

Carbon Lehigh  
Intermediate Unit #21



Helping Children Learn



2023-2024

Student Handbook  
(ALAS, CLAS, LLAS)

Effective Monday, August 28, 2023



**Allentown Learning Achievement School**

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**Allentown, PA 18109**

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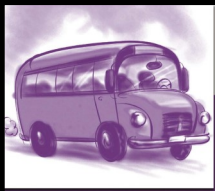
**Lehigh Learning Achievement School**

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# STAR

Allentown  
Learning  
Achievement  
School



**S**ocialization  
**T**ask  
**A**rea  
**R**esponsibility



# We SOAR at

Carbon  
Learning  
Achievement  
School



**S**afety  
**O**wnership  
**A**chievement  
**R**espect



# We LEAD at

Lehigh  
Learning  
Achievement  
School



**L**ocation  
**E**ngaged  
**A**cting with **PURPOSE**  
**D**ignity

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# ALAS Student Calendar

## 2023-2024

AUGUST/SEPTEMBER '23						
S	M	T	W	Th	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

8/28 Student First Day  
1, 4 Labor Day

FEBRUARY '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

16, 17 Presidents Holiday

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9 Teacher In-Service

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8 Teacher In-Service

28, 29 Spring break

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

7 Teacher In-Service

23, 24, 27 Fall break

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1 Spring break

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

22 - 29 Winter Holiday

MAY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

27 Memorial Day

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 New Year's Holiday

2 Winter Holiday

22 Teacher In-Service

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 Graduation

7 Student Last Day

First/Last Day of School  
School Closed/Holiday  
Early Dismissal  
Teacher In-Service Day (no school for students)  
Graduation/Early Dismissal

*\*Early Dismissal Days with delayed start time will dismiss at regular time!*



# CLAS Student Calendar

2023-2024

July/August '23						
Su	M	Tu	W	Th	F	S
	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March '24						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '24						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June '24						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



- School Closed/ Holidays
- Teacher in-Service Day (no school for students)
- Half Day
- First and Last Day of School
- End of Marking Period
- Graduation



# LLAS Student Calendar

## 2023-2024

**JULY '23**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31st – Summer Academy

**JANUARY '24**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1<sup>st</sup> – School Closed / Holiday

15<sup>th</sup> – School Closed / Holiday

19<sup>th</sup> – School Closed / Teacher In-Service

**AUGUST '23**

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1<sup>st</sup> – Summer Academy

15<sup>th</sup> – Opening Day

21<sup>st</sup>, 22<sup>nd</sup>, 23<sup>rd</sup>, 24<sup>th</sup> – Staff In-Service

28<sup>th</sup> – First Student Day

**FEBRUARY '24**

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

14<sup>th</sup> – Student Early Dismissal / Teacher In-Service

16<sup>th</sup> – School Closed / Holiday

19<sup>th</sup> – School Closed / Holiday

**SEPTEMBER '23**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1<sup>st</sup> – School Closed / Holiday

4<sup>th</sup> – School Closed / Holiday

13<sup>th</sup> – Student Early Dismissal / Teacher In-Service

15<sup>th</sup> – Student Early Dismissal / Teacher In-Service

**MARCH '24**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

8<sup>th</sup> – No School for Students / Teacher In-Service

28<sup>th</sup>, 29<sup>th</sup> – School Closed

**OCTOBER '23**

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

9<sup>th</sup> – School Closed / Teacher In-Service

11<sup>th</sup> – Student Early Dismissal / Teacher In-Service

**APRIL '24**

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

1<sup>st</sup> – School Closed / Holiday

10<sup>th</sup> – Student Early Dismissal / Teacher In-Service

**NOVEMBER '23**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

22<sup>nd</sup> – Early Dismissal

23, 24, 27 – School Closed / Holiday

**MAY '24**

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

24 – Student Early Dismissal / Teacher In-Service

27 – School Closed

**DECEMBER '23**

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

13<sup>th</sup> – Student Early Dismissal / Teacher In-Service

22<sup>nd</sup>, 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup> – Off

**JUNE '24**

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4 – Tentative Last Student Day

# 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 *(See the CLIU Health and Safety Plan at [www.cliu.org](http://www.cliu.org))*

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. *(See the CLIU Health and Safety Plan at [www.cliu.org](http://www.cliu.org))*

### **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 3, 2024*).

## 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.

## **Point Sheet**

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.

## **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](http://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.

## Additional CLIU Special Education Services (continued)

### 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>



# SWPBIS - LEVEL 1 (MAJOR)

## **Reasons for placement:**

- Disorderly conduct (defiance/insubordination/non-compliance)
- Simple assault (physical aggression)
- Harassment
- Bullying
- Fighting
- Criminal trespass (inappropriate location/out of bounds of area)
- Obscene sexual material or performance (inappropriate display of affection)
- Theft (forgery/theft/plagiarism)
- Vandalism (property damage/vandalism)
- Possession of a controlled substance (use/possession of drugs/alcohol)
- Possession of a weapon (use/possession)
- Threatening a school official or student (gang affiliation/displaying gang symbols)
- Bomb threat

## **Maintenance (1 day):**

- Earn 90/100 points on the behavior tracking sheet
- Complete all assignments and corrections
- Follow Level 1 Restrictions without problems
- Complete reflection sheet criteria

## **Restrictions:**

- Lunch restriction - no seconds (staff discretion)
- May not participate in any group activities (therapy at the discretion of mental health staff)
- May not participate in student store
- No additional privileges

## **To move off Level 1 Major:**

- One day or two half-days of meeting all maintenance requirements
- Then, move to Level 2, Day 1, for meeting and level reassignment
- Committing a consecutive major infraction while on a major will equal one day of alternative learning

# SWPBIS - LEVEL 1 (MINOR)

## **Reasons for placement:**

- Leaving the classroom without permission
- Technology violation
- Defiance
- Disruption
- Minor altercation

## **Maintenance (1 day):**

- Follow all maintenance requirements for the student's prior level
- Follow Level 1 Restrictions without problems

## **Privileges (Restrictions):**

- To be determined by program staff and students

## **To move off Level 1 Minor:**

- One day of meeting all maintenance requirements
- Student on level 2 moves back 5 days
- Students on Level 3, 4, or 5 placed back on the level system, minus 10 days

# SWPBIS - LEVEL 2

## **Maintenance (10 days):**

Students must...

- Earn 90/100 points on the behavior tracking sheet
- Complete all assignments and corrections

## **Privileges:**

- To be determined by program staff and students

1	2	3	4	5
6	7	8	9	10

## SWPBIS - LEVEL 3

### **Maintenance (20 days):**

Students must...

- Earn 92/100 points on the behavioral tracking sheet
- Complete all assignments and corrections

### **Privileges: All Level 2 Privileges PLUS...**

- Additional privileges to be determined by program staff and students
- Snack cart and computer

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20

## SWPBIS - LEVEL 4

### **Maintenance (25 days):**

Students must...

- Earn 94/100 points on the behavioral tracking sheet
- Complete all assignments and corrections

### **Privileges: All Level 3 privileges PLUS...**

- Additional privileges to be determined by program staff and students
- Recreation

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25

## SWPBIS - LEVEL 5

### **Maintenance (30 days):**

Students must...

- Earn 96/100 points on the behavioral tracking sheet
- Complete all assignments and corrections
- Maintain a self-monitoring sheet days 5-16 to 5-30

### **Privileges:** All Level 4 privileges PLUS...

- Additional privileges to be determined by program staff and students
- Eat in multipurpose room/cafeteria

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15
16	17	18	19	20
21	22	23	24	25
26	27	28	29	30

## SWPBIS - LEVEL 6

### **Maintenance:**

Students must...

- Earn 98/100 points on the behavioral tracking sheet
- Complete all assignments and corrections
- It is expected that students on Level 6 will maintain Level 5 maintenance requirements on a consistent basis and, if not, placement on Level 6 will be reviewed by the team
- Be unescorted throughout the school day
- Order lunch with own money (staff discretion)

### **Privileges:** All prior Level privileges PLUS...

- Additional privileges to be determined by program staff and students
- Game room

# Mandated Board Policies

To view the Mandated Board Policies,  
visit the website below:

<https://www.cliu.org/page/30>

## PUPILS

- 207 BEHAVIOR SUPPORT
- 212 BULLYING
- 205 COMMUNICABLE DISEASES AND IMMUNIZATION
- 213 ELECTRONIC DEVICES
- 202 SEARCHES
- 203 STUDENT RIGHTS AND RESPONSIBILITIES/SURVEYS
- 819 SUICIDE AWARENESS, PREVENTION AND RESPONSE
- 209 UNLAWFUL HARASSMENT
- 208 WEAPONS AND TERRORISTIC THREATS/ACTS

## NON-DISCRIMINATION POLICIES

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

**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. 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



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**Helping Children Learn**

*"CLIU is a service agency committed to Helping Children Learn."*