

Intermediate Unit 1 Educational Campus at Laboratory 2019-2020

STUDENT-PARENT HANDBOOK



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PRINCIPAL'S MESSAGE

Dear Families and Students:

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

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

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

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

Sincerely,

Mike Minor

Mike Minor
Program Supervisor/Principal

PROGRAM OVERVIEW

The entire staff of the Laboratory 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 your child to attend the Autistic Support Program, Multi-Disability Support Program (MDS), Comprehensive Therapeutic Emotional Support Program (CTES), and Early Intervention (EI) at the Intermediate Unit 1 (IU1) Educational Campus at Laboratory.

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

Mission

The mission of the IU1 Educational Campus at Laboratory 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 educational program for students with disabilities, the IU1 Educational Campus at Laboratory strives to:

1. Build student's self esteem
2. Modify disruptive behavior and improve social skills
3. Improve attendance
4. Increase graduation rates

5. Improve academic skills
6. Develop an understanding and awareness of careers
7. Provide transition services for students

Program Description

A consortium of school districts from Washington County makes up the educational component of the IU1 Educational Campus at Laboratory.

AUTISTIC SUPPORT:

Autism Spectrum Disorders (ASD) are conditions characterized by the three core deficits of autism:

- Problems with social relatedness
- Difficulties with communication and language
- Restricted, repetitive patterns of behavior, activities or interests

The word "spectrum" expresses the variability within and across these areas of challenge, for there are many possible combinations and levels of ability and disability. What is important, above all, is to see each person with an autism spectrum disorder as an individual first. Each person has their specific set of strengths and weaknesses, and beyond that mere tally of ability, their own personality, spirit, and will. Honoring that must always come first.

Due to the increasing numbers of students being diagnosed within autism spectrum disorders, school districts are continually facing the challenges of how to best serve these students within the least restrictive environment. In order to assist districts with these responsibilities, the lead support teacher for autism and the IU Autism training and consultation staff are available for district support.

Autism Support staff are available to work with all districts in the Intermediate Unit 1 service area. Roles and responsibilities include providing consultative and training services to teachers, paraprofessionals, administrators, and parents. Additionally, staff attend Individualized

Education Program (IEP) team meetings; provide materials preparation; facilitate the use of environmental strategies, communication strategies, assistive technology; and conducts disability specific trainings, all with the goal of ensuring that best practices in the field of autism are utilized when providing services to these students.

COMPREHENSIVE THERAPEUTIC EMOTIONAL SUPPORT (CTES)

The IU 1 Educational Campus at Laboratory offers a separate Comprehensive Therapeutic Emotional Support (CTES) program for students at elementary and secondary levels who meet criteria for emotional disturbance but also need more intensive individual and group therapy. The staff, which includes a CTES teacher and 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 highly structured classroom environments with emphasis on positive behavior interventions.

Laboratory 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 a mix of core courses in English, Science, Math and Social Studies, 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.

MULTI-DISABILITIES SUPPORT (MDS)

The Multi-Disabilities Support Program provides services for elementary and secondary aged students with more than one disability that results in severe impairment requiring necessary services for independent living. Instruction is based on the alternate academic standards, social behavioral, pre-vocational, daily living, communication skills, and community-based instruction. Related services are provided to these student based on a student's IEP.

EARLY INTERVENTION (EI)

The Early Intervention Program provides services for eligible young children ages three through the age of beginners and is available to any qualifying child residing in one of the 25 school districts served by the Intermediate Unit. Related Services are available in the areas of nursing, speech, hearing, vision, psychological evaluations, and assistive technology.

Services are provided when the child meets the eligibility criteria of a 25% delay in one or more of the five developmental areas and demonstrates a need for specially designed instruction. The primary goal of the program is to improve a child's developmental levels to enable him or her to access the general curriculum when they are school-aged. The staff works closely with school districts and parents to facilitate the transition-to-school process for eligible children. A language-based curriculum with developmentally appropriate activities provides a framework for learning. Children are encouraged to learn through active exploration of materials and settings. These explorations involve verbal and physical manipulations. The needs of the child determine the amount of support provided by the teacher.

FACILITIES

The resources at IU 1 Educational Campus at Laboratory are designed to meet students' needs of all ages. Air-conditioned classrooms are equipped with readily available technology such as computers, SMART Boards, and SMART tables.

RELATED SERVICES

The Educational Campus at Laboratory offers the additional services for those students who require them:

- Speech/Language
- Occupational Therapy (OT)
- Physical Therapy (PT)
- Vision Support
- Hearing Support
- Assistive Technology (AT)
- Orientation and Mobility
- Full-Time Registered Nurse

Program Evaluation

The effectiveness of the education programs at the Intermediate Unit 1 Educational Campus at

Laboratory is determined using the following data:

1. Number of students that demonstrate an improved attitude toward school as measured by a student survey, improved attendance, and a reduction in the number of discipline referrals.
2. Number of students showing growth in the core academic subjects in relationship to Chapter 4 Academic Standards and academic goals.
3. Number of students demonstrating skills and behaviors necessary to function in the school environment, as measured by teacher/staff observations and documenting progress on behavior goals.
4. Number of students exhibiting age appropriate life skills and career awareness through completion of career and counseling modules.
5. Number of students returning to the regular home school by meeting the exit criteria of the alternative placement.
6. Amount of group and individual counseling sessions provided that deal with topics such as anger management, appropriate social skills, 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 all students at the IU1 Educational Campus at Laboratory. 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 Laboratory.

All instructional materials, including teacher's manuals, audiovisuals or other supplementary instructional material to be used in the instructional program 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 IU 1 Educational Campus at Laboratory respects the right of students to express themselves in word or symbol and to distribute materials as a part of that expression, but it also recognizes that the exercise of that right must be limited by the IU1's responsibility to maintain an orderly school environment and to protect the rights of all members of the school community.

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

Such expressions are those which:

1. 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, IU 1 policy or regulations.
6. Solicit funds for non-school organizations or institutions when such solicitations have not been approved by the Board.

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 IU1 Educational Campus at Laboratory 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***

Return to Home School

Returning a student to the home school is the top priority of the Comprehensive Therapeutic Emotional Support program. At least one time a semester, a team comprised of the home school administrator(s) and staff, the Laboratory 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 is an example of the criteria will be used to measure a student's readiness to return to the regular educational setting: (Each student will work with the Laboratory Campus staff to develop goals to help meet these criteria)

1. Regular attendance (85% or above)
2. Behavioral success, as measured by a reduction in disciplinary referrals/reports or attainment of behavioral goals set forth on entry into program
3. Academic success, as measured by grades, standardized testing data, progress monitoring, attainment of academic goals, and credit attainment

ATTENDANCE

Pennsylvania State Law

Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner, which may be no later than eight years of age, until the age of 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 home school district will receive a bimonthly report disseminating attendance information. The home district will follow the procedures outlined by state law and its attendance policy. The home district may send a warning letter to the parent(s)/guardian(s) regarding an attendance issue. Violations of the attendance policy may result in a district hearing and/or a hearing before the local 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 Educational Campus at Laboratory Attendance Policy

Regular attendance is necessary for a student to be successful in educational programs and to be recommended for return to the home school.

School Tardiness

A student is considered tardy when he/she reports to school after 9:00 am. When this happens, the student must check in at the office. 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 tardy absences 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 will result in consequences. After four (4) unexcused "tardies" the home district will be notified and they may calculate unexcused tardy days on a cumulative basis and refer the matter to the District Magistrate's office when the total exceeds district policy.

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:

- Illness, family emergencies, quarantine, death in the family, impassable roads, authorized religious holidays, medical and dental appointments (with a doctor's excuse),

required court appearance, family educational trip, other educational trip, and any absence approved in advance by the principal.

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

Students will 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.

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 11:30 am due to illness, etc., it will be counted as a day of absence. Any dismissal after 11:30 am will result in a student being marked present but marked 'excused early.'

GRADES

*The following 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 are a compilation of the student's daily performance, which includes IEP goals, classroom discussion/participation, projects, class assignments, quizzes, tests, homework, and group work. Attendance is an important factor in a student's success.

Grading Scale

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

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

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

Progress Reports

Data will be collected to determine progress for each student's IEP goal/objective. These reports will be completed and mailed home at the end of each nine-week benchmark.

Report Cards

At the end of each nine-week period, a report card is mailed home to the parent(s)/guardian(s). There is a section on the report card that allows the teacher to comment about class performance. The report card gives 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 can teach a student organizational skills and time management. The amount of homework will not be so demanding that it takes away from family time and home responsibilities. It is our intent that the amount of homework does not put parent(s)/guardian(s) in an adversarial role and it does not interfere with the student's free time and other after-school activities.

Please 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, including a graduation project if required by the home district. Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements.

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

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

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

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

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

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

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

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

Cheating

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

Planned Courses

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

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

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

STUDENT SERVICES

Food Service

Breakfast and lunch are provided to each student attending the Intermediate Unit 1 Educational Campus at Laboratory. A student may bring his/her lunch. However, students are not permitted to bring open containers (including opened bottles, cans, cups, mugs, travel mugs, etc.) into the building. Such containers will be inspected and may be discarded or taken to the cafeteria for use during breakfast or lunch. Energy drinks such as Monster brands, Red Bull, etc. are banned from the school for their high caffeine and sugar content.

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

Transportation Services

A student must exhibit safe and responsible behavior on the ride to and from school. Misbehavior is especially difficult to manage in this environment because the bus driver must focus his/her attention on the road and stay on schedule. The bus driver's number one interest is your safety. Since each school district provides transportation services for the students who reside in their home 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 the bus or van. A student must ride to and from school on his/her home district 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 1 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 the school social worker or the school secretary to obtain information regarding Pennsylvania's Children's Health Insurance Program (*CHIP*).

Communicable Diseases

Intermediate Unit 1 shares with others a responsibility to safeguard the welfare of all students and employees. In order to safeguard the school community from the spread of certain communicable diseases, the Board requires that the established policy and guidelines of the member school district concerning communicable diseases and immunization be followed for

students admitted from that district into programs of the Intermediate Unit. 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*

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.***

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 Laboratory 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 procedures refer to IU 1 Board policies # 218 – **Student Discipline** and # 113.1 – **Discipline of Students with Disabilities.***

School-Wide Positive Behavior Program

The school has established a school-wide positive behavior program that promotes positive and respectful interactions between the student and his/her environment, including other students and staff.

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 and ready to work.
5. We follow all school-wide policies and procedures.

Most school 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 Laboratory Campus.

School personnel may discipline students for misconduct that occurs in and around school property or activities. Minor Problem Behaviors (see chart page 26) are behaviors that disrupt the learning environment but are normally not severe enough to need referral to the principal. The classroom teacher is the first level of intervention to correct Minor Problem Behaviors. In most cases, the use of informal intervention strategies and/or the strategies outlined in a written behavior 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 (see chart page 26-28) 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.

A student acknowledgement system is also in place as part of behavioral plans, which provide various rewards for students who attain the standards of behaviors outlined in the plan.

Minor and Major Problem Behaviors are explained in the charts on the next two pages, and are not limited to the items described in said charts.

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, 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.).
Forgery/theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a persons name without that person's permission.
Harassment/Bullying	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.
Drugs	Student is in possession of or is using illegal drugs/controlled 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/Vaping Devices	Student is in possession of or is using tobacco and/or a 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

Student Behavior

Student attitude and behavior is key to improved academic achievement. We expect every student 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 **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 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 privilege

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

Verbal De-Escalation and Physical Intervention Training

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

Of course, not every incident can be prevented. When preventative and more intrusive techniques prove ineffective, it may become necessary for the school police officer or staff, who are trained in physical restraints, to use such methods to keep all students and staff safe. 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. To stop a fight, physical assault or disturbance
2. To take away a weapon or other dangerous object
3. For self-defense
4. For the protection of other students, staff or property
5. 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 or designee is 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.

Expulsion

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

*Refer to IU1 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, nun chukkas, 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 IU1 Board policy # 218.1 - **Weapons***

Weapon Prohibition Policy

A student is prohibited from possessing a weapon:

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

The use of a metal detecting device is utilized to insure the safety and well being of the student population and staff at the Laboratory Campus. A student is checked as he/she enters the building and prohibited items that are confiscated may result in disciplinary action and/or charges being filed with the civil authorities. Searches of student book bags, purses and outer garments occur daily throughout the school year.

POSSESSION OF CONTROLLED SUBSTANCES AND PARAPHERNALIA

The Intermediate Unit 1 strives to prevent the abuse and use of controlled substances. Controlled substances and associated paraphernalia are strictly prohibited from the Intermediate Unit 1 Educational Campus at Laboratory. A controlled substance includes all of the following:

1. Controlled substances prohibited by federal and state law.
2. Look-alike drugs, including any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance, or is used in a manner likely to induce others to believe the material is a controlled substance.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.

7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.

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

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

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

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.

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 and Police Officer or designee are authorized to search a 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 to the school *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 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 detector units on a daily basis. This will include removal of shoes and belts and other items that may cause the alarm to respond.

*Refer to IU1 Board policy # 226 - **Searches***

POSSESSION AND USE OF TOBACCO/NICOTINE

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

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

Tobacco/Nicotine Policy Guidelines

No student, staff member, volunteers 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 officer and shall upon conviction be sentenced to pay court costs as determined by the local magistrate. Act 145 expressly states that a summary offense under this legislation will neither be a criminal offense of record, be recorded as a criminal act or be placed on criminal record of the offender.

*Refer to IU1 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 not be limited to: *physical contact (uninvited pinching, grabbing, and touching), obscene gesturing, ethnic slurs, threats, insults, or assaults against a person in view of their race, sex, religion or ethnic group.*

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

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

*Refer to IU1 Board policy # 103 – **Nondiscrimination in Educational Programs/Services**; Refer to IU1 Board policy # 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**; Refer to IU1 Board policy # 103.1 – **Nondiscrimination – Qualified Students with Disabilities***

Bullying

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

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

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

- Sending cruel, vicious, and sometimes threatening messages.
- Creating web sites that have stories, cartoons, pictures, and jokes ridiculing others.
- Posting pictures of classmates online and making or asking for inappropriate comments.
- Breaking into an email account and sending vicious or embarrassing materials/messages to others.

- Engaging someone in 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.

*Refer to IU 1 Board Policy #249 – **Bullying/Cyberbullying***

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 or designee. 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 or designee will determine the consequences and appropriate remedial action for a person who engages in reprisal or retaliation based upon the nature, severity, and circumstances of the act.

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

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

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

1. The principal may immediately suspend the student.
2. The principal shall immediately inform the home school district.

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

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

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 (out-of-school) for a minimum of one day. Additional days may be added depending on the severity of the fight. *Harassment and/or Disorderly conduct* charges may be brought against any or all participants.

Unauthorized Departure from School Grounds

Students are not permitted to depart from school grounds without permission granted through the school office. The principal or designee will notify the parents as well as the local or state police regarding the student leaving school property. Disciplinary action may occur.

Theft/Stolen Property

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

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

CARE OF SCHOOL PROPERTY

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

1. Keeping our school clean and neat
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 Intermediate Unit 1 property (i.e. 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 IU1 may hold a student and his/her parent(s)/guardian(s) responsible for the full costs of restitution including prosecution to the full 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 defacing restroom facilities or littering the area will be disciplined according to the severity of the offense. Excess damage will result in the student and his/her parents 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

Students are permitted to bring cell phones into the building. They will turn them in upon arrival to staff, and they will be returned to the student at dismissal. Students are permitted to use their cell phones in class, at the discretion of the teacher. A student is not permitted to bring and/or use a CD Player, CDs, a Walkman, computer games, "MP3" player, iPod, pager, radios and the like to school or on school grounds.

*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 environment for learning. 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 IU1 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, spandex or skin-tight clothing, as well as any clothing that promotes or is related to alcohol, tobacco, drugs, or weapons.

Section 2 – Tops

- Blouses and shirts must have sleeves
- Tops may not be low cut or exposing, such as bare backs and bare midribs
- 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 the length of the fingertips with arms extended down the sides of the legs
- Extremely tight pants, shorts, and skirts are not permitted
- Splits in dresses and skirts are not to be longer than 3 inches
- Pants, shorts and skirts must be secured and worn so that no skin and/or undergarments are exposed
- Pants with lace material or that have lace above the knee are not permitted

Section 4 – Footwear

- Shoes must be worn at all times
- Shoes with laces must be tied
- Sandals must be secured on the feet by the straps provided
- Shoes with heels must be no higher than one inch
- Appropriate footwear must be worn for physical education class (i.e. Shoes with laces)

secured to feet)

Section 5 – Jewelry and Accessories

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

Section 6 - Hair

- A student whose hair length would cause a safety or health hazard in 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 accommodations to secure one's hair.

Section 7 – Health and Hygiene

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

Section 8 – Consequences/Remedies

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

GENERAL INFORMATION

School Calendar

The Intermediate Unit 1 Educational Campus at Laboratory will follow an amended version of the Trinity School District calendar during the 2019-2020 school year. A copy of the calendar is mailed and sent home with each student. Additional copies can be obtained from the school secretary.

School Delays and Cancellations

The Laboratory Campus will monitor its member district closing and delay schedule for any ***weather*** emergency day. Closings, delays or early dismissals due to any utilities failure will also be announced on the stations below, following the Trinity School District delays/cancellation notice. However, if a student's home school district is delayed or cancelled, the student should follow their district's actions. Any school delay or cancellation will be reported on the following radio and TV stations:

WJPA Radio – 1450 AM

Channel 4 – WTAE TV

Announcements

Announcements are made daily over the PA system. Students are responsible for listening to and adhering to the daily announcements.

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 may face disciplinary action deemed appropriate by the school authorities.

Valuables

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

Lost and Found

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

Lost or Damaged Textbooks

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

Emergency Contacts/Legal Documentation

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

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

Public Display of Affection

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

Dismissal / End of the School Day

All students must remain in their classroom until their buses/vans has been called by school district. Only the designated exit is to be used to load buses/vans. Never cross in front of or go between buses. No one is to loiter in the loading area.

Field Trips

IU 1 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 Laboratory Campus staff. During field trips, students remain under the supervision and responsibility of the Laboratory Campus staff and are subject to all rules and regulations.

*Refer to IU1 Board policy # 121 – **Field Trips***

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 IU 1 and have their photo identification readily available. 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, including acquiring the appropriate clearances. Visitors must sign in and out at the main office and must wear any visitor identification provided to them.

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

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

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

*Refer to IU 1 Board policy #716 – **Integrated Pest Management***

Safety Drills

A fire drill will be held monthly and other safety drills will be held periodically throughout the school year. Emergency bus evacuation drills will be held twice per year, one during the first week of school and one in March. An emergency weather drill will also be held, according to guidelines provided by the Pennsylvania Emergency Management Agency (PEMA). Also, once per year, an emergency evacuation drill will be held. Each student will participate in these practice drills in a safe and orderly manner. 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 Laboratory. 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 a inclement weather or building problems (such as utility disruptions, heating issues) that make it unsafe for students to be in attendance.*
3. **In-house sheltering** *Provide refuge for students, staff and the public within the school building during an emergency such as sudden and severe weather, hazardous material spills/leakages, etc.*
4. **Evacuation** *Total evacuation of the campus may be necessary if the school is in an endangered area. In this case, students will be taken to another location outside of the endangered area.*

If your residence is in a disaster/endangered area and the Laboratory 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 *WJPA Radio 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 13, 2019*. This form will be used for *ALL INSTANCES* when your child is released from the school. Please ensure that only those persons you list on the form attempt to pick up your child.

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

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

Emergency conditions/situations may require that the school close for a period of time. You will be informed via the news media or neighborhood alerting system of procedures to be followed.

In order to assure the safety of our students and staff, and in an effort to assure the continuity of the educational process, I ask your understanding and cooperation should any emergency occur. If you have additional questions regarding our emergency operating procedures, please contact me at 724-222-1040.

Sincerely,

Mike Minor

Mike Minor
Program Supervisor/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 Laboratory Handbook and understand the Intermediate Unit 1 and Laboratory School Policies and Procedures are located in this handbook. I agree to follow the **Code of Student Conduct** and all rules and procedures explained in this handbook.

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

Parent/Guardian

Date

Student Name and/or Signature

Date