



CAPITAL AREA INTERMEDIATE UNIT

SCHOOL AGE PARENT HANDBOOK

2017-2018

CAIU Student Services Team

Printed August 2017

The Capital Area Intermediate Unit shall maintain an educational and work climate free from discrimination based on race; color; religious creed; ancestry; age; sex; national origin; non-job related handicap or disability; use of a guide or support animal because of blindness, deafness or physical handicap; marital status or sexual orientation, as required by Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendment, Section 504 of the Rehabilitation Act of 1973, and the Pennsylvania Human Relations Act of 1955 as amended. Inquiries should be sent to the following individuals:

Inquiries related to program/activities: Alicia McDonald, Director of Student Services, CAIU, 55 Miller Street, Enola, PA 17025-1640.

Inquiries related to employment: Theresa Kinsinger, Director of Human Resources & Communications, CAIU, 55 Miller Street, Enola, PA 17025-1640.

FOREWORD

Dear Parents,

This Handbook has been prepared to help you with the important task of ensuring that your child has a successful educational experience with the Capital Area Intermediate Unit.

We hope this information provides answers to your questions and helps you participate in your child's education. If you have any feedback about how we can make this Handbook more useful, please contact my office. Your comments are always welcome!

We would like you to familiarize yourself and your child with the contents of this Handbook. It should answer most of the questions you have about the various policies and procedures of the Capital Area Intermediate Unit. If you have any questions about this Handbook or about your child's program or services, please feel free to contact your child's teacher, therapist, program supervisor, or me. We look forward to working closely with you throughout the coming school year.

Best wishes for a successful school year!

Sincerely,



Alicia M. McDonald, Director of Student Services



Dr. Janilyn Elias, Ed.D., Program Director, Student Services

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CAIU and District Policies

Many Intermediate Unit classes are placed in school district buildings, and the CAIU and district policies are followed. You may review Capital Area Intermediate Unit policies upon request by calling Ms. Alicia M. McDonald at the Enola location: 732-8400, ext. 8512.

Educational Records

The home school district is the Local Education Agency (LEA) for students who receive services from Capital Area Intermediate Unit (CAIU) between the ages of 5 and 21. As a result, they are the main point of contact for official educational records.

The CAIU maintains copies of educational records related to services students receive while enrolled in our program(s), and views the confidentiality of your child's educational records as a solemn responsibility. You have a number of legal rights related to access, disclosure, and destruction concerning your child's educational records. Records, hard copy or digital format, will be destroyed seven (7) years after ending date of service. To access your rights or child's educational records, contact Dr. Janilyn Elias at 717-732-8400, ext. 8504 or submit your request in writing to the CAIU address on the first page.

Attendance

The Capital Area Intermediate Unit, like school districts, follow the Pennsylvania School Code pertaining to attendance. Compulsory school age refers to the period of a child's life from the time the child enters school as a beginner, which shall be no later than the age of eight, until the age of seventeen (17) or graduation from high school (whichever occurs first). "Beginner" means entering the lowest grade of elementary school above kindergarten. The School Code is clear that every child of compulsory school age is required to attend school every day school is in session, unless for lawful reasons.

Excused Absences: Absences from school may be excused for reasons of illness, quarantine, death in the immediate family, impassable roads, emergency medical and dental attention, pre-arranged absences, and authorized religious holidays.

Unlawful/Unexcused Absences: Examples of absences that will not be excused are parental neglect, unapproved vacations, missing the bus/van, oversleeping, hunting, or for any reason other than those listed as excused.

Unlawful applies to a student who is sixteen (16) years of age or younger.

Unexcused applies to a student who is seventeen (17) years of age or older.

Attendance—continued

Written Excuses: All absences will be treated as unlawful/unexcused until the Intermediate Unit receives a written excuse. The written excuse should be submitted to the student's classroom teacher upon the student's return to school and should include the student's full name, date(s) of absence, reason for absence, and signature of parent/legal guardian or physician. A written excuse is still required even if the parent/legal guardian previously contacted the school to report the absence. Excuse notes submitted via email will not be accepted

It is the responsibility of the parent/legal guardian to see that the written excuse is received by school officials. Parents/legal guardians who wish to confirm receipt of written excuses may call the teacher following the student's return to school.

If an excuse has not been received by the school within three (3) days following the student's return to school, the absence will be considered unlawful for all students sixteen (16) years of age and younger and unexcused for all students seventeen (17) years of age or older.

A student returning from an extended absence should submit a doctor's note. If a student accumulates ten (10) days of cumulative absences, a doctor's note for each absence, thereafter, may be required by the student's district of residence.

Unlawful Absences: Pennsylvania law states that it is the responsibility of the school district of residence to enforce the compulsory attendance laws in accordance with the Public School Code. The Capital Area Intermediate Unit will report all student absences and tardies to the school district of residence. Students accruing six (6) unlawful absences are subject to fines and other penalties under state law.

A person convicted of violating Compulsory School Attendance requirements may be:

- Sentenced to pay a fine up to \$300 per offense, with court costs for the first offense, up to \$500, with court costs for the second offense, and up to \$750 per offense, with court costs for the third and any and all subsequent offenses, or
- Sentenced to perform community service, or
- Required to complete an appropriate course or program designed to improve student attendance, and
- Sentenced to jail for a period of not more than three days, for failure to pay imposed fines.

Attendance—continued

- Referral to County Children and Youth Agency

Educational Trips: Parents/legal guardians wishing to remove their child for a planned trip must request permission from their school district of residence. Each district has an educational trip form, some of which are posted on district websites, which must be filled out and approved prior to the absence(s). This procedure must be followed for the absence(s) to be considered excused. A copy of the approved educational trip form should be given to the child's classroom teacher in order for the absence(s) to be marked as excused.

Tardiness: Any student reporting after the start of the school day shall be considered tardy. A tardy is classified as either excused or unexcused, using the same criteria as those used for absences. Parents/legal guardians are expected to submit a signed, written note, with reason for lateness, upon the student's arrival to school. Late arriving students should report to the school office to sign in . Failure to sign in at the office may result in disciplinary action. Habitual tardiness will not be tolerated and will result in appropriate discipline.

Early Dismissals: Students wishing to be dismissed early must present a written request, from the parent/legal guardian, to the office secretary upon arrival to school. Requests must include the name of the student, reason for early dismissal, the person picking the student up (must be age 18 or older), if other than parent, and the signature of the parent/legal guardian.

Students granted permission to be excused from school must have their parent/legal guardian sign them out in the school office. Any person unfamiliar to school staff can expect to be required to provide positive identification upon signing the student out of school. Telephone requests for excusals will be honored in emergencies only. The parent/legal guardian must supply the name of the person picking up the student (must be age 18 or older); this person should expect to be asked to provide positive identification prior to leaving school grounds with the student. This procedure is for the safety and protection of all students.

Half Day Absences: Any student arriving or departing during the school day for greater than 150 minutes, but less than 195 minutes, shall be reported for a half day absence. If a student is out of school for greater than 195 minutes, a full day absence shall be reported. Half day absences use the same excusal criteria as those used for full day absences.

Withdrawals and Transfers

When a child is to be withdrawn due to a family move, parents are asked to notify the child's Intermediate Unit teacher and the district in which you reside with the following information two weeks prior to the move. Please provide the following information:

- exact date of the withdrawal.
- new address.
- the name of the school district or intermediate unit the student will enter.

Note: If a family move results in a change in the school district your child will attend, you should communicate with the new district regarding your child's placement and educational needs prior to your intended move. Special Education services vary by district, and communicating information to the IU, your current district and future district in a timely fashion will significantly reduce the likelihood of disruption to your child's programming

Emergency Information

Your child's teacher and bus driver will ask you to complete an *INFORMATION FORM* at the beginning of the school year. Please return this form immediately. This information is needed so that you can be notified if your child becomes ill or is involved in an accident. Be sure to note if your child has any allergies to food, medicine, insect bites, etc., and also note how to care for any allergies. The family is responsible for notifying the school as soon as any information on the form changes. **Also, please be aware that in the event an emergency occurs requiring your child to be transported to a hospital by ambulance, the CAIU is not responsible for the cost of ambulance services.**

Publicity

The Capital Area Intermediate Unit (CAIU) likes to celebrate the achievements of our students and staff. Throughout the year, authorized school personnel may take photographs of or digitally record students and school activities for use in various CAIU materials including, but not limited to, the CAIU website and other social media, newsletters, yearbooks, brochures, and calendars. The CAIU, at times, may also publicize student work. Additionally, these images may be used within the CAIU for educational purposes and/or used outside of the CAIU for teacher training by colleges, other Intermediate Units, School Districts or other educational, service, or support agencies. The CAIU will not disclose personally identifiable information when publishing student photographs or digital recordings for the purposes described above.

Parents/guardians who **do not** want their child's photographs or digital recordings used must complete the opt-out form on an annual basis.

Parent Involvement

Parent participation in meetings (e.g., evaluation team or IEP team meetings) and ongoing parent-school contact are critical to your child's success in school. We encourage you to maintain regular communication with your child's teacher. To prepare for meetings about your child, it is helpful if you review and bring with you information from school, medical information, or information from other agencies about your child.

Never hesitate to ask questions about your child's program. Also, please let your child's teacher or program supervisor know if you need assistance preparing for or attending meetings, access to records, contact with CAIU staff, or other support to ensure your active and meaningful participation in your child's educational program.

Parent Request to View Instructional Materials

Upon written request to the building/program supervisor, the CAIU will make existing information about curriculum, academic standards, materials and assessments available for parental review. Please contact your child's program supervisor via email or in writing to detail the specific nature and focus of your request. For more information see CAIU Board Policy 105.1.

Visitation

Parents are most welcome and are urged to visit their child's school. We ask, however, that you contact your child's teacher at least one day in advance of making a visit. All visitors, other than staff personnel, must give advance notice of their intent to visit and first have permission from the program supervisor. The program supervisor will make arrangements with the teacher prior to the visit.

Visitors to Capital Area Intermediate Unit centers must sign in and out of the building in the visitor's registry at the building office. A visitor to a classroom housed in a district building must sign a visitor's registry kept in the school's office.

During a visit, if you have questions about the class or about your child's education, please wait until the school day is over or schedule a parent-teacher conference. This will avoid disrupting the educational program.

Emergency Procedures

The CAIU has developed extensive emergency procedures to provide for the safety and welfare of all children and staff in various situations. These include specific preventative measures and responses (such as evacuation) to crises such as weather events,

earthquakes, bomb threats, intruders, radiological emergencies, fire, and a number of other situations. Procedures are in written manuals as well as in quick reference flip charts available in each classroom and school.

At any time during an emergency, you may obtain information about your child's class by phoning the Enola Office at 717-732-8400. If you would like a copy of or more information about emergency procedures, contact Mrs. Cindy Mortzfeldt, at 717-732-8400, ext. 8488.

School Closings and Early Dismissal

In the event of a weather emergency, listen to local radio and TV stations for the school district announcement where your child's class is located/assigned (refer to the CAIU Class Calendar). If you are unsure of the school district, please refer to the school calendar you received with your child's assignment letter prior to the start of school. Contact your child's teacher if you have any questions about which district announcement you follow. Only in the case of an extreme or unusual emergency will you hear an announcement regarding CAIU transportation or classes.

If weather and road conditions are a problem in your local area but not a problem in other areas, you will be contacted by your child's bus driver and told that transportation for the day is delayed or canceled.

Delays

Please note the following procedures that will apply in the event of a weather emergency requiring a delay in the opening of the school day.

1. Parents who are transporting their child(ren) are asked not to bring the child(ren) to school before the time designated for the delay.
2. CAIU students who attend school only in the AM will not be transported to their AM classes.
3. Students who attend non-CAIU classes (e.g., vo-tech) in the AM and CAIU classes in the PM will be picked up at their home by IU transportation and transported to their IU class. Students attending IU classes in the AM but non-IU in the PM, will arrive at their IU class on a delay but still attend their PM classes.
4. Students will not be transported for vocational training, job placement, inclusion, field trips, off-site experiences, community-based instruction, etc.

School Closing & Early Dismissal—*continued*

Emergency School Closing During the Day

In all cases of an emergency closing during the school day, notification will be forwarded from the Enola office. For this reason, it is critical that your child's teacher have current phone numbers should you need to be reached at any time during the day.

Make-up Days

Please note that the CAIU Calendar **may not align** exactly with a district's calendar. This is because of differences in the number of staff days and when in-services are scheduled. Because our first priority, especially for district-based classes, is to have CAIU classes in session when district students are in session, and because we cannot always be sure in advance **when** districts will make up days canceled for weather, we will decide make-up days as the year unfolds.

We will attempt to follow the district decisions in making up days, but this may not always be possible. Therefore, we will make every effort to inform you of make-up days with as much notice as possible.

Early Dismissal

Our general policy is that we do not dismiss CAIU classes early, even if the district to which a CAIU class is assigned does so. Remember, most classes have students from multiple districts, so we must ensure as much instructional time for students as possible.

The exception to the above rule is for safety; for example, if a district will be dismissing all students **and** staff from a building, we will dismiss CAIU classes in that building as well. This typically happens before a holiday.

Transportation

CAIU staff work with your school district to try to determine the most appropriate means for each student to get to and from school, such as a van or bus.

If your child is transported by the CAIU, the driver will contact you prior to the start of school with your child's pick up and drop off times. If your child's transportation is provided by your home district, please contact your district transportation office for information.

Transportation—*continued*

- 1 Have your child ready to board the bus on time. The vehicle may arrive 10 minutes before and up to 10 minutes after your scheduled time, depending upon traffic conditions.
- 2 The driver will give you contact phone numbers to call when your child is unable to attend school. Please contact your driver or his/her supervisor at one of these numbers each day your child is unable to attend. If you are unable to contact them, you are urged to contact the transportation office. The transportation office hours are 7:00 a.m. to 3:45 p.m. There is a 24-hour answering system at which you may leave a message. Transportation can be reached at 1-800-244-2425, ext. 8410 or 8411 or locally at 732-8410 or 8411.
- 3 Due to the physical or emotional challenges of some of the children transported by the CAIU, it is important that a dependable person (parent/guardian) be home when the vehicle arrives in the morning and in the afternoon. If a child is able to wait for transportation unattended, a letter from the parent should be forwarded to the transportation office.
- 4 Your child must be careful when approaching the vehicle. He/she should wait until the vehicle is completely stopped before boarding. If he/she cannot walk, the parent/guardian must assist him/her to and from the vehicle. Siblings and pets should stay away from the vehicle.
- 5 Keep your driver informed of any physical or emotional problems your child may have that may warrant extra precaution or special attention. Keep the driver informed of any change during the year that may affect your child's behavior.
- 6 Help the driver by informing your child on the importance of good behavior while riding in the vehicle.
- 7 Parents will be required to pay for damages intentionally caused to the vehicle by their child.
- 8 Transportation is a privilege. When it is decided that your child's behavior is detrimental to the health and safety of himself/herself, other students, and/or the driver, his/her privileges could be lost.
- 9 If seat belts are available in a vehicle they must be worn at all times while the vehicle is in motion.

Transportation Rules

Drivers are responsible for vehicle and passenger safety. Students should behave in a way that encourages the well-being and safety of all. CAIU staff have developed a transportation policy that lists rules of student conduct for appropriate behavior. The driver should give these to each parent/guardian prior to or at the start of transportation services. If you do not receive a copy, please contact the transportation office.

Transportation—*continued*

Routing and Scheduling

Each child's transportation will begin and end at the same location each day. Exceptions to this must be arranged through the transportation office. An exception will be considered if the parent/guardian has arranged for an alternate stop to a sitter or latch-key program in the morning and/or afternoon. The alternate stop must be for each day and within a reasonable distance of the child's regular route. The transportation supervisor will determine what constitutes a "reasonable distance" based on an examination of all factors involved. Questions concerning bus routes and schedules should be directed to the CAIU Transportation Office.

Know Your Rights

You and your child have a number of rights under both federal and Pennsylvania statutes and regulations, especially if your child has a disability. If your child is protected under special education statutes and regulations, you will receive copies of a document called "Procedural Safeguards Notice." This document describes your special education rights in a comprehensive manner and provides agency contacts if you need assistance. It is very important that you understand and take advantage of the statutory and regulatory protections available to you and your child in order to ensure that he or she receives the necessary educational programs and services.

Your child's teacher or the supervisor of your child's program can explain your rights to you. Copies of relevant statutes and regulations are available from the CAIU Student Services office at 717-732-8400, ext. 8512.

Child Find

Each school district (for school age children) and the CAIU (for preschool age children) must establish procedures to make sure that all children with disabilities are located, identified, and evaluated. These procedures are generally known as "child find." Parents who suspect that their school age child may have a disability (or disabilities), and therefore needs special education, should contact their district of residence and request a multidisciplinary evaluation. Parents who suspect that their preschool age child (3 to school age) may have a disability (or disabilities), and therefore needs special education, should contact Eric Bostick, CAIU Preschool Supervisor, at 717-732-8400, ext. 8619.

Surrogate Parents

A surrogate parent is someone who may assume the responsibilities in matters relating to the ***identification, evaluation, and educational placement*** of students for whom no parent or guardian can be identified, if their whereabouts are unknown, or if the child is a ward of the state. Surrogate parents are volunteers who are trained by the intermediate unit to serve in this capacity. To qualify as a surrogate parent you must meet the following qualifications:

- Be a volunteer.
- Be a person of good character.
- Be at least 18 years old.
- Possess reasonable abilities to make a decision concerning a student's educational needs.
- Be committed to acquaint yourself with the person's educational needs and with the Pennsylvania educational system.
- Have no vested interest that would conflict with the primary allegiance to the child you would represent.

Duties of a surrogate parent include becoming familiar with special education regulations, being involved in the MDE/IEP process, and receiving notifications regarding evaluation and/or placement of the student. If you or someone you know has an interest in serving as a surrogate parent, contact Dr. Janylyn Elias at 732-8400, ext. 8504, for additional information.

Health Insurance

Students eligible for Supplemental Social Security Income (SSI) are automatically eligible for a medical assistance card. In addition, students who meet SSI requirements for disability but exceed family income limits can qualify for a Medical Assistance (M.A.) card based on their own income. Contact Cindi Walker, 732-8400, ext. 8514, for more information.

Free health insurance is available for children ages 0-13 to families whose income is up to 185% of the federal poverty guidelines. Low cost insurance is available for children ages 0-6 when family income is up to 235% of the poverty guidelines. Contact Vickie Armstrong, 732-8400, ext. 8512, for further information.

School Age School Health Services

- I. A comprehensive health record is maintained for each student in a Capital Area Intermediate Unit class. Height, weight, body mass index, vision, and hearing screenings are conducted annually. Parents will be notified regarding findings in accordance with school mandates.
- II. The **Pennsylvania School Health Law** requires the following for all students:
 - A. Immunizations
 1. Children in ALL GRADES (K-12) need the following immunizations for attendance:
 - 4 doses of tetanus, diphtheria, acellular pertussis* (*1 dose on or after 4th birthday*)
 - 4 doses of polio (*4th dose on after 4th birthday and at least 6 months after previous dose given.*)
 - 2 doses of measles, mumps and rubella**
 - 3 doses hepatitis B
 - 1 dose of live Rubella (German Measles) Vaccine
 - 2 doses of varicella (chickenpox) or evidence of immunity

Seventh through 12th Grade Additional immunization requirements for attendance:

 - 2 doses meningococcal conjugate vaccine (MCV)
 - ◊ First dose given by the first day of 7th grade (11-15 years of age); a second dose is required at age 16 or entry into 12th grade
 - ◊ If the dose was given at 16 years of age or older, only one dose is required.
 - 1 dose tetanus, diphtheria, acellular pertussis (Tdap) given by the first day of 7th grade
 2. Dates of immunizations must be given to the school nurse when registering for school or at the beginning of the school year.
 3. Exemptions from Immunizations
 - a. Medical exemption: Children need not be immunized if a physician provides a written statement that immunization may be detrimental to the health of the child.
 - b. Religious exemption: Children need not be immunized if the parent objects in writing to the immunization on religious grounds or on the basis of a strong moral or ethical conviction.

4. As of January 26, 2005, school nurses are now required to call the PA Dept. of Health when it becomes known or suspected that a student has Varicella (chicken pox). Following this report, the PA Dept. of Health is required to contact the student's parent/guardian.
- B. **Medical examination** for kindergarten or first grade (original entry), sixth grade, and eleventh grade.
- C. **Dental examination** for kindergarten or first grade (original entry), third grade, and seventh grade.
- D. It is recommended that, if possible, the medical and dental examinations be done by your child's physician or dentist within 4 months prior to the opening of school since it is your child's physician or dentist that can best evaluate your child's health and assist you in obtaining necessary treatments or corrections. If the examination is not done privately, parents will be notified and the CAIU will arrange to have it completed.

III. **General School Health Guidelines**

Parents should **not** send a sick child to school. If your child shows any of the following symptoms: fever, diarrhea, upset stomach, nausea, vomiting, earache, questionable skin rashes, inflamed eyes or severe head or chest cold, please keep him/her home. If a child becomes sick during the school day and must return home, parents are expected to provide or arrange for transportation from the school to home. **The child should not return to school until they have been symptom free for 24 hours.**

- A. Any child suspected of suffering from a contagious condition such as impetigo, pink eye, or scabies, ring worm, or any questionable rash will be excluded from school until written notification of treatment is provided by his/her physician.
- B. Any child with nits or head lice will be sent home from school and is permitted to return only after successful treatment. Upon returning to school, the child needs to be transported to school by the parent and checked by the school nurse and/or designated staff prior to reentry to his/her classroom. The child will be readmitted to school and transportation services when he/she has been cleared for reentry by the school nurse or designated
- C. If your child is absent due to illness for more than three days, a doctor's excuse is required.

IV. Medication Policy

To the extent possible, school personnel encourage parents to

A. administer medication at home before school, immediately after school, and at bedtime, unless otherwise specified by the physician.

The written request of the parent or guardian is provided by

B. completing the INFORMATION FORM (supplied by the CAIU).

C. If medication needs to be administered in school, it will be administered by the direct written order of the physician and the written request of the parent or guardian.

D. The physician's direct written order must appear on the CAIU Authorization for Medications Form, CAIU IHP Form, physician's letterhead or physician's prescription form indicating:

1. The name of the student.
2. The name of the medication.
3. The dosage of the medication.
4. The time at which or special conditions under which the medication shall be given
5. The period during which the medication can be given if

E. The medication must be in an original pharmacy container labeled with the student's name, name of medication, dosage of medication, instructions for administration, and physician's

F. **Transporting Medication to and from School:** In the interest of safety and security, we ask that the following procedures be used when medications are sent to school via the "school bus or van": place the medication in an original pharmacy container into a paper bag; seal it shut and write your child's name on the bag; give the bag to the driver when he/she arrives to pick up your child. The driver will hand the bag to the CAIU staff person who meets the bus upon arrival at school. The CAIU staff will then give the medication to the

G. **Possession and Use of Asthma Inhalers and epinephrine auto injectors (Epi-pen):** The CAIU has set forth a Board policy/procedure for a student to be authorized to possess and/or self-administer an asthma inhaler and epinephrine auto injectors (Epi-pen).

Prevention Education

Students will be provided with educational materials and instruction regarding HIV Infection that are age appropriate, reviewed and

recommended by CAIU staff, and approved by the board in accordance with Board policy. Detailed curriculum outlines and curricular materials used in conjunction with such instruction will be available to parents/guardians for inspection during regular school hours. Parents/guardians requesting that their child be excused from instruction on HIV Infection must submit to the school office their request in writing within five (5) school days after receiving notice from the district.

Drug and Alcohol Policy

Within the Capital Area Intermediate Unit, prevention and/or prohibition of drug use and possession occur through a three-faceted program, including (1) education, (2) prevention in school climate, and (3) intervention. The guidelines incorporated in this policy have been formulated for the effective enforcement of this policy in a fair and consistent manner. Early intervention and referral of a student evidencing a problem with chemical abuse or dependency will be the primary goals. Discipline procedures will be administered with the best interests of the student and student body in mind.

The following shall constitute a violation of this policy: possession and/or intent to distribute any illegal, controlled or mood-altering substance, drug, chemical, medication, abuse chemical, or look-alike thereof, or drug paraphernalia not approved by the health office, on school property, at or during any school or school-sponsored activity or event, on school buses and enroute to and from school by any mode of travel. Discipline procedures will vary depending on the offense, but in all cases when a student is caught in the possession of drugs or paraphernalia or is selling or dispensing a drug, the law enforcement authorities will be contacted and presented with all evidence and circumstances pertaining to the incident.

Possession of Tobacco

Possessing or using tobacco products on school property is prohibited by CAIU Policy and Pennsylvania law. This includes any time at or during any school-sponsored or school-related function, activity or event. School property includes school buildings, school buses, property owned by, leased by, occupied by, or under the control of the Capital Area Intermediate Unit. Tobacco includes a lighted or unlighted cigarette, cigar and pipe; other lighted or unlighted smoking product; electronic cigarettes; vapor producing instruments; and smokeless tobacco in any form. Violation may result in in-school suspension, out-of-school suspension, or prosecution before a district justice resulting in a fine up to \$50 plus court costs.

Leaving School Property

No pupil will be permitted to leave the school property during the school day without the permission of the teacher or person designated as in charge of the school. Leaving school property may result in suspension or other forms of discipline.

Possession of Pagers/Beepers

The Pennsylvania School Code prohibits the possession by students of telephone paging devices on school grounds, at school-sponsored activities, and on buses or other vehicles provided by the school district except in very rare instances. If a student is found to be in possession of a pager/beeper, it will be confiscated immediately and the student will be subject to appropriate discipline, which may include suspension.

Discipline

The Capital Area Intermediate Unit Board of Directors has adopted a student discipline policy which provides guidelines for suspension and exclusion from school. The safety of children, staff, and other personnel is a primary concern of the Capital Area Intermediate Unit. All students are entitled to the opportunity to learn in a safe and secure environment. Rights regarding student discipline and suspension are outlined in the *Procedural Safeguards Notice* parents receive when Multidisciplinary Evaluations or IEP Meetings are held, as well as in the CAIU policy regarding discipline. This policy is available to all parents upon request from the CAIU Student Services office, 732-8400, ext. 8512.

Although, in most cases, children cannot have their placement changed without parental consent, the following exceptions exist:

- If a student brings a weapon to school (or utilizes an object as a weapon).
- If a student knowingly possesses or uses illegal drugs at school or at a school function or knowingly sells or solicits illegal drugs/controlled substances at school or at a school function. In these cases, the appropriate school official may remove the student to an alternative setting for up to 45 days, during which time the IEP team must decide a future course of action.

Restraint - The CAIU staff is trained and certified to use restraint techniques in the **Safe Crisis Management** system, and/or **Safety Care Training** to respond to/control acute or episodic aggressive behavior only when the student is acting in a manner as to

Restraint—continued

be a clear and present danger to himself/herself, to other students or to staff, and only when less restrictive measures and techniques have proven to be less effective. Should restraint techniques be used, the CAIU will notify the child's parents and set up a meeting time with the IEP team.

Written permission to remove the student from school grounds must be age 18 or older and will be required to show additional identification before the student will be released to them. If a request is called in, the parent or guardian must supply the name of the person picking up the student and verify the name by phone. This procedure is for the safety and protection of all of our students.

Metal Detectors - The Capital Area Intermediate Unit policy on use of metal detectors authorizes their use when the school administrator (or his/her designee) has reason to believe that a student(s) may have weapons in school. If the metal detector is activated, school personnel may inspect the contents of the source of the alarm. A "pat down" search may be conducted by school personnel if something on the student activates the metal detector and the student refuses to remove the object. "Pat down" searches will only be conducted by school personnel of the same sex as that of the student.

Search of Students - CAIU policy 226 provides for authorized persons to search a student if there are reasonable grounds for suspecting that the search will turn up evidence that the student to be searched has violated or is violating either the law, the rules and regulations of the school, or the policy of the Board. A "search of a student" includes a search of the student's: (a) body, (b) clothes being worn or carried by the student, or (c) pocketbook, briefcase, duffel bag, bookbag, backpack, or any other container used by the student for holding or carrying personal belongings of any kind and in the possession or immediate proximity of the student. Any "pat down" search or search of the clothing being worn by a secondary student will be conducted only by a person of the same sex as the student. If the person conducting the search finds any illegal substance, material, or object, or evidence that the student has violated or is violating the law, the rules and regulations of the school, or the policy of the Board, such substance, material, or object or evidence may be seized and used against the student in school disciplinary, juvenile, or criminal proceedings.

Locker Search

In some instances the Capital Area Intermediate Unit may provide lockers for student storage of books, clothing, school materials, and

Locker Search—*continued*

other personal property. Lockers are and will remain the property of the CAIU. They are provided for the convenience of the students. The CAIU has access to them at all times. Searches may be conducted through the use of a search dog. Details of the locker search procedure are outlined in CAIU Policy 226, Locker Search.

Damage or Destruction of School Property

In the event a student intentionally destroys or damages Intermediate Unit property, financial liability may be imposed on the parent or guardian of any student under the age of eighteen (18) to pay the reasonable cost of either repair or replacement of said property.

Sexual Harassment - Students

It is the policy of the Capital Area Intermediate Unit that all students should enjoy a learning environment free from all forms of discrimination, including sexual harassment. No student, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Any student who thinks he/she is the victim of sexual harassment from another student should report the incident immediately to his/her teacher, head teacher, social worker, or school psychologist.

If a student thinks that he/she is the victim of sexual harassment from an employee of the Capital Area Intermediate Unit, the incident should be reported by the student or student's parent/guardian to one of the persons noted above or to Theresa Kinsinger, 717-732-8452, at the Enola Office.

Confidentiality

All records that are directly related to an individual child are called educational records and are maintained by the local school district. Information contained in these records such as the child's name, the name of the child's parents or other family member, the address of the child or his/her family, a personal identifier such as social security number, or a list of characteristics or information that would make the child's identity easily traceable is called *personally identifiable information*.

Each school district, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and other applicable

Confidentiality—continued

federal and state laws, protects the confidentiality of *personally identifiable information* regarding students that are identified as children with disabilities and eligible for special education services and as protected handicapped students. The school district protects the personally identifiable information by having one school official being responsible for ensuring the confidentiality of the records, training being provided to all persons using the information, and maintaining for public inspection a current list of employees' names and positions who may have access to the information. The school district will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at the request of the parent, however general information such as your child's name, address, phone number, grades, attendance record, classes attended, and grade level completed may be maintained without time limitation.

Parents have a number of rights regarding the confidentiality of your child's records; for example, the right to inspect and review any educational records related to your child that are collected, maintained, or used by the school district. The school district will comply with a request for you to review the records without unnecessary delay and before any meeting regarding planning for your child's special education program (called an IEP meeting), before a hearing should you and your school district disagree about how to educate your child who needs special education, and will in no case, take more than 45 days to furnish you the opportunity to inspect and review your child's records.

You have the right to be provided copies of the records, an explanation and interpretation of the records, and the right to have a representative inspect and review the records.

Upon your request, the school district will provide you with a list of the types and locations of educational records collected, maintained, or used by the agency. Additionally, the school district may charge a fee for copies of records made in response to your request for copies; however it will not charge a fee if doing so will prevent you from inspecting and reviewing your child's records. The district will not charge a fee to search or retrieve information.

You have the right to request the amendment of your child's educational records that you believe are inaccurate, misleading, or violate the privacy or other rights of your child. The school

Confidentiality—continued

district will decide whether to amend the records within a reasonable time of receipt of your request. If the school district refuses to amend the records, you will be notified of the refusal and of your right to a hearing. At that time, you will be given additional information regarding the hearing procedures and, upon request, the district will provide you a records hearing to challenge information in your child's educational files.

Parental consent is required before *personally identifiable information* contained in your child's education records is disclosed to anyone other than officials of the school district collecting or using the information for purposes of identification of your child, locating your child and evaluating your child, or for any other purpose of making available a free appropriate public education to your child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the school district, upon request, discloses records without consent to officials of another school district in which your child seeks or intends to enroll.

School districts may establish a policy for disclosure of some types of student information known as *directory information*. *Directory information* is not subject to access or disclosure rules under FERPA. *Directory information* is that portion of an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may include, but is not limited to, the student's name and school activities; local and permanent address; family members' names, addresses, and telephone numbers; major fields of study; names of previous school attended; and enrollment status. Parents may refuse to allow the school district to designate any or all of their child's record as *directory information*. Parents should contact their local school district if they do not want directory information released about the child.

When a child reaches age 18, the rights of the parent with regard to confidentiality of *personally identifiable information* is transferred to the student.

A parent may file a written complaint alleging that the rights described in this notice were not provided (refer to Procedural Safeguard Notice).

SERVICES AVAILABLE Through Agencies in the Community

There are many community agencies that offer a variety of services and activities that may benefit your child. Consult the "Guide to Human Services" in the blue pages of your telephone book for specific agencies. Some agencies are listed on these pages.

*ARC of Dauphin & Lebanon
Counties*
2569 Walnut Street
Harrisburg, PA 17103-1760
920-2727
www.arcofdc.org

*Cumberland-Perry MH.IDD
Program*
Human Services Building
16 W. High Street, Suite 301
Carlisle, PA 17013
240-6320 or 1-800-697-0371,
x6325
www.ccpa.net

*Aurora Social Rehabilitation
Services*
401 Division Street
Harrisburg, PA 17110
232-6675
www.auroraservices.org

CMU
1100 S. Cameron Street
Harrisburg, PA 17104
232-8761
www.cmu.cc

*OVR Blindness & Visual
Services*
Department of Labor & Industry
8th Floor, 555 Walnut St.
Harrisburg, PA 17101
787-7500 or 1-866-375-8264

Keystone Human Services
3700 Vartan Way
Harrisburg, PA 17110
541-8322
www.keystonehumanservices.org

*Catholic Charities
Capital Region Office*
939 E Park Drive, Suite 101
Harrisburg, PA 17111
233-7978
www.cchbg.org

Pressley Ridge
121 Locust Street
Harrisburg, PA 17101
238-8118
www.pressleyridge.org

*The ARC of Cumberland & Perry
Counties*
71 Ashland Avenue
Carlisle, PA 17013
249-2611
cparc.org

*Holy Spirit Hospital
Behavior Health Center*
503 N. 21st Street
Camp Hill, PA 17011-2288
763-2219
www.hsh.org

**SERVICES AVAILABLE
Through Agencies in the Community
(continued)**

*Pinnacle Health Infant
Development Program*
Community Health Center
2nd Floor, 2645 N. 3rd St
Harrisburg, PA 17110
782-6880
www.pinnaclehealth.org

*Diakon Lutheran Social
Ministries*
1022 N. Union Street
Middletown, PA 17057
1-877-342-5667
www.diakon.org

*Office for the Deaf and Hard of
Hearing*
1521 N. 6th Street
Harrisburg, PA 17102
1-800-233-3008 (PA only)
783-4912
www.dli.state.pa.us/odhh

Vision Resources of Central PA
1130 S. 19th Street
Harrisburg, PA 17104
238-2531
www.vrocp.org
info@vrocp.org

*PA Psychiatric Institute Clinic
Children & Adolescent Services*
2501 N. Third St.
Harrisburg, PA 17110
782-6420
www.pvimhs.org

*United Cerebral Palsy of
Central PA*
925 Linda Lane
Camp Hill, PA 17011
737-3477
www.ucpcentralpa.org

Disability Rights Network-PA
301 Chestnut St., Suite 300
Harrisburg, PA 17101
236-8110
1-800-692-7443

*York-Adams County MH/IDD
County Government Center*
100 W. Market St., Suite 301
York, PA 17401
771-9618
www.yorkcountypa.com

NHS/Stevens Center
33 State Avenue
Carlisle, PA 17013
243-6033
www.NHSONline.org

ARC of York County
497 Hill Street
York, PA 17403
846-6589
www.thearcofyorkcounty.org

PerformCARE
8040 Carlson Road
Harrisburg, PA 17112
671-6500 or 888-722-8646
www.performcare.org

ADMINISTRATIVE OFFICES

55 Miller Street
Enola, PA 17025-1640
(717) 732-8400 1-800-244-2425 TTY (717) 732-8422

CAIU BOARD OF DIRECTORS

| | |
|---|---|
| President, Mrs. Jean M. Rice | <i>West Perry School District</i> |
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ADMINISTRATIVE STAFF

| | |
|-----------------------------------|--------------------|
| Executive Director | Cindy Mortzfeldt |
| Director, Student Services | Alicia M. McDonald |
| Director, Curriculum Services | Brian Griffith |
| Director, Technology Services | David Martin |
| Director, Organizational Services | Theresa Kinsinger |

STUDENT SERVICES SUPERVISORS

Eric Bostick, ext. 8619
Preschool, Early Intervention

Dr. Timothy Dorsey, ext. 8614
Audiology, Blind & Visually Impaired, Deaf/Hard of Hearing Support,
Equitable Participation, Reading, School-age Speech and Language
Support, Sign Language Interpreters

Dr. Janylyn Elias, ext. 8504
Capital Area Mental-health Program (CAMhP), Center Point Day
Program, Central File, Coaches, Experiential Education and Learning,
Psychologists, Pupil Services

Kathy Gottlieb, ext. 8543
ELECT, Nurses, Occupational & Physical Therapy, Social Workers
(District contracts)

Jennifer Lyden, ext. 8254
Preschool Speech and Language Support

Dr. Andrew McCrea, ext. 8313
Autism Support, Direct Education, District Consultative Services,
Hospital Programs, Multiple Disabilities Support, Positive Behavior
Support, Project SEARCH, Transitional Services

Arlene Moll, ext 8376
Project Administrator

Rachel Montiel, ext. 8019
Assistant Principal, Hill Top Academy, Diagnostic Classroom, Art,
Physical Education, Safe Crisis Management, Food Services, Behavior
Consultants

Terry Telep, ext. 8539
Preschool, Early Intervention

Dr. John Thompson, 732-8484
Principal, Hill Top Academy, Capital Area Therapeutic Educational
Services (CATES), Emotional Support,

*E-MAIL address for intermediate unit staff consist of the person's **first initial** and **complete last name**, followed by **@caiu.org**. For additional CAIU E-Mail addresses and links, visit our web site at **www.caiu.org***

