be a criminal offense of record, be recorded as a criminal act or be placed on criminal record of the offender.

Refer to IU 1 Board policy #222 – Tobacco/Nicotine Use

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 are 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, police officer, 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.

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.

Refer to IU1 Board policy #103 – Nondiscrimination in Educational Programs/Services and #103.1

Nondiscrimination-Qualified Students with Disabilities

Bullying/Cyberbullying

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.

Cyber bullying 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 IM (Instant Messaging), 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.

School setting means: in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

All students and staff are expected to immediately report incidents of bullying to the principal, school resource officer, social worker, or head teacher. All other members of the school community, including students, parent(s)/guardian(s), volunteers, and visitors, are also encouraged to report incidents of bullying. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The principal or designee is responsible for determining whether an alleged act constitutes bullying. The principal or designee shall conduct a prompt, thorough, and complete investigation of each alleged incident.

Acts of reprisal or retaliation against any person who reports an act of harassment or bullying are prohibited. The principal 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.

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, and 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.

Terroristic Threats/Acts

The IU1 Educational Campus at Colonial recognizes the danger that terroristic threats and acts by students presents to the safety and welfare of Colonial 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. Criminal charges may be brought against the student making the threat.
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

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 suspended for a minimum of one day. Additional days may be added depending on the severity of the fight. Criminal charges may be brought against any or all participants.

Please refer to IU1 Board Policy #233-Suspension and Expulsion

Unauthorized Departure from School Grounds

Students are not permitted to depart from school grounds without permission granted through the school office. Every effort is made to keep the student in the school/on school grounds by utilizing Verbal De-escalation and, if needed, Physical Management to prevent harm to the student or others. The principal or designee will notify the parents as well as the local or state police regarding the student leaving school property, and will follow the student with another staff until the student re-enters the building. All students will go through check-in procedures upon re-entry of the building. Disciplinary action may occur.

Theft/Stolen Property

Any student who is found to have taken the personal property of another individual and/or IU1 will be referred to the principal and school police officers 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 officers.

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. Respect is demonstrated by:

1. Keeping our school clean and tidy
2. Taking good care of school property
3. Respecting other's belongings
4. Asking permission before touching or borrowing anyone else's property
5. Looking after your own belongings

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. Each student should realize that vandalism to school property is costly to repair and is directly related to increased school taxes.

A student who willfully causes damage to IU1 property (e.g., textbooks, computers, desks, equipment, windows, etc.) shall 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. Parent(s)/Guardian(s) 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 may hold a student and his/her parent(s)/guardian(s) responsible for the full cost 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 referral to juvenile authorities be made without prior notification to the student's parent(s)/guardian(s).

Refer to IU1 Board policy #224 – Care of School Property

Restrooms

Students found to be defiling restroom facilities or littering the area will be disciplined according to the severity of the offense. Excess damage will result in having to make restitution.

TECHNOLOGY POLICY

The Acceptable Use of Technology Policy was revised March 26, 2013 by IU1 and will be strictly enforced. It is expected that employees, students, and anyone granted access to Intermediate Unit 1 technologies will use these technologies for professional and educational purposes only as it relates to the mission, goals, and objectives of Intermediate Unit 1.

In addition, this is a pornography/violence/hate -free educational institution. Any activities that could be considered obscene, offensive, threatening, disruptive, and/or counterproductive to this environment or any environment associated with Intermediate Unit 1 will be subject to disciplinary actions. The Intermediate Unit Board establishes that use of Intermediate Unit 1 technological services is a privilege, not a right.

Neither employees nor students may intentionally intercept, eavesdrop, record, read, alter, or receive another's person e-mail messages without proper authorization. The Intermediate Unit prohibits all unauthorized or unlawful uses of its technological services.

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the Internet or Intermediate Unit 1 network shall be subject to fair use guidelines.

Any Intermediate Unit 1 computer/server utilized by students and staff shall be equipped with Internet blocking/filtering and/or safety software. In accordance with the Children's Internet Protection Act (CIPA), filtering will be implemented on all computers regardless of whether they are used by student or staff.

Internet safety measures shall effectively address the following:

1. Control of access by minors to inappropriate matter on the Internet and World Wide Web.
2. Safety and security of minors when using e-mail, chat rooms, and other forms of direct electronic communications while adhering to CIPA requirements.
3. Prevention of unauthorized online access by minors, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.
5. Restriction of minor's access to materials harmful to them.

Students and staff have the responsibility to respect and protect the rights of every other user of Intermediate Unit 1 technologies.

ENFORCEMENT OF TECHNOLOGY POLICY

1. Intermediate Unit 1 reserves the right to monitor online activities and transmissions.
2. Despite the use of filtering software, students and staff may inadvertently gain access to inappropriate information. If an inappropriate site has been reached or inappropriate information has been accessed, all staff shall contact Intermediate Unit 1 Technology Department in order for the site to be blocked in the future.
3. Illegal use of the Internet or Intermediate Unit 1 network, intentional deletion or damage to files of data belonging to others, copyright violations, and theft of services will be reported to the appropriate legal authorities for possible prosecution.

4. Vandalism will result in cancellation of access privileges. "Vandalism" is defined as any malicious attempt to harm or destroy data, Internet or other networks; this includes, but is not limited to, uploading or creating computer viruses.

5. The end user, whether student or staff shall be responsible for damages to equipment, systems, data, and software resulting from deliberate, willful or negligent acts. Theft, intentional damage, or careless use causing damage of any device will not be tolerated. The repair or replacement cost of damaged equipment will be paid by the party determined to be responsible for such damage or loss. In addition, that party may be denied access to Intermediate Unit 1 technological services.

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 outlined in the PA Academic Standards. IU1 uses 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 try to access sites that are deemed inappropriate by breaking into or disabling the system.

*Refer to the full IU1 Board policy # 815 – **Acceptable Use of Technology***

ELECTRONICS POLICY

A student is not permitted to bring and/or use a CD Player, CDs, a Walkman, computer games, "MP3" player, iPod, cell phone, pager, radios and the like to school or on school grounds. If an emergency situation exists and a student needs to bring a cell phone to school, it must be turned in to the principal, check-in staff, or school secretary upon arrival and will be returned at the end of the day.

*Refer to Intermediate Unit 1 Board policy #237 – **Electronic Devices***

DRESS CODE

Dress and Grooming

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 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 learning environment. Although the 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.

*Refer to IU 1 Board policy #221 – **Dress and Grooming***

Section 1 – General Clothing Guidelines

Students may not wear the following:

- Clothing considered a safety hazard such as baggy or excessive layers
- Torn or ripped clothing that reveals private body parts

- Jeans with holes above the knee (below the knee is permitted)
- Spandex or skin-tight clothing
- Outer wear (coats and jackets)
- Pajama bottoms or look alike attire
- Cutoff

Section 2 – Tops

- Blouses and shirts must have sleeves
- Hoodies are permitted. The hood must be down and not covering the student's head.
- Tops may not be low cut or exposing, such as bare backs, bare chests, 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 must be worn at the waist
- 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
- No steel toe shoes (Vo-tech students must bring in a change of shoes)
- Appropriate footwear must be worn for Physical Education class (i.e. shoes with laces secured to feet)

Section 5 – Jewelry, Headgear and Accessories

- Spiked jewelry, chains, belts or any other jewelry that may cause injury or is a safety hazard is not permitted
- Smart watches
- Body piercing jewelry or ornamentation is limited to the earlobes for safety purposes. Any student with piercings in other body parts must have signed permission from the parent(s) or guardian releasing the IU from liability due to injury. All body piercings will be removed during student check-in
- Jewelry is to remain on during the course of the day
- Hats, bandanas, visors, sweatbands, do-rags, sunglasses, and any other headgear deemed not appropriate by the Principal are not permitted

- Purses, wallets and book bags are not permitted during the school day. They will be locked in a secure setting upon student arrival and returned upon student dismissal.
- 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

- Hair, including facial and other body hair, must be clean and styled to avoid disruption to the educational program.
- A student with unclean hair constitutes a health hazard and shall be required to correct the situation immediately.
- A student whose hair length would cause a safety or health hazard in such courses as Vocational Education, Physical Education, Technology Education, Family and Consumer Science, Crafts, and/or co-curricular activities will be required to take appropriate remedies to correct the situation immediately.
- Students whose unusual hair style or color results in the distraction of other pupils, and disrupts, unsettles, or impedes the normal conditions of the school or classroom shall be required to correct the situation immediately.

Section 7 – Health and Hygiene

- All students are expected to maintain good personal hygiene. Any clothing that is unhealthy or unsanitary is not permitted (i.e. dirty or giving off a foul odor). The social worker will provide assistance to support good personal hygiene.

Section 8 – Consequences/Remedies

Student will remove article(s) that violate the dress code

- Student will call his/her parent(s)/guardian(s) 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 IU1 Educational Campus at Colonial will follow a designated calendar during the 2019-20 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 Colonial Campus will monitor its member district closing and delay schedule for any weather-*related* emergency day. Closings, delays, or early dismissals due to non-weather and/or utilities failure will be announced on the stations below. If the Brownsville School District closes due to its own utility failure, the Colonial Campus will remain open. Any school delay or cancellation will be reported on the following radio and TV stations:

WMBS 590 AM	KDKA-TV
KDKA 1020 AM	WTAE-TV
WOGG 94.9 FM (Froggy)	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 to the flag 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 without the acknowledgement of the principal. The school will contact the parent(s) or guardian regarding the item of value/money.

Lost and Found

Lost and Found items are kept in the school office. All unclaimed items will be disposed of at the end of each semester.

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.

Change of Address and Phone Number

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

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 may be taken.

Hall Passes

During the school day a student must be in the area to which s/he is assigned unless the student is in possession of a hall pass signed by a teacher or staff member. Students are not permitted to sign or forge a teacher's or staff member's signature for any reason. If this occurs, disciplinary action will be taken.

Dismissal/End of the School Day

All students must remain in their classroom until their bus or van is called over the PA system. Only the designated exit is to be used to leave the building. No one is to loiter in the hallways.

Field Trips

IU1 recognizes that field trips are an educationally sound and important component of the instructional program.

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 Colonial Campus staff. During field trips, students remain under the supervision and responsibility of the Colonial Campus staff and are subject to all rules and regulations.

Refer to IU1 Board policy # 121 – Field Trips

Recruiters

Act 10 of 1991 and the No Child Left Behind Act of 2001 created mandates for receiving federal funds to provide student names, addresses, and telephone numbers available 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 work 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 parent(s)/guardian(s), community residents, agency personnel and educators. To ensure order, a visitor must comply with the policies and procedures of IU1. Visitors may also be subject to the school's entry procedures, including the use of metal detectors, searches, 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 show photo identification, 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 twenty-four (24) hours notice prior to the visit.

Refer to IU 1 Board policy # 907 – Visitors

Integrated Pest Management

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

The Board shall adopt 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 shall be responsible to implement integrated pest management procedures and to coordinate communications between the Intermediate Unit and the approved contractor

Refer to IU 1 Board policy #116 – Integrated Pest Management

Safety Drills

A fire drill and other safety drills will be held monthly. 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 once per year. 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. On the next two pages is a letter from the principal explaining the emergencies, types of responses and the roles of parent(s)/ guardian(s) in time of crisis.

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 Colonial. 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 the of the endangered area.

If your residence is in a disaster/endangered area and the Colonial Campus 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 *WMBS/590 AM, WOGG 94.9 FM or Channel 4 WTAE TV for* announcements relating to any emergency situation.

We ask that you refrain from calling the school during an emergency situation. This will keep the telephone lines open so that campus 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 a student release 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 6, 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.

We 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, we ask your understanding and cooperation should any emergency occur. If you have additional questions regarding our emergency operating procedures, please contact us at 724-785-7472.

Sincerely,



Sean Van Eman, Principal

Intermediate Unit 1 does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification in its educational programs, activities or employment practices.

I have received a copy of the IU 1 Educational Campus at Colonial Handbook and understand the Intermediate Unit 1 and Colonial School Policies/Procedures are located or referenced in this handbook. I agree to follow the **Code of Student Conduct** and all rules and procedures explained in this handbook.

Student's Name

Date

I have received a copy of the IU 1 Educational Campus at Colonial Handbook and understand the Intermediate Unit 1 and Colonial School Policies/Procedures are located or referenced in this handbook.

Parent/Guardian

Date