

Carbon Lehigh
Intermediate Unit #21



Helping Children Learn



2024-2025
Student Handbook
(ALAS, CLAS, LLAS)
Effective Monday, August 26, 2024



Allentown Learning Achievement School

1633 Hanover Ave

Allentown, PA 18109

Main Office 610-769-1165

Fax 610-769-1172



Carbon Learning Achievement School

770 State Road

Lehighon, PA 18235

Main Office 610-769-1160

Fax 610-769-1163



Lehigh Learning Achievement School

2936 Corporate Court

Orefield, PA 18069

Main Office 610-769-4111

Fax 610-794-1349

	<h1>STAR</h1>	Allentown Learning Achievement School
	Socialization Task Area Responsibility	

	<h1>We SOAR at</h1>	Carbon Learning Achievement School
	Safety Ownership Achievement Respect	

	<h1>We LEAD at</h1>	Lehigh Learning Achievement School
	Language Engagement Area Direction	

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Student Expectations and School Services

Attendance Policy

School attendance is a child's right and a parent's responsibility. State Attendance Regulations mandate that a written excuse be on file for each and every absence. When a student is absent from school, it is the parents'/guardians obligation to provide a written explanation as to the reason for the absence. If a note is not received within three school days, the absence will be reported to the home school district as illegal and/or unexcused. If you are absent and do not bring in an excuse within 3 days of returning to school, your parent/guardian will be contacted. After 10 cumulative days absent, a note from a physician/court will be required or the day will be recorded as illegal and/or unexcused.

Tardy Policy

1. Guardians need to sign student into the building and submit a late note.
2. ALAS and CLAS students arriving after 8:00 a.m. or LLAS students arriving after 8:15 a.m. will not be provided a school breakfast.
3. All entry point search rules apply to students who arrive late.
4. ALAS and CLAS students arriving after 10:30 a.m. or LLAS students arriving after 10:45 a.m. will be considered absent for the day.

Behavior Support

CLIU behavior support is based on positive rather than negative behavior techniques. Behavior support programs and plans are based upon a functional behavior assessment. The use of restraints is use as a measure of last resort after less restrictive measures are used including de-escalation techniques.

Breakfast/Lunch Program

CLIU center programs offer breakfast daily upon student arrival. Breakfast usually consists of cereal, milk, and juice. Lunch is offered daily. Cost varies based on program location and free and reduced eligibility.

Bullying Prevention

Bullying is not permitted at CLIU. Bullying is defined as a low-level form of violence that is inflicted repeatedly on another, usually a weaker student. Bullying may consist of verbal remarks or gestures that are meant to intimidate and gain power over a victim and can include threats of bodily harm, weapon possession, extortion, civil rights violations, gang activity, and behaviors up to and including assault and battery, threat of attempted murder, and murder. Sexual harassment is also a form of bullying. Staff reserves the right to place a student on a **major restriction** when a pattern of bullying behavior occurs during the school year and/or solicit the involvement of law enforcement if the behavior rises to a criminal level.

Cell Phone Devices/Video Phones/Cameras/Electronics

Any device (phone, watch, etc.) must be turned off and handed in as part of the Entry Point Search. CLIU forbids the use of cell phone devices during the school day, including texting, camera and/or videos, and music. CLIU is not responsible for lost or stolen cell phone devices or electronics. Furthermore, CLIU Faculty is NOT obligated to search and/or investigate lost/traded/stolen cell phone devices. Cell phones and other electronic devices will not be charged during school hours.

Cell phone devices with cameras or video may not be used to take pictures during and after school hours on school grounds, school transportation, or school district sponsored events. Camera phones are strictly prohibited in the bathrooms. If a student is found taking any pictures in school or school sponsored events, he/she will be referred to administration. If the content of the pictures taken are inappropriate, legal action will be taken. Headphones must be turned in upon entry and will remain locked up during the day.

If a student elopes from the school building, personal items will remain at the building and parent(s) will be required to pick them up or they may be returned at the end of the following day in which the student returns.

Change of Address

The CLIU must be notified of any changes of address, telephone numbers, and/or parent/guardianship status.

Classroom Visitations

The Carbon Lehigh Intermediate Unit welcomes visits to our classroom programs by parents, guardians, or interested educators. In order to ensure order in our programs, and uphold the confidentiality requirements of The Family Educational Rights and Privacy Act (FERPA), it is necessary to establish guidelines governing such school visitations.

Procedure for Program Visitation:

The Supervisor of Special Education, teacher, or building principal shall have the authority to prohibit entry of any person to any Intermediate Unit classroom unless the following procedures have been complied with:

1. Upon arrival at a program located in a school district building, a person visiting the school for any purpose shall register at the office of the principal prior to proceeding to any other location within the school building.

2. If the visit is for a parent or teacher initiated conference concerning the parent or guardian's child, it must be scheduled in advance with the teacher.
3. If the visit is to observe the classroom program, arrangements must be made in advance through the CLIU Supervisor and LEA representative who will accompany the parent or guardian. The Supervisor and LEA representative will orient the parent or guardian to the classroom and answer any questions concerning the program or curriculum.
4. No visitor may confer with the teaching staff while instruction is being delivered during program time.
5. No visitor shall be allowed to photograph or videotape any person or any part of the program delivery or to tape record any conversation of any kind without prior approval by the Supervisor of Special Education and the LEA representative.
6. Since visitations by a person other than school employees, while a classroom is in progress, leads to disruption of the learning process, these visits shall be limited to no more than one visit per quarter. Each visitation shall not exceed 1 hour.
7. Visitors to the classroom shall refrain from any discussion or identification of any child other than the child under their guardianship, as this would be in direct violation of FERPA.

Closure Due to Inclement Weather

The following procedures will be used in case of delayed starts and early dismissals due to weather:

1. Listen for the notice that Carbon Lehigh IU #21 has delayed transportation. You will also need to make sure that the IU is not just delayed in one county. If we delay in Carbon County only, it will state "Carbon County Only."
2. If Carbon Lehigh IU #21 is not listed but your child's school district is delayed then CLIU transportation will follow that school districts delay.
3. If the district that you live in is delayed but the school district that your child attends is not delayed, the CLIU will follow your home district's delay. This is for the child's safety.
4. If the school your child attends is dismissing early, the teacher will call you to let you know the dismissal time.
5. Flexible Instruction Day (FID)—An FID may be used in place of a school day that has been canceled due to weather or other emergency

situation. The PA DOE allows up to 5 FID’s to be utilized each year. Flexible Instructional Day lessons and activities will be designed using the program modifications, SDI and supplemental aides, and services identified in the IEP.

Communicable Diseases and Immunization

A copy of the student’s health record, including all documents as required by the Pennsylvania Department of Health, shall be submitted to the CLIU upon enrollment in the school.

Illness

When your student is ill the night before a morning of school, please keep him/her home. Students who run a fever of 100 degrees or greater, vomit, experience diarrhea, coughing, sore throat, or other cold/flu-like symptoms are not ready for a rigorous day at school. The student needs, at least 24 hours to get his/her body's resistance back. Please call your student's school office to report the absence.

Exclusion

On occasion, a child may be suspected of having a health condition which may be contagious and warrant examination by the family doctor. In these instances, a note from the doctor will be necessary for re-admittance to school. In order to prevent the spread of contagious, infectious diseases, parents are to keep their child home when symptoms are first noticed. Also, the child must be fever free (less than 100 degrees) for 24 hours before returning to school. The following conditions are considered contagious by the State of Pennsylvania:

- | | | | | |
|-------------|--------------|----------|-----------|---------------------|
| Chicken Pox | Ringworm | Impetigo | Measles | Hand Foot and Mouth |
| Pink Eye | Strep Throat | Scabies | Pertussis | |

Computer Usage

CLIU supports the use of computers, networks, and internet to facilitate learning and teaching. It is the student’s responsibility to use the computers, network resources, and internet according to the directions of the teacher. Students are expected to act in a responsible, ethical, legal manner in accordance with Carbon Lehigh Intermediate Unit’s computer policy and federal and State Laws. The following are prohibited usage: non-educational purposes; efforts to modify, harm, or destroy hardware, software, network, and another user’s data; accessing confidential information; harassing others; accessing obscene or pornographic material; and loading any unauthorized media. Prohibited sites = Major and loss of

computer privileges. No food or drink in the computer lab or while students are using school computers within the classrooms.

Community Experiences

The Carbon Lehigh Intermediate Unit encourages community experiences for all exceptional children depending upon IEP goals/objectives. Trips expand the social, educational and environmental experiences of children. They stimulate all the senses, allowing them to understand and relate to situations which they may not have had opportunities to experience previously. When trips are taken, they must be an integral part of the curriculum and relate to the program. They should also have educational meaning to the child. Although most of the educational programs take place in the classroom, the teacher might find it necessary to go beyond the confines of the school into the outside world where children's learning experiences can be more generously enriched. Any selected experience should meet the stated objectives of the curriculum, be appropriate for the age, maturity, and interest level involved, relate to the course content in a concrete fashion, and should reflect complete planning prior, during, and after the community experience. Student access to these trips will be based on behavioral parameters set by the center.

Displays of Affection

Carbon Lehigh Intermediate Unit programs hold the firm opinion that school is not the appropriate place for displays of affection between students and therefore are prohibited.

Dress Code

To prepare students for their return to their neighborhood school, students are expected to dress in a manner deemed appropriate by the school administration. Students are not permitted to be barefoot, wear midriffs, muscle/sleeveless-shirts, or clothing revealing underwear, or cleavage. In addition clothing with tobacco, drug, alcohol, or sexual references is prohibited and must be replaced or concealed prior to school entry. Violations of this policy may result in exclusion from classroom activities on that day and communication to parents/guardians. Jackets, coats, pillows and blankets must remain in a secured location.

Hats, bandanas, beanies, and do-rags are to be turned in to staff PRIOR to entering the building. Hoods must be down when inside the building. Undergarments must be covered at all times. No undershirts or tank tops. Students MUST wear sleeves. Students MUST refrain from showing any

midriff, rear end, or cleavage and a long top/sweater must cover the rear-end of a student wearing leggings. No beads of any kind. The bottom of skirts, shorts, and dresses must be within 4 inches of the top of the knee, rips on pants cannot be above the knee. Parents may be contacted to bring in clothes or be provided with a replacement garment. The student will be expected to change. All students must adhere to the dress code or the consequences will include (but are not limited to): exclusion of classroom, phone call to parent, loss of privilege to wear said item (hoodies).

Students will be required to wear employee-designated clothing while participating in work-based learning experiences. *Students will be required to wear sneakers for Physical Education class.

Drugs and Alcohol

Students/parents/guardians are reminded of the following: The CLIU policy on drugs and alcohol defines distribution as delivering, selling, passing, sharing, or giving any alcohol, drug, narcotics, marijuana, counterfeit chemical, anabolic steroid, look-alike substance, mood altering substance, or drug paraphernalia, as defined by policy, from one person to another.

The CLIU is committed to providing a drug/alcohol free learning environment for students. Rules and regulations are in place to provide a coordinated effort to respond effectively to current and potential use and abuse of drugs and alcohol.

No student shall unlawfully manufacture, distribute, possess, dispense or use any controlled substance as defined in the Federal/State laws and regulations including but not limited to Act 21 (U.S.C.812) and Act 64 (1972).

A student who possesses, uses, and/or distributes any of the above named substances will be subject to the provisions of the CLIU Drug/Alcohol Abuse policy and will incur a Major Infraction and referral to the local law enforcement authority.

Emergency Evacuation Plan

In the event that students would need to be evacuated from the building, parents would be notified as to the location where they may be reunified with their children.

Entry Point Searches

All students must use the front entrance.

1. Book bags are not permitted unless special arrangements have been made through program administration. All personal belongings such as purses, folders, and lunch bags will be searched. Energy drinks of any kind and open containers with liquids (ex: coffee, soda, juice, etc.) are not permitted.
2. All food/drinks that are brought into the program should be labeled and checked in.
3. It is strongly advised that students leave personal belongings, such as headphones, electronics, cell phone devices, and money at home. In the event these items are brought to school, a secure storage location will be provided to students for their personal contraband, including, but not limited to: all smart devices, ear buds, cell phone devices, all hand-held video gaming devices and game discs, DVD players, CD's, CD Players, Video CD's, I-Pods, keys, beads, hats, bandana, beanies, do-rags or laptops.
4. Items are to be turned over to staff PRIOR to entering the building and walk-through metal detector. These items handed in prior to entering the school will be returned at dismissal.
5. All students, regardless of arrival time, must pass through the metal detector and have their personal belongings checked in.
 - If detector does not alert, student will proceed into the building.
 - If detector alerts, student will proceed to staff member with hand-held detector.
 - Student will empty all pockets; remove belt, hat, and shoes.
 - Staff will pat down student and sweep sweatshirt pockets and pant's watch-pocket if applicable.
 - Any items retrieved and deemed as contraband will remain in the possession of program administration until a parent/guardian is contacted to retrieve prohibited items at their convenience. Illegal contraband will be referred to local law enforcement.
 - If a student leaves early, it is the student's responsibility to remind their classroom staff to return his/her items prior to departure.
 - Students receiving medication shall proceed to the nurse's office after being checked, take their medication, and advance directly to homeroom.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must

notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Feature Videos

Faculty is required to preview videos prior to showing them to students. As a general rule, only G or PG films are permitted to be viewed by elementary students and PG-13 rated movies are permitted to be viewed by middle and high school students.

Graduation

Participation requires that all prospective graduates complete all course requirements for their home school district.

Students eligible to receive their diploma have several options. All students receive a diploma from the resident school district based on that local education association's curriculum scope and sequence, required credits, and graduation guidelines. Students may participate in their local high school graduation ceremony. CLIU also holds a multi-district ceremony for eligible graduates if a smaller venue is preferred (*Scheduled date Monday, June 2, 2025*).

Homework Policy

A student who is legally absent from school is entitled to make up work according to the following guidelines.

1. Make-up work is defined as work that was assigned and/or covered in classes on the day(s) the student was absent. This implies that all work assigned through the student's last day of attendance is due on the first day of the student's return to classes or on the previously indicated due date with no extra time allotted. This includes previously scheduled tests, reports, etc.
2. All work assigned and/or covered during a student's absence must be completed within a reasonable period of time not to exceed two (2) days for each day of absence. Additional time to complete assignments may be allotted at the discretion of the classroom teacher.

Locker Procedure

All lockers and locks are the property of the CLIU. Students shall not expect privacy regarding items placed in school lockers because school

property is subject to search at any time by school faculty without regard to any individualized suspicion. Lockers are subject to search with or without the student's permission and whether or not the student is present at the time of the search.

Mandated Reporter

Pennsylvania law has identified a school employee as a mandated reporters. As such, mandated reporters must file a report with ChildLine, Pennsylvania's child abuse reporting hotline, when they have reasonable cause to suspect that a child is a victim of child abuse. Mandated reporters are not responsible for investigating suspected child abuse claims.

Medication

Whenever possible, the parent/guardian should notify the school nurse in advance that the child will need medication. Medication is defined as medicines prescribed by a physician and any over-the-counter medications. Medication will then be administered during school hours when the following conditions have been met:

1. A "medication authorization" form is completed and signed by both the parent and ordering physician.
2. All prescription medication must be provided in the original prescription container.
3. Whenever possible, medication needed for more than one day should be given before or after school hours.
4. Discontinuance of a medication will only occur with a doctor's order or written parent notification.
5. Prescription medication must be delivered to the school by a guardian and given to the nurse at that location. If this is not able to occur, please contact your child's teacher. Bus drivers are not permitted to transport medications for students.

In the event of a medical emergency, EpiPen and Narcan are stored onsite and can be administered by trained staff.

Administering Medications:

In accordance with the direction of a physician, medications will be administered by an appropriately licensed medical provider to a student during school hours only in the event that:

1. Failure to administer medication would jeopardize the health of the student or would prevent the student from attending school.

2. It's necessary due to a student being at risk of experiencing an opioid-related overdose.
3. It's necessary due to a student being at risk of experiencing a life-threatening allergic reaction.

Personal Property

CLIU is not responsible for the loss of any personal items while items are on school property. CLIU forbids students from lending and borrowing items, especially money, from other students and bringing valuables items from home. Again, CLIU Faculty is NOT obligated to search and/or investigate lost/traded/stolen items.

Positive Behavior Support System

Students earn points for their academic and behavioral performance throughout the entire school day. Students can earn up to 100 points in four program specific categories (STAR, SOAR, or LEAD). Students earn daily points to move up a six-level school-wide positive behavior system. Each consecutive level offers greater privileges, equaling a higher level of compliance.

Possession/Use of Asthma Inhalers

Before a student may possess or use an asthma inhaler during school day, the CLIU shall require the following:

1. A written request from the parent/guardian that the school comply with the order of the private physician, including a statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the CLIU and its employees of responsibility for the benefits or consequences of the prescribed medication.
2. A written statement from the private physician that states:
 - Name of student
 - Name of medication and dosage
 - Times medication is to be taken
 - Diagnosis or reason medication is needed, unless confidential
 - Potential serious reaction or side effects of medication
 - Emergency response
 - If child is qualified and able to self-administer the medication

De-escalation and Crisis Response

The need for behavior management techniques shall be addressed prior to the development and during the writing of the IEP with parents, district representatives, IU staff, and the student, when deemed appropriate. Positive techniques for the development and maintenance of selected behaviors shall be attempted prior to the use of more intrusive measures. Aversive behavioral techniques may not be used as a substitute for a behavior management program.

Physical interventions may only be implemented when a student is demonstrating the following crisis behaviors: continuous aggression, and/or continuous self-injury, and/or continuous high-magnitude disruptions, and only when less restrictive measures have proven to be ineffective in preventing these crisis behaviors. Physical interventions may be used to control acute or episodic crisis behaviors. When and only when these conditions are met, program staff are to initiate the de-escalation and crisis response techniques in which they are trained.

Report Cards/Grading System

Report cards are distributed four times a year. A numeric grade will be documented on the report card. This numeric grade will then be credited based on the student's home school district grading policy (i.e., 90-100=A verses 93-100=A).

Safe2Say Something

Safe2Say Something is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. www.safe2saypa.org.

Sexual Harassment

No student, either male or female, should be subjected to unwelcome sexual overtures or conduct, either verbal or physical. Any of these behaviors will be considered inappropriate and appropriate action will be taken.

School Police Officer (SPO)

The School Police Officer is an integral part of the center-based staff ensuring the safety and security of the students and the building and will

have the legal authority to perform all functions in accordance with established policies and procedures. The School Police Officer may be called upon to support and monitor student's safety; facilitate groups in conjunction with local police departments and/or probation offices; build relationships within the school community and/or function as a positive behavior reinforcement.

Student Records

Student records are maintained on behalf of the resident school district in accordance with Pennsylvania law. Parents, guardians, and students wishing to review their child's education records should submit the request in writing to the program administrator. Education records are returned to the resident district.

Tobacco

Under Pennsylvania Statute, it is unlawful for any pupil to use tobacco in school buildings, school buses, and on school property. Students possessing lit or unlit tobacco in any form, smoke-like products, and non-prescribed smoking-related products will be required to turn the product over to school faculty to be discarded. Examples include, but not limited to, tobacco brownies, smokeless cigarettes, non-prescription Nicorette, lighters, and matches. Electronic cigarettes and vaping are prohibited. Appropriate consequences will be applied and law enforcement agencies may be notified.

Transportation Procedures

Transportation is considered an extension of the school day and school policies apply on the bus. Parents or guardians are responsible for the child prior to boarding the school bus in the morning and from the time the child is delivered home in the afternoon. Parents should have their child ready for pick up at least ten minutes before the scheduled time. If bad weather makes a street or road impassable, it will be necessary for the parents and child to meet the transportation staff at a convenient accessible nearby location. The school requires an emergency phone number where a parent or guardian can be contacted at any time during the school day. We have experienced repeated instances when IU vehicles have returned pupils home from school at the designated time and the parent or guardian have not been available to accept the pupil. When these situations occur, by law the IU is required to follow these procedures:

1. Transportation staff must contact IU Transportation Department.

2. IU Transportation Department will exhaust emergency numbers available for each student before calling the police or Children and Youth.
3. IU Transportation Department must inform the transportation staff of the location of the police department that has jurisdiction.
4. Transportation staff shall take pupil to the police station.

Unlawful Harassment

1. The CLIU is an educational environment in which harassment in any form is not tolerated. When a student believes that she/he is being harassed, and if the harassment continues after the harasser has been confronted with her/his behavior, there is a multi-step complaint procedure that the student shall follow.
2. Retaliation against any individual who reports discrimination or participates in an investigation, is strictly prohibited.
3. A substantiated/unsubstantiated charge of harassment will result in disciplinary action.

Use of Audio & Video Surveillance on CLIU Vehicles

In order to encourage appropriate behavior, to protect the security, safety, and property of students and others, and to maintain safety and order on CLIU buses and school vehicles, audio and video surveillance equipment may be used.

While being transported on CLIU-21 School Buses, you are being audio and visually recorded. These audio and video recordings may be used in investigations that may result in criminal prosecution and the audio and video may be presented as evidence in a judicial proceeding.

Vandalism of School Property and Property of Others

A student who damages the property of CLIU, school personnel, or other persons authorized to be on school property may be penalized as follows:

1. Minor/Major (to be determined by damage/value)
2. Required to make full and complete restitution for all damages
3. Referral to local law enforcement authority

Visitors Policy

Students who arrive late must have a parent or guardian escort them to the door and sign them in at the main entrance. Students who leave the building during the school day with permission must be signed out in the appropriate sign-out book located at the main entrance.

Walk-Out Response Practice

It is the practice of the CLIU to respond to a student attempting to leave campus as follows:

1. Use de-escalation, crisis response techniques, and non-physical strategies, such as offering a neutral area, physical proximity, active listening, peer mediation, or individual counseling with a preferred staff member.
2. If the above strategies are not successful, staff make phone contact and document all communications with a parent/guardian, probation officer (if applicable), district, and local law enforcement.
3. Physical restraint is utilized to prevent the student from leaving campus as a last resort and only if the student is displaying homicidal or suicidal ideation or is a danger to themselves or others.
4. Any missed work following a walk-out will result in a zero.
5. No personal items will be returned to students who elope from the building. Parent(s) can pick up items, or the items will be returned to the student at the end of the following day in which the student returns.

Weapons

The CLIU recognizes the importance of a safe school environment relative to the educational process.

1. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. A weapon includes but is not limited to any knife, cutting instrument, firearm, replica of a weapon, or any tool capable of inflicting serious bodily injury.
2. A terroristic threat is a threat to commit any crime of violence, evacuation of a space; or to cause serious inconvenience regardless of the risk of the inconvenience.
3. The student in violation of this policy will be referred to the local law enforcement agency and be put on a major infraction.

Working Papers

All students under the age of eighteen must have working papers for part-time or summer jobs, with a new certificate for every job change. To procure working papers, the student applicant must have his/her parent/guardian present proof of the student's age (birth certificate, hospital record, passport, driver's license) at the resident school district office.

Additional CLIU Special Education Services

Psychological Services

The CLIU has a staff of certified school psychologists who work with students, parents, and educators concerning instructional, behavioral, and social problems. School psychological services are available to students upon the request of local school districts. CLIU psychologists offer such services as psychological evaluations, counseling, consultation, and inservice education. The psychologists are also responsible for arranging multidisciplinary evaluations of students referred by districts.

School Based Partial Hospitalization Programs (Provider 33)

The school based partial hospitalization programs are designed to serve students who are seriously emotionally disturbed and who require high levels of emotional support from a team of educational and mental health staff.

The programs allows for individualized psychological therapy, family support groups, group therapy, crisis intervention, psychiatric counseling, and educational support in a public school setting with strong linkages between public and private agencies in both Lehigh and Carbon Counties. (Provider 29)*

Social Work Services

The CLIU employs social workers who provide support services for students with disabilities and their families. The social workers provide counseling to students and families as well as consultation to special classes. They are also members of the multidisciplinary evaluation process.

Work Based Learning Program

The CLIU Work Based Learning Program offers students the opportunity to develop job related skills by working on-site at businesses in the area. Students work under the supervision of work experience assistants, with the ultimate goal of having the students work without supervision and finding employment after graduation. Student must comply with established dress codes. Non-compliance will result in PBIS restrictions.

Student Assistance Program

SAP is a systemic process using techniques to mobilize school resources to remove barriers to learning. The core of the program is a professionally trained team, including school staff and liaisons from community alcohol and drug and mental health agencies. SAP team members are trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school and to make recommendations to assist the student and the parent. When the problem lies beyond the scope of the school, the SAP team will assist the parent and student so they may access services within the community. The student assistance team members do not diagnose, treat or refer to treatment; but they may refer for a screening or an assessment for treatment. <http://www.dpw.state.pa.us>

Mandated Board Policies

To view all mandated policies, please visit
<https://www.cciu.org/page/30>.

NON-DISCRIMINATION POLICIES

- 103 NON-DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS

PUPILS

- 201 DRESS AND GROOMING
- 202 SEARCHES
- 203 STUDENT RIGHTS AND RESPONSIBILITIES/SURVEYS
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- 208 WEAPONS AND TERRORISTIC THREATS/ACTS
- 209 UNLAWFUL HARASSMENT
- 210 ADMINISTERING MEDICATIONS
- 211 BEHAVIOR SUPPORT POLICY FOR ELIGIBLE YOUNG CHILDREN
- 212 BULLYING
- 213 ELECTRONIC DEVICES
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TRANSPORTATION

- 810 AUDIO RECORDING ON INTERMEDIATE UNIT VEHICLES

OPERATIONS

- 819 SUICIDE AWARENESS, PREVENTION, AND RESPONSE

Pesticide Statement

For a pesticide treatment at a school building:

- A. Posting the pest control sign received under subsection (a)(1) in an area of common access where individuals are likely to view the sign on a regular basis at least seventy-two (72) hours before and for at least two (2) days following each planned treatment.
- B. Providing the pest control information sheet received under subsection (a)(1) to every individual working in the school building at least seventy-two (72) hours before each planned treatment.
- C. Providing notice, including the name, address and telephone number of the applicator providing the treatment, day of treatment and pesticide to be utilized, to the parents or guardians of students enrolled in the school at least seventy-two (72) hours before each planned treatment as follows:
 - I. notice to all parents or guardians utilizing normal school communications procedures; or
 - II. notice to a list of interested parents or guardians who at the beginning of each school year or upon the child's enrollment requested notification of individual application of pesticides. The school shall provide procedures or materials for such requests to parents and guardians of students. Notification of each pesticide application shall be provided using first class mail or other means deemed appropriate by the school to each parent or guardian requesting notification.

For a Pesticide application on school grounds:

- A. Posting the pest control sign received under subsection (a)(2) at the place to be treated at least seventy-two (72) hours before and for two (2) days after the planned treatment.
- B. Providing the pest control information sheet received under subsection (a)(2) to every individual working in the school building at least seventy-two (72) hours before each planned treatment.

Pesticide Statement (continued)

- C. Providing notice, including the name, address and telephone number of the applicator providing the treatment, day of treatment and pesticide to be utilized, to the parents or guardians of students enrolled in the school at least seventy-two (72) hours before each planned treatment as follows:
 - I. notice to all parents or guardians utilizing normal school communications procedures; or
 - II. notice to a list of interested parents or guardians who at the beginning of each school year or upon the child's enrollment requested notification of individual application of pesticides. The school shall provide procedures or materials for such requests to parents and guardians of students. Notification of each pesticide application shall be provided using first class mail or other means deemed appropriate by the school to each parent or guardian requesting notification.

For emergency pesticide application:

The school shall notify by telephone any parent or guardian who has requested such notification. School officials shall annually advise parents or guardians of their right to request notification of emergency pesticide use and shall explain procedures for requesting such notification.

24 P.S. § 7-772.2(*)

CLIU #21 SPECIAL EDUCATION **ADMINISTRATORS**

(610-769-4111)

Dr. Molly Flood - **ALAS Program Supervisor, ext. 1401**

Katherine Tully - **CLAS Program Supervisor, ext. 2222**

Amanda Vidumsky - **LLAS Program Supervisor, ext. 1320**

Dr. Mark Scott - **Director of Special Programs and Services, ext. 1218**

Assistant Directors of Special Programs and Services; Behavioral Health Supervisor;
Partial Hospitalization; Psychiatrists/Psychologists; Student Records

Sean LeDonne - **Assistant Director of Special Programs and Services, ext. 1673**

Special Programs and Services Supervisors; Early Intervention; Educational
Consultants; First Call Subs (IA & Teacher); ESY

Dr. Catherine Nelson - **Assistant Director of Special Programs and Services, ext. 1616**

Special Programs and Services Supervisors; Early Intervention

Dr. Lisa Schumacher - **Assistant Director of Special Programs and Services, ext. 1678**

Special Programs and Services Supervisors; ESY; Facilitator Supervisor: School-Age
Speech Supervisor

Jason Savenelli - **Supervisor, Mental Health Services, ext. 1234**

Behavioral Health Rehabilitative Services (Provider 50); Psychiatric Outpatient
Clinics (Provider 29); Provider 50, Provider 29, and Provider 50 Billing, Licensure,
and Compliance; HIPPA Privacy Officer



Carbon Lehigh Intermediate Unit #21
4210 Independence Drive
Schnecksville, PA 18078-2580
610-769-4111
www.cliu.org

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