



**DELAWARE COUNTY INTERMEDIATE UNIT**

**OPTIONS**

**PARENT/STUDENT HANDBOOK**

**2024-2025**

**ORGANIZED PROCEDURES**

**TOWARD INTEGRATED**

**OUTCOMES IN NATURAL SETTINGS**

**200 Yale Ave.  
Morton, Pa 19070  
610-938-9000 ext. 2317**

## **OPTIONS Philosophy**

We welcome your child to DCIU OPTIONS Transition Services. Transition has been defined as a process involving “a change in status from behaving primarily as a student to assuming emergent independent roles in the community.” OPTIONS is a person-centered program providing opportunities in the community for students to develop the necessary skills, habits, and attitudes for employment, travel, daily living, and recreation and leisure skills. All referrals to OPTIONS are made through the Director of Special Education or Pupil Services when a student’s IEP team believes they are prepared to participate in transition services offered at the Intermediate Unit. All placements are individualized and based on each student’s current needs and goals.

OPTIONS staff is available to attend all assessment and planning activities. The staff wants to work with you and your child’s current school program. As a team, we can help assess the content, direction, and appropriateness of transition services for your child.

We look forward to working with you and empowering your students to achieve success.

Regards,

Dr. Lisa Mitchell

Supervisor of OPTIONS

[Lisa.mitchell@dciu.org](mailto:Lisa.mitchell@dciu.org)

610-938-9000 x 2317

## Mission

The mission of the **Delaware County Intermediate Unit**, a regional educational service agency, is to provide leadership in the development and delivery of quality, cost-effective programs and services to school communities.

## Beliefs

- We believe in our commitment to providing diverse and flexible educational programs and services within a safe environment by fostering the development of learning communities of integrity and excellence.
- We pledge to promote forward-thinking, creativity, and partnerships and to encourage positive change.
- We will seek to maintain our entrepreneurial spirit while developing meaningful goals that indicate the success of our mission.

## Vision

DCIU empowers partnerships that **Drive, Create, Inspire, and Understand** excellence in education.

- **Drives** strategic forward movement
- **Creates** dynamic, innovative solutions
- **Inspires** limitless possibilities
- **Understands** challenges and aspirations

**DCIU Equity Defined:** In Pennsylvania and DCIU, equity is defined as every student, staff, and stakeholder having access to the educational and professional resources and rigor they need at the right moment in their education and profession across race, gender, ethnicity, language, visible and invisible disability, religion, sexual orientation, gender identity, family background and/or family income to ensure well-being and self-sufficiency. Our Strategic Priorities reflect this definition.

## Purpose of the Manual

This handbook is written for the students and parents of the students attending any and all OPTION programs. It will hopefully provide you with a quick reference for important school information. Information contained in this handbook is current at the time of publication. There may be changes to policies and procedures that occur after publication and distribution. Please refer to [Board Docs](#) for the most up to date policies.

## Table of Contents

OPTIONS Philosophy.....	2
Mission .....	3
Beliefs.....	3
Vision.....	3
DCIU Equity Defined.....	3
Purpose of the Manual.....	3
Table of Contents.....	4
Program Hours .....	5
2022-2023 School Calendar.....	7
OPTIONS Services Offered.....	6
OPTIONS Transition Services Staff .....	8
Attendance.....	9
Guidelines for Exclusion from School .....	11
Attendance – Absence from School (Board Policy 204) .....	12
School Records and Confidentiality (Board Policy 207) .....	12
School Health Guidelines.....	13
Guidance for Healthcare Providers Who Prescribe Life-Saving Medications for Students with Asthma or Allergies to Self-Carry and Administer at School .....	14
Student Factors .....	14
Family Factors.....	15
School and Community Factors – Student Safety.....	15
Restricted Items (Board Policy 218.1) .....	16
Terroristic Threats (Board Policy 218.2).....	16
Discipline of Student Convicted/Adjudicated of Sexual Assault (Board Policy 218.3).....	17
Student Complaints (Board Policy 219) .....	17
Student Dress Code (Board Policy 221).....	18
Tobacco/Nicotine-Free School and Workplace (Board Policy 222) .....	18
School Property (Board Policy 224).....	18
Drug and Alcohol-Free School and Workplace (Board Policy 227).....	18
Hazing (Board Policy 247).....	19
Bullying/Cyberbullying (Board Policy 249) .....	21
Safety Drills (Board Policy 805) .....	21
Internet Access, E-Mail & Network Resources Acceptable Use Policy, Internet Usage Policy (Board Policy 815) .....	21
Purpose .....	21
Leaving School Grounds .....	25
Code of Conduct.....	25

DCIU Positive Behavior Support..... 25

Field Trips and Community Based Instruction (CBI): ..... 26

District Transportation ..... 26

Parent/Guardian Requests for Early Dismissal ..... 26

Parent/Guardian Visitation..... 27

Peer Mediation/Conflict Resolution..... 27

SAFE2SAY Something Procedures ..... 27

School Closing/Early Dismissal for Inclement Weather..... 28

Student Welfare..... 29

Video Monitoring..... 29

Visitation/Consultation Involving Agency Personnel ..... 29

Appendix A ..... 31

Appendix B ..... 33

Appendix C..... 35

**This document and Board Policies were updated in September 2022; DCIU frequently reviews policies and updates regularly. Please reference [Board Docs](#) for updates.**

**Program Hours**

## Office Hours

The DCIU Morton Education Center office is open from 8:00 a.m. – 4:00 p.m., Monday through Friday.

## OPTIONS

Student Hours: 8:30 a.m. – 2:30 p.m.

Staff Hours: 8:00 a.m. – 3:00 p.m.

Students will be dismissed at 11:30 a.m. on scheduled Early Dismissal Days. These days are indicated on the school calendar. Lunch will be provided before the students are dismissed.

## 24-25 School Calendar

**There are several scheduled early dismissal dates noted on the school calendar for staff development. Dismissal begins at 11:30 a.m. on early dismissal days**

## **OPTIONS Services Offered**

**Vocational and Situational Assessment Services** – DCIU OPTIONS Vocational and Situational Assessments Programs provide students 15 years old and above with information to assist the Individualized Education Plan (IEP) team in developing an individual transition plan that merges a student’s interests and abilities. Assessments are part of the multi-disciplinary evaluation.

In a **Vocational Assessment**, an aptitude test is divided into sections of timed exercises. Clear instructions are provided before each section. The administrator remains available to help with instructions if necessary. The activities involve object identification, abstract shape matching, clerical matching, pattern visualization, computation (basic math), numerical reasoning (work problems), and word meanings. Manual and finger dexterity and eye-hand coordination are also tested.

In a **Situational Assessment**, the student/client is placed in an actual work setting where, under supervision, they perform work tasks with other employees or volunteers at that site. The assessor observes, records, and interprets observations. A Situational Assessment can determine a person’s strengths, interests, and amount of support needed to perform a variety of jobs in the community. The assessment is used when determining a student’s participation in the DCIU OPTIONS program, where students receive a continuum of services to promote the development of their marketable work skills. The assessment is typically three half days.

**OPTIONS Community Living and Learning Program (CLL)** provides hands-on, real-life-experience training in the community. Participants develop independent living skills by improving their social skills,

problem-solving and decision-making techniques, and by learning to make use of available community resources.

Participants receive training, practice, and experience in a diverse array of crucial social and self-advocacy skills required for independent living. In this unique community-based setting, students develop daily living skills, including budgeting, banking, cooking, cleaning, and simple maintenance, and decorating. They learn to access community resources, including banks, post offices, retail stores, libraries, and recreational facilities.

Students in the OPTIONS Community-Based program develop an increased awareness of and confidence in community living. They practice pedestrian safety, awareness of potential dangers, and strategies to use if faced with uncomfortable situations.

**OPTIONS Students Acquiring Independent Living Skills (SAILS)** is a community-based program with a smaller student/teacher ratio in a community setting. SAILS is designed to increase the independent living and social interactions of young adults with a suggested minimum age of 17 with a variety of disabilities, including autism, who upon graduation could be expected to live semi-independently and/or participate in supported employment. The emphasis is on the acquisition and application of functional and age-appropriate skills in a naturalistic context. Students will receive intensive training in functional daily living skills and community access to develop and/or enhance their present skills.

**OPTIONS Travel Instruction Program** provides students with intensive, one-on-one instruction in multiple phases on how to travel safely and independently within the community, including the use of public transportation. This greatly expands job opportunities for students and increases their access to community recreational facilities and programs.

Students work toward full competency in essential travel skills. They master specific transit routes, street-crossing skills, and functional travel-related life skills. They learn to adapt to travel variances like missed buses, route detours, and schedule changes. Instruction is also provided in interacting appropriately with strangers and identifying community workers if assistance is needed. Emphasis is placed on problem-solving through guided discovery. After a thorough assessment, a specific route and individualized instruction are designed based on the needs of each student.

**OPTIONS Employability Skills Training Program** provides non-paid training opportunities for students with disabilities from the fifteen Delaware County School Districts. The school IEP team, as part of the mandated transition planning, determines the appropriate services.

Students are assessed for their abilities to follow directions, solve problems and work independently for increasingly longer periods of time. OPTIONS emphasize appropriate social behavior. The OPTIONS team works with each student to target the skills and strengths that are helpful in preparing for long-term employment activities.

**OPTIONS Enhanced Employment Opportunities Program** provides services to assist students to prepare for long-term employment. Identified students begin with part-time jobs to expand and refine their employability skills. When students are employed, a job coach works with each student at specific sites. Afterward, the coach visits periodically to assure continued success. The coach is available to address issues and concerns as they arise. Students may work year-round and are available to work weekends and holidays when needed.

Students' progress through the various OPTIONS Employment Programs is dependent on individual needs. Some go from training to paid employment then back again. Others are involved in both simultaneously. Employers help us assess which skills the students need to develop.

**College Support Program** is a transition program on a college campus to support students that are academically prepared to seek a degree or certification from a post-secondary institution but may require intensive support to handle the social and emotional demands of a college environment. The program will provide support for students aged 17-21 and will offer services that are outside the scope of typical student supports.

**OPTIONS Adult Programs** – Since 1994, under a contract with the Office of Vocational Rehabilitation (OVR), OPTIONS has provided assessment, job development, and coaching support for clients who are no longer covered under the umbrella of Special Education Services. Since 1995, DCIU has provided extended supported employment services to the Office of Intellectual and Developmental Disabilities (OIDD). Because OVR services are time-limited, customers who require less than 20% job coaching support and are eligible are referred to OIDD or other agencies for follow-along services. OPTIONS provide Home and Habilitation services as well.

**OPTIONS Transition Services Staff**  
**610-938-9000**

<b>Role</b>	<b>Name</b>	<b>Extension</b>
Supervisor	Lisa Mitchell	2317
Secretary	Mariann Blackburn	2244
Data Manager	Chery Baumann	2247
Lead Teacher	Sheree Parkinson	2251
Work Site Coordinators	Lisa Muss	2250
Community Living and Learning Coordinator	Christine Krebs	610-764-5844 ext 2800 610-416-8018
Teacher for the SAILS Program	Lynne Baer	610-220-0670
Travel Instruction Teacher	Jill Naimoli	2229
Travel Instruction Teacher	Jen Raech	2234
Employment Liaison Specialists	Jen Schiavo	2235
Site Trainers	Brian Jennings Christine Lohr Tina Rich Carol Stewart	2001 2001 2001 2001

	Lisa Talbert	2001
	Melanie Ruffo-Cipolloni	2001
	Kevin Smith	2001

## Attendance

Regular school attendance is essential to every student's success and is necessary to gain the most significant benefit from the educational experience. The Commonwealth of Pennsylvania law and school policy requires regular school attendance.

### Excused Absence from School:

To assure absences are excused, the parent/guardian must submit a written note within three (3) school days upon return, and the note should include:

- Date(s) of absence(s)
- A valid reason for the absence(s)
- A parent/guardian signature

Valid reasons for absence from school include:

- Illness, including if a student is dismissed by designated Intermediate Unit staff during school hours for health-related reasons.
- Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth, or territory.
- Quarantine.
- Family emergency.
- Recovery from the accident.
- Required court attendance.
- Death in the family.
- Participation in a project sponsored by a statewide or countywide 4-H, FFA, or combined 4-H and FFA group upon prior written request.

Parents are asked to call the school office at 610-938-9000 ext. 3542 by 8:00 a.m. the day your child is absent.

This phone call does not replace the required written documentation outlined above. A secretary will contact the parent if a student is absent, and the parent has not notified us.

- OPTIONS students are encouraged to notify the community site if they are going to be absent. Your child must establish the habit of calling in when they cannot come to work due to illness, missing the bus, previous appointment, or any other reason. This is a procedure that all potential employees and community volunteers must follow at any place of employment where they are volunteering.
- Your son/daughter can state the following: *I [NAME] will not be coming to work/ apartment or travel instruction today because [REASON].*

Program/Location	Phone number to call	Best time to call
<b><i>Employability Skills:</i></b>		
Boeing	610-938-9000 x2249	any time before 8 am
DCIU Morton	610-938-9000 x2001	any time before 8 am

YMCA	610-938-9000 x2250	any time before 8 am
Garett's Way	610-938-9000 x2250	any time before 8 am
Haverford College	610-938-9000 x2250	any time before 8 am
Millers Granite Run	610-938-9000 x2250	any time before 8 am
Goodwill SW, UD	610-938-9000 x2250	any time before 8 am
Teachers Teammates	610-331-8972	any time before 8 am
<b>Community Living and Learning:</b> CLL Media Apartment N. Jackson	610-565-8289 484-442-8682	any time before 8 am
<b>SAILS Program:</b> 3400 West Chester Pike	610-353-3049	any time before 8 am
<b>Enhanced Employment:</b> Job Coordinator	The phone number on the training agreement.	
<b>Travel Instruction:</b> Travel Instructor	The phone number on the training agreement and call the employer.	

## Guidelines for Exclusion from School

**Please keep us informed of any changes in your home address, home telephone number, and work telephone, and the number of the neighbor or relative that we are to contact if we are unable to reach you.**

**Parents/Guardians will be called and required to take home any child who becomes ill, or is suspected of having contagious condition, during school hours and within a reasonable amount of time. For the safety of all students and staff, it is important to pick up your child within 2 hours of being notified.**

**BED BUGS:** Child may remain in school.

**CHICKEN POX:** Child must stay home from school a minimum of five days after rash appears and until all blisters are scabbed.

**COLD:** No exclusion necessary unless temperature is 99.6 degrees orally, or above, and other symptoms are present; productive cough (discolored mucous) excessive coughing. Child may return to school when temperature is normal and is able to participate in classroom activities. Children with heavy coughs, change in behavior, runny noses and cannot participate in class, should be kept at home to not spread colds to other children.

**DIARRHEA:** If a child has more than one loose stool (not caused by medications) or is feverish. Must remain out of school until no episodes of diarrhea for 24 hours from the last episode.

**ELEVATED TEMPERATURE:** Oral temperature of 99.6 degrees if other symptoms are present. 101 degrees, if no other symptoms are present. Child should remain out until temperature is normal for 24 hours without the aid of medication.

**HEAD LICE (PEDICULOSIS):** Lice is unlikely to be transmitted in classroom setting. Child may stay in classroom until end of day and can return when child has been treated. Recheck in 10 days. When a child has lice, every child in the class should be checked. Removal of all nits is not necessary if treatment has been given. Please provide evidence of lice treatment.

**IMPETIGO:** Exclude until at least 24 hours after treatment has begun. Note is needed from doctor. Loosely cover exposed lesions with bandage.

**PINK EYE (CONJUNCTIVITIS):** Exclusion from school is only required if caused by bacteria (purulent conjunctivitis) and not allergies. Individuals can be re-admitted into school once antibiotic treatment has been initiated for 24 hours (if determined to be caused by bacteria).

**RINGWORM (TINEA CAPITUS):** Child may stay in classroom until end of day. Exclude at end of day. Area should be covered, if possible, while child is in class. Can return once treatment has begun.

**SCABIES:** Exclude until 48 hours after treatment has begun and there is no fever without the use of medication for 24 hours. Need a doctor's note for verification of treatment.

**STREP THROAT:** Exclude until 48 hours after treatment has begun and there is no fever without the use of medication for 24 hours. Need a doctor's note for verification of treatment.

**UNEXPLAINED RASHES:** No exclusion necessary unless child is feverish, or rash is infected. Isolate child as much as possible from other children. Child may have to go home until doctor determines rash is not contagious or rash fades.

**VOMITING:** Child must be excluded until there has been no vomiting for 24 hours from the last episode of vomiting.

**CORONAVIRUS [COVID-19]:** COVID-19 is caused by a coronavirus called SARS-CoV-2 and commonly causes mild to severe upper-respiratory tract illness. The CDC reports that people with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. A student should stay home if he/she has any of the following COVID-19 symptoms:

- Fever or chills
- Cough
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Shortness of breath or difficult breathing

### **Board Policies:**

All Board Policies referenced are current as of the publication of this handbook. DCIU frequently reviews policies and updates regularly. Please reference the website [Board Docs](#) for updated Board Policies.

#### **Attendance – Absence from School (Board Policy 204)**

Attendance shall be required of all students enrolled in Intermediate Unit programs during the days and hours that such programs are in session, except that authorized Intermediate Unit staff may excuse a student for temporary absences upon receipt of satisfactory evidence of mental, physical, or other urgent reasons that may reasonably cause the student's absence.

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study, or career education program; the student is receiving approved homebound instruction.

Absences shall be treated as unlawful until the Intermediate Unit receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.

A maximum of ten (10) days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond ten (10) cumulative days shall require an excuse from a licensed practitioner of the healing arts.

#### **School Records and Confidentiality (Board Policy 207)**

A number of state and federal laws protect the confidentiality of both your child's health information and educational records and guarantee your right to access that information. These include:

- ✓ Health Insurance Portability and Accountability Act (HIPAA). HIPAA protects your child's health information.
- ✓ The Family Educational Rights and Privacy Act (called FERPA). FERPA protects the confidentiality of your child's education records and guarantees you the right of access to your child's education records. Information that is protected by FERPA's confidentiality requirements is not protected by HIPAA.

All student records, including Evaluation Reports and Individualized Education Plans, are kept confidential in accordance with the law. Please note: Education records cannot be released to other agencies without a *Release of Information* signed by the parent/guardian.

## **School Health Guidelines**

Visitation guidelines may vary during a pandemic. Please refer to the DCIU Health and Safety Plan at [OPTIONS Information](#). Full-time nursing staff are available to administer prescribed medications, monitor the health of each student, perform routine procedures, and handle emergencies. To ensure the safety of your child and all other students please follow the guidelines listed below:

### **Medications: Delivery and Storage (Board Policy 210 and 210.1)**

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The school shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication. Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

1. All medication sent to school must be in a labeled container from the pharmacy. The child's name, the doctor's name, the medication name and required dosage, and specific times for administering the medication must be on the container. Do not send medications in unmarked bottles, baggies, or other unidentifiable containers. (Refer to the Permission for Administration of Medication in the Parent Packet.
2. Parents must complete and sign the medication administration permission form.
3. A signed doctor's order is required for the medication.
4. A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription. Determination and permission for self-administration are required.
5. Please keep school staff informed about any medication changes, hospitalizations, unusual seizure activity, medical procedures, and other important health information that may affect the child's participation in the school program.
6. Any student returning from a lengthy absence, or a significant medical procedure should return with a doctor's note/discharge summary that addresses activity and dietary limitations, lists specific instructions for the nursing staff, and identifies any potential problem areas or warning signs.
7. Students with a temperature of 100 degrees or higher, diarrhea, or any contagious illness should not be sent to school and must stay home at least one day (24 hours) after symptoms have ceased.
8. If a student arrives at school with the symptoms above or if a student becomes ill during the school day, parents will be contacted to pick up the student.
9. Immunizations must be completed and verified by the school nurse.

10. The school nurse may give the following over-the-counter products if there is a signed emergency card: Anbesol, antiseptic, calamine lotion, hydrogen peroxide, Tylenol, Vaseline, sting swabs, ammonia inhalants, Betadine, and Cepacol® lozenges.
11. Each student must have a completed registration/emergency card. New registration/emergency cards are sent home to parents each September to keep the information current. Please contact the school whenever there is a change in the information on your registration/emergency card. Prompt action in an emergency depends upon our having correct information.
12. Asthma and Epinephrine auto-injections: Self-administration shall mean a student's medication use in accordance with a prescription or written instructions from a licensed physician, certified registered nurse practitioner, or physician assistant.
13. A written request for student use of an asthma inhaler and/or epinephrine auto-injector shall be submitted annually, along with required written statements from the parent/guardian and an updated prescription.
14. Determination of competency for self-administration shall be based on the student's age, cognitive function, maturity, and demonstration of responsible behavior. Students shall be prohibited from sharing, giving, selling, and using an asthma inhaler or epinephrine auto-injector.

### **Guidance for Healthcare Providers Who Prescribe Life-Saving Medications for Students with Asthma or Allergies to Self-Carry and Administer at School**

Most students can better manage their asthma or allergies and can more safely respond to symptoms if they self-carry and self-administer their emergency medications. Each student should have a personal asthma/allergy management plan that includes self-carrying and self-administering medications when appropriate. Physicians and authorized prescribers, along with parents/guardians and school nurses, are encouraged to consider these factors in determining when a specific student with diagnosed asthma and/or anaphylaxis should be encouraged to carry and self-administer prescribed lifesaving medications. If self-carrying is not initially authorized, the asthma/allergy management plan should include the development of necessary skills or behaviors that will lead to self-carrying. All schools need to abide by state laws and policies related to permitting students to self-carry and self-administer asthma inhalers and epinephrine auto-injectors.

This guide lists student, family, school, and community factors that should be considered in determining a student's maturity, disease knowledge, skills, and readiness to carry and self-administer prescribed lifesaving medications. Responses to the questions below will not generate a "score" that clearly identifies students who would successfully carry and administer emergency medicines. Rather, responses help establish a profile that can guide healthcare providers in deciding the current appropriateness of a student self-carrying and self-administering medication while at school.

#### **Student Factors**

- Does the student want to carry and self-administer bronchodilator inhaler and/or auto-injectable epinephrine?
- Does the student have a written asthma or allergy management plan at school?
- How old is the student? Is he/she developmentally able or capable to self-carry and medicate?
- Can the student identify his/her own asthma/anaphylaxis signs and symptoms?
- Can the student correctly state indications for bronchodilator inhaler/auto-injectable epinephrine use?
- Does the student demonstrate correct inhaler technique?
- Does the student demonstrate ability to use auto-injectable epinephrine?
- Does the student know about side effects and what to report?
- Does the student understand and is he/she willing to comply with state laws, if applicable or school's rules about use of medicine at school, including:
  - Keeping their bronchodilator inhaler and/or auto-injectable epinephrine with them at all times;
  - Notifying responsible adult (teacher, nurse, coach, playground assistant, etc.) of

- bronchodilator inhaler use and time;
- Notifying responsible adult (teacher, nurse, coach, playground assistant, etc.) immediately of auto-injectable epinephrine use;
- Not sharing medication with or making medication accessible to other students.
- Not using bronchodilator inhaler or auto-injectable epinephrine for any other use than what is intended.

Has the student responsibly self-carried and self-administered medicine in the past?

- Although past asthma history is not a guarantee of future asthma episodes, what kind of asthma history has this student experienced?
- How many sudden onsets has the student experienced? How many severe episodes? When and where did these take place?
- What are the student's triggers? Are any of these triggers present at school? Can they be removed?
- How many hospitalizations has the student had due to asthma? How many emergency department/room visits has he/she had due to asthma? When were they?

### Family Factors

- Do the student's parents/guardians want the student to self-carry and self-administer?
- Are the student's parents/guardians aware of school medication policies and parental responsibilities?
- Are parents/guardians committed to making sure the student has the needed medication with them, refilling the medication when needed, and monitoring their use at school along with the school team?

### School and Community Factors – Student Safety

- Who is available to administer medications and monitor student's self-administration of medicine?
  - Is there a full-time school nurse or health assistant in the school every day? All day?
  - If not full-time, how often are they present?
  - Who else is responsible for medicines? How are they trained and supervised?
- Does the student have immediate access to his/her medication at school?
  - Where is medicine usually kept? How accessible is it?
  - How large is the school? How far is the medicine from farthest classroom or playing field?
  - Is emergency medicine available for off-campus activities? Is a trained individual responsible and present at all times?
- What communication systems exist in school (intercom, walkie-talkie, cell phones, pagers) to contact appropriate staff in case of a medical emergency?
- Is the student's access to medications better if he/she self-carries?
- If the student self-carries, to whom do they report medication use if there is not a school nurse present?
- How do the risks associated with student self-carrying and self-administering compare with risks associated with lack of timely access to medication?
- What is the school history in dealing with asthma and/or anaphylaxis episodes?
  - How has the school responded to asthma episodes for this student? For other students?
  - How has the school responded to anaphylaxis episodes for this student? For other students?
  - Do school staff (including after-school coaches and bus drivers) receive asthma and anaphylaxis basic training?

**If a student is experiencing any of the above symptoms, please keep your child home and contact the school for further guidance on quarantining requirements.**

## Immunization Requirements

For attendance in **all grades**:

- 4 doses of polio (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday and at least 6 months after previous dose given)
- 4 doses of tetanus, diphtheria, and acellular pertussis (4<sup>th</sup> dose on or after 4<sup>th</sup> birthday)
- 2 doses of measles, mumps, rubella (preferably given as MMR)
- 3 doses of Hepatitis B
- 2 doses of Varicella or chicken pox by history of disease

For attendance in **7<sup>th</sup> grade**:

- 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7<sup>th</sup> grade
- 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 7<sup>th</sup> grade

For attendance in **12<sup>th</sup> grade**:

- ✓ 1 dose of meningococcal conjugate vaccine (MCV) on the first day of 12<sup>th</sup> grade (if one dose was given at 16 years of age or older, that shall count as the 12<sup>th</sup> grade dose)

## Restricted Items (Board Policy 218.1)

### *Electronics and Other Personal Items*

OPTIONS students often use cell phones for scheduling, communicating with transportation and staff members. They are permitted to have cell phones, however, must follow the policy of the community site when in use. DCIU staff are not responsible for the loss of or damage to any items brought to school.

### *Weapons*

Weapon – the term shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm, shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

Possession – a student is in possession of a weapon when the weapon is found on the person of the student; in the student’s locker; under the student’s control while she/he is on school property owned or leased by or under the control of the Intermediate Unit, at any school function or activity, at any school event held away from the school; or while the student is on his/her way to or from school.

The Board prohibits possession of weapons and replicas of weapons in any school building or property owned or leased by or under the control of the Intermediate Unit, at any school-sponsored activity, and in any public conveyance providing transportation to school or a school-sponsored activity.

## Terroristic Threats (Board Policy 218.2)

The Delaware County Intermediate Unit Board of Directors recognizes the danger that terroristic threats by students present to the safety and welfare of students, staff, and community. The Board acknowledges the need for an immediate and effective response to a situation involving such a threat.

A terroristic threat is defined as a threat, communicated either directly or indirectly, to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience.

The Board prohibits any Intermediate Unit student from communicating terroristic threats directed at any student, employee, Board member, community member or property owned, leased, or being used by the Intermediate Unit.

The Intermediate Unit shall take all steps required to comply with state and federal laws regulations, the procedures set forth in the memorandum of understanding with local law enforcement that has jurisdiction over the school property.

Staff members and students shall be made aware of their responsibility to inform the building or program administrator regarding any information or knowledge relevant to possible or actual terroristic threat.

### **Discipline of Student Convicted/Adjudicated of Sexual Assault (Board Policy 218.3)**

A student who is convicted of sexual assault upon another student attending this Intermediate Unit or an Intermediate Unit program shall be required to notify Program Administrator of the conviction no later than seventy-two (72) hours after the conviction.

Upon report of the conviction or adjudication of the sexual assault upon an Intermediate Unit student, the Program Administrator, in coordination with the appropriate member school entity, shall take one of the following actions against the convicted or adjudicated students:

- ✓ Recommend to the sending district to remove the student from Intermediate Unit program and reassign to another Intermediate Unit program in accordance with law and Board policy.
- ✓ Transfer the student to an alternative education program.
- ✓ Reassign the student to another school or educational program outside the Intermediate Unit.

If the convicted or adjudicated student has already been expelled, transferred, or reassigned, or if the victim does not attend the same school or Intermediate Unit program, no additional action regarding transfer or reassignment is required by the Intermediate Unit.

The Intermediate Unit shall work with member school entity, to ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim:

- ✓ Being educated in the same school building if possible.
- ✓ Being transported in the same school vehicle.
- ✓ Participating in the same school-sponsored activity.

### **Student Complaints (Board Policy 219)**

A student complaint shall be one that arises from actions that directly affect the student's participation in an approved educational program. The student should first make the complaint known to the staff member most closely involved, or another staff member known to the student. The complaint shall attempt to be resolved informally and directly.

For complaints that must move beyond the first step, the student shall prepare a written statement which includes a statement describing the nature of the complaint and relevant facts, the manner to which it is believed to have adverse effects, and the relief to be sought.

### **Student Dress Code (Board Policy 221)**

The clothes worn to school should be neat, clean, not a safety risk, and meet generally accepted standards of modesty. Students dressed inappropriately will be referred to the Program Administrator and given alternatives where appropriate. We ask that parents enforce the following dress regulations:

- No apparel or jewelry advertising or glorifying drugs, including alcohol and tobacco.
- No clothing displaying slogans or pictures with obscene language, violence, lewd or illegal behavior or double meanings.
- No bare midriff, tank tops, see-through or muscle shirts.
- No jewelry depicting weapons or with studs or sharp edges.
- Appropriate shoes should be worn. No heavy boots with heavy black soles may be worn in school.
- Slippers, flip flops, or slides are not appropriate for school.
- Shirts must always be worn.
- Skirts and shorts must be of a reasonable length, generally no shorter than 4 inches above the knee.
- Uniforms or dress code as required by any off-site facilities.

Not all situations or conditions can be covered by a dress code. The administrators, at their sole discretion, will determine the appropriateness of any item of school dress and maintain the authority to remove any student from class whose dress is considered disruptive or harmful for reasons of health and safety.

### **Tobacco/Nicotine-Free School and Workplace (Board Policy 222)**

In accordance with Act 145 of 1996 and with a concern for the overall health and welfare of students and staff, the Delaware County Intermediate Unit Board of Directors prohibits the use of tobacco products by students or staff in school buildings, on school buses, on school sponsored trips and on school property owned by leased by, or under the control of the Intermediate Unit.

“Tobacco products” is defined by Board Policy to include: a lighted or unlighted cigarette, cigar, and pipe; other lighted smoking product; and smokeless tobacco in any form. This also applies to electronic cigarettes and vaporizers.

The Intermediate Unit may initiate prosecution of a student who violates the tobacco use policy per Act 168 of 1988 and Act 145 of 1996. A student convicted of possessing or using tobacco in a school building or on a school bus or school property owned or leased by or under the control of the Intermediate Unit may be fined up to the maximum allowable amount plus court costs.

### **School Property (Board Policy 224)**

It is everyone’s responsibility to take the very best care of our school. Anyone found damaging or defacing school property **will face disciplinary action and restitution for damages**. Depending on the severity of the vandalism, the administration may file criminal charges with the local police.

### **Drug and Alcohol-Free School and Workplace (Board Policy 227)**

It is the policy of the Intermediate Unit to provide a learning environment that is safe and provides appropriate motivation to ensure a creative and productive student body. To this end, DCIU unequivocally endorses the philosophy that the schools should be free from the detrimental effects of illicit drugs and alcohol.

“Illicit drugs” are defined as but are not limited to any substance that is declared by an applicable law to be a controlled substance that is not used or possessed pursuant to lawful prescription. “School premises” are defined

as any property owned, leased or under control of the Delaware County Intermediate Unit. “School activities” means any student activity carried out in whole or in part under the auspices of the Intermediate Unit. “Under the influence of alcohol or illicit drugs” means a person has used alcohol or illicit drugs and that the presence of the alcohol or illicit drug can be detected in the individual’s body through the performance of an available test, or through the appearance, demeanor, behavior, or odor of the person.

Students are prohibited to engage in the possession, use or distribution of alcohol or illicit drugs on school property or premises or as part of any school activity.

While Pennsylvania has approved the use of medical marijuana, the Federal government has not. Therefore, the DCIU is required to prohibit such substances from all school property. Where such use is necessary, parents/guardians may seek permission from the administration to remove the student from school premises to administer the medication. School nurses are not permitted to administer medical marijuana to students.

A staff member who observes symptoms of physical or emotional abnormality, which may or may not be drug related, shall refer the student to the school nurse. Symptoms associated with drug use include extreme drowsiness, excessive elation, severe mood swings, extensive change in customary behavior, unusual silliness and/or complete withdrawal from all activity. If the symptoms are combined with belligerence, violence or physical abuse, the referral should be made directly to the school administrator. The school administrator in consultation with the school nurse will determine appropriate action. The parents shall be notified of action taken and asked to come to the school or, if required, the hospital. The possibility of drug involvement will be explained to the parents, and they will be urged to seek medical attention through their family doctor.

The privileged confidentiality between students and counselors, school nurses, school psychologist, home and school visitors and other school employees shall be respected. No confidential communication made to any such employees shall be required to be revealed without the consent of the student or his/her parent(s), unless the best interest of the student can be served by such release.

Any student found in possession of drugs or suspected of selling, transporting, or distributing drugs on school property, at a school-sponsored activity, shall be reported to the school administrator. If appropriate, law enforcement will be contacted, and charges made. All alleged evidence will be given to the school administrator. The student is entitled to a formal hearing.

The school at all times shall cooperate fully with law enforcement agencies and school administrators. The Intermediate Unit Program Administrator shall be notified of all drug violations. Board notification will be at the discretion of the Program Administrator. The basic welfare and health of the entire student body should be the primary concern in any drug related incidents.

### **Hazing (Board Policy 247)**

Hazing occurs when a person intentionally, knowingly, or recklessly, for the purpose of initiating, admitting, or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:

- Violate federal or state criminal law.
- Consume any food, liquid, alcoholic liquid, drug, or other substance which subjects the student to a risk of emotional or physical harm.

- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics, or exposure to the elements.
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
- Endure brutality of a sexual nature.
- Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

Full Board Policy can be accessed at [www.dciu.org/Page/3393](http://www.dciu.org/Page/3393)

### *Complaint Procedure*

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the program supervisor.

Students are encouraged to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally, and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the Program Administrator or program supervisor, who shall promptly notify the Program Administrator of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

### *Interim Measures/Police*

Upon receipt of a complaint of hazing, the Program Administrator or program, in consultation with the Program Administrator, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the removal of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to the police consistent with Intermediate Unit practice and, as appropriate, consult with legal counsel about whether to report the matter to the police at every stage of the proceeding. The decision to report a matter to the police should not involve an analysis by Intermediate Unit personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with the police in this regard.

### *Referral to Law Enforcement and Safe Schools Reporting Requirements*

For purposes of reporting hazing incidents to law enforcement in accordance with Safe Schools Act reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania

Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.

The Program Administrator shall immediately report required incidents and may report discretionary incidents, as defined in the Safe Schools Act, committed by students on school property of the Intermediate Unit, at any school-sponsored activity under the jurisdiction of the Intermediate Unit or on a conveyance providing transportation to or from a school or school-sponsored activity under the jurisdiction of the Intermediate Unit to the local police department that has jurisdiction over the school property of the Intermediate Unit, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

The Program Administrator shall notify the parent/guardian of any student directly involved in a defined incident as a victim or suspect immediately, as soon as practicable. The Program Administrator shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property of the Intermediate Unit has been or may be notified of the incident. The Program Administrator shall document attempts made to reach the parent/guardian.

### **Bullying/Cyberbullying (Board Policy 249)**

The Board is committed to providing a safe, positive learning environment for students attending Intermediate Unit programs. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to more serious violence. Therefore, the Board prohibits bullying by Intermediate Unit students.

### **Safety Drills (Board Policy 805)**

Teachers will explain the proper procedures to follow to their students. When the fire alarm sounds, all areas are to be cleared. Pupils are to follow their teachers to the designated safety zone and stay with their group at all times. Students should move orderly, rapidly, quietly, and away from the building as quickly as possible. From time to time, we will have other emergency preparedness drills that may be related to extreme weather conditions or other emergency situations.

### **Internet Access, E-Mail & Network Resources Acceptable Use Policy, Internet Usage Policy (Board Policy 815)**

#### **Purpose**

The Board supports use of the computers, Internet and other network resources in the Intermediate Unit's instructional and operational programs in order to facilitate learning, teaching and daily operations through interpersonal communications and access to information, research and collaboration.

The Intermediate Unit provides students, staff and other authorized individuals with access to the Intermediate Unit's computers, electronic communication systems and network, which includes Internet access, whether wired or wireless, or by any other means.

For instructional purposes, the use of network facilities shall be consistent with the curriculum adopted by the Intermediate Unit as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

#### **Definitions**

The term child pornography is defined under both federal and state law.

**Child pornography** - under federal law, is any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where:

1. The production of such visual depiction involves the use of a minor engaging in sexually explicit conduct;
2. Such visual depiction is a digital image, computer image, or computer-generated image that is, or is indistinguishable from, that of a minor engaging in sexually explicit conduct; or
3. Such visual depiction has been created, adapted, or modified to appear that an identifiable minor is engaging in sexually explicit conduct.

**Child pornography** - under state law, is any book, magazine, pamphlet, slide, photograph, film, videotape, computer depiction or other material depicting a child under the age of eighteen (18) years engaging in a prohibited sexual act or in the simulation of such act.

The term harmful to minors is defined under both federal and state law.

**Harmful to minors** - under federal law, is any picture, image, graphic image file or other visual depiction that:

1. Taken as a whole, with respect to minors, appeals to a prurient interest in nudity, sex or excretion;
2. Depicts, describes or represents in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or lewd exhibition of the genitals; and
3. Taken as a whole lacks serious literary, artistic, political or scientific value as to minors.

**Harmful to minors** - under state law, is any depiction or representation in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

1. Predominantly appeals to the prurient, shameful, or morbid interest of minors;
2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for minors; and
3. Taken as a whole lacks serious literary, artistic, political, educational or scientific value for minors.

**Obscene** - any material or performance, if:

1. The average person applying contemporary community standards would find that the subject matter taken as a whole appeals to the prurient interest;
2. The subject matter depicts or describes in a patently offensive way, sexual conduct described in the law to be obscene; and
3. The subject matter, taken as a whole, lacks serious literary, artistic, political, educational or scientific value.

The availability of access to electronic information does not imply endorsement by the Intermediate Unit of the content, nor does the Intermediate Unit guarantee the accuracy of information received. The Intermediate Unit shall not be responsible for any information that may be lost, damaged or unavailable when using the network or for any information that is retrieved via the Internet.

The Intermediate Unit shall not be responsible for any unauthorized charges or fees resulting from access to the Internet or other network resources.

The Board declares that computer and network use is a privilege, not a right. The Intermediate Unit's computer and network resources are the property of the Intermediate Unit. Users shall have no expectation of privacy in anything they create, store, send, delete, receive or display on or over the Intermediate Unit's Internet,

computers or network resources, including personal files or any use of the Intermediate Unit's Internet, computers or network resources. The Intermediate Unit reserves the right to monitor, track, and log network access and use; monitor files server space utilization by users; deny access to prevent unauthorized, inappropriate or illegal activity; revoke access privileges; and/or administer appropriate disciplinary action. The Intermediate Unit shall cooperate to the extent legally required with the Internet Service Provider (ISP), local, state and federal officials and/or authorities in any investigation concerning or related to the misuse of the Intermediate Unit's Internet, computers and network resources.

The Board requires all users to fully comply with this policy and to immediately report any violations or suspicious activities to the program administrator.

In addition to those stated in law and defined in this policy, The Board establishes the following types of materials to be inappropriate for access by minors:

1. Defamatory.
2. Lewd, vulgar, or profane.
3. Threatening.
4. Harassing or discrimination
5. Bullying.
6. Terroristic.

The Intermediate Unit reserves the right to restrict access to any Internet sites or functions it deems inappropriate, or the use of software and/or online server blocking. Specifically, the Intermediate Unit operates and enforces a technology protection measure(s) that blocks or filters access to inappropriate matter by minors on its computers used and accessible to adults and students. The technology protection measure shall be enforced during use of computers with Internet access.

Upon request by students or staff, the program administrator may expedite a review and may authorize the adjustment of Internet blocking/filtering software to enable access to material that is blocked through technology protection measures but is not prohibited by this policy.

### **Delegation of Responsibility**

The Intermediate Unit shall make every effort to ensure that this resource is used responsibly by students and staff.

The Intermediate Unit shall inform staff, students, parents/guardians and other users about this policy through employee and student handbooks, posting on the Intermediate Unit website, and by other appropriate methods. A copy of this policy shall be provided to parents/guardians, upon written request.

Users of Intermediate Unit networks or Intermediate Unit-owned equipment shall, prior to being given access or being issued equipment, sign user agreements acknowledging awareness of the provisions of this policy, and awareness that the Intermediate Unit uses monitoring systems to monitor and detect inappropriate use and tracking systems.

Student (minor) user agreements shall also be signed by a parent/guardian.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discern among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Students, staff and other authorized individuals have the responsibility to respect and protect the rights of every other user in the Intermediate Unit and on the Internet.

Program administrators shall make initial determinations of whether inappropriate use has occurred.

Users are expected to act in a responsible, ethical and legal manner in accordance with Board policy and administrative directives, accepted rule of network etiquette, and federal and state law. Specifically, the following uses are prohibited:

1. Facilitating illegal activity.
2. Commercial or for-profit purposes.
3. Nonwork or non-school related work.
4. Product advertisement or political lobbying.
5. Bullying/Cyberbullying.
6. Hate mail, discriminatory remarks, and offensive or inflammatory communication.
7. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
8. Accessing, sending, receiving, transferring, viewing, sharing or downloading obscene, pornographic, lewd, or otherwise illegal materials, images or photographs.
9. Access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with Board policy.
10. Inappropriate language or profanity.
11. Transmission of material likely to be offensive or objectionable to recipients.
12. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
13. Impersonation of another user, anonymity, and pseudonyms, including use of another user's email address, user account or password.
14. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
15. Loading or using unauthorized games, programs, files, unlicensed software or other electronic media.
16. Disruption of the work of other users.
17. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
18. Accessing the Internet, Intermediate Unit computers or other network resources without authorization
19. Disabling or bypassing the Internet blocking/filtering software without authorization.
20. Accessing, sending, receiving, transferring, viewing, sharing or downloading confidential information without authorization.
21. Use to infiltrate or interfere with a computer system and/or damage the data, files, operations, software or hardware components of a computer or system, engaging in hacking in any form.
22. Use to misrepresent or assume the identity of other users on the network.
23. Posting anonymous messages.
24. Any attempt to circumvent or disable the filter or any security measure.

### Etiquette

The user, whether a student or employee, shall be subject to appropriate discipline, including, but not limited to, dismissal in the case of employees, and recommendation to home school district removal from an intermediate unit program in the case of students, in the event any one or more provisions of this policy is violated. In addition to disciplinary procedures, the user shall be responsible for the costs of damage to equipment, systems or software resulting from deliberate or willful acts. Illegal activities or use (for example, intentional deletion or damage to files or data belonging to others; copyright violations; etc.) may be reported to the appropriate legal authorities for possible prosecution. DCIU reserves the right to remove a user account from the network to prevent unauthorized or illegal activity.

### Other Issues

The use of the Internet and email is a privilege, not a right. Organization administrative staff, along with the system administrator, will deem what is appropriate and inappropriate use, and their decision is final.

### Consequences for Inappropriate Use

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

Illegal use of the network; intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services shall be reported to the appropriate legal authorities for possible prosecution.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy.

Vandalism shall result in loss of access privileges, disciplinary action, and/or legal proceedings. **Vandalism** is defined as any malicious and/or intentional attempt to harm or destroy data of another user, Internet or other networks; this includes but is not limited to uploading or creating computer viruses.

Failure to comply with this policy or inappropriate use of the Internet, Intermediate Unit network or computers shall result in usage restrictions, loss of access privileges, disciplinary action, and/or legal proceedings.

### **Leaving School Grounds**

When a student leaves the school grounds a staff member will follow the student and keep them in line of sight. Upon the student returning to school the following non-physical strategies will be used; such as offering a neutral area, physical proximity, active listening, peer mediation, or individual counseling. If the above strategies are not successful, staff are to make phone contact with a parent/guardian, probation officer (if applicable), and the local police department will be notified.

### **Code of Conduct (Can be located in Main Office)**

The purpose of the code of conduct is to provide students and staff with the right to work in a secure and orderly environment and parents with the right to expect that their children will be educated in a purposeful environment in which the principles of care, courtesy, and respect for the rights of others are valued.

Consequences for the violation of any of the school policies may include any of the following:

- ✓ Counseling within the school
- ✓ Parental conference
- ✓ Loss of school privileges
- ✓ Determination Regarding participation in program school-sponsored activities
- ✓ Referral to law enforcement officials

Job site and work performance includes expectations and standards that will be addressed on a case-by-case basis.

### **DCIU Positive Behavior Support**

Positive, rather than negative, measures shall form the basis of behavior support programs to ensure that all students shall be free from demeaning treatment, the use of aversive techniques and the unreasonable use of restraints. Behavior support programs shall include techniques to develop and maintain skills that will enhance an individual student's opportunity for learning and self-fulfillment.

Behavior support programs and plans shall be based on a functional assessment of behavior and utilize positive behavior techniques. When an intervention is needed to address problem behavior, the types of intervention chosen for a particular student shall be the least intrusive necessary. The use of restraints is considered a measure of last resort, only to be used after other less restrictive measures, including de-escalation techniques.

### **Field Trips and Community Based Instruction (CBI):**

Students will have the opportunity to participate in various field trips or community-based instruction (CBI) trips. These trips provide the opportunity to practice in the community many real-life skills reinforced daily in the instructional program. The School District Transportation Department provides transportation for these trips. They are adequately staffed to provide the necessary supervision based on the number of students and the nature of the trip. For your child to participate, a permission slip must be signed for each trip. Teachers will notify parents in advance of the trips planned for a given month. The permission slips will be sent home to you for your signature, returned to the teacher, and kept on file for the school year. Please feel free to call with any questions or concerns about a trip or event. For specific trips, a student fee to cover expenses may be charged.

### **District Transportation**

Your district of residence will provide transportation for your child. The district will contact you regarding approximate pick-up and drop-off times. If you have any concerns about the transportation of your child, please contact district of residence transportation departments at the numbers below:

<b>District</b>	<b>Phone Number</b>
Chester Upland School District	484-320-8050
Chichester School District	610-485-6881, press 5
Garnet Valley School District	610-579-7482
Haverford Township School District	610-853-5929
Interboro School District	610-237-9751
Marple Newtown School District	610-359-4299
Penn Delco School District	610-497-6300, press 8 then press 1
Radnor Township School District	610-688-8100 x3365
Ridley School District	610-534-1900 x1102
Rose Tree Media School District	610-627-6475
Southeast Delco School District	610-522-4300 x5533
Springfield School District	610-938-6085
Upper Darby School District	610-352-8632
Wallingford-Swarthmore School District	610-892-3416
William Penn School District	610-461-2586

### **Parent/Guardian Requests for Early Dismissal**

To prevent confusion and ensure all students' safety, parents are asked to call program administrator in advance or send in a written note indicating the requested time for dismissal, the reason for the early release, and the person who will pick up the student.

Students being picked up early must have an adult that will sign them out on the register in the office. Early Dismissal Pick up is at the Main Entrance. We appreciate your cooperation with the following procedure:

- Parent/Guardian must provide the main office with a list of adults authorized to remove their child from school grounds. (Refer to the *Individual's Authorized to Remove Child from School* form in the Parent Packet).
- Only adults on the authorized list will be allowed to pick up the student from school. Adults, other than parents, must present photo identification before the student may be dismissed into their care. If an individual comes to the school to pick up your child and their name is not on the authorization list, and the person cannot provide identification, your child will not be dismissed to that person.
- Please include the names of individuals from agencies (i.e., ICMs, Resource Coordinators, wraparound staff, etc.) that may need to pick up students for appointments.
- Students residing in residential treatment facilities must be picked up by agency staff known to school personnel or staff carrying identification from that agency.

Notes are to include:

- ✓ phone number for parent/guardian,
- ✓ reason and time of dismissal,
- ✓ name of adult (18 years or older) to whom child will be release to.

The note must be signed by a parent/guardian.

The adult picking up the student will be required to show photo ID when signing the student out.

### **Parent/Guardian Visitation**

Parents are a vital part of the school community, and we welcome all parents. There will be special events throughout the school year that will be ideal times for parent visitations; parents should feel free to arrange a visit at other times if the visitation is for any other purpose than a parent or teacher-initiated conference.

You may leave a message for your child's teacher at the main community phone number. Teachers will return calls in the early morning or at the end of the school day as they have an opportunity.

### **Peer Mediation/Conflict Resolution**

The development of positive social skills, including the ability to resolve conflict without verbal or physical violence is an important aspect of the School Wide Positive Behavior Support System.

Students engaged in intense or ongoing conflicts will be encouraged to mediate their differences and discuss their concerns in a calm respectful manner with school staff. At the conclusion of the mediation, students are expected to have agreed to some form of resolution that will be written down and signed by all parties.

### **SAFE2SAY Something Procedures**

In accordance with law, DCIU establishes the following procedures for receiving, assessing, and responding to reports received from the Safe2Say Something anonymous reporting program of the Pennsylvania Office of the Attorney General. (24 P.S. 1303-D)

These procedures establish a framework within which DCIU administrators and staff will operate and coordinate with the county emergency dispatch center and local law enforcement agencies.

Safe2Say Something reports may be submitted by any individual, including students, parents/guardians, staff, and others as a secure and anonymous report about unsafe, potentially harmful, dangerous, violent, or criminal activities in a school entity or threat of such activities in a school entity through:

1. A twenty-four (24) hours a day, seven (7) days a week telephone hotline maintained by the Office of the Attorney General’s Safe2Say Something Crisis Center.
2. A Safe2Say Something program secure website; or
3. A Safe2Say Something software program application, or “app” accessed through a mobile electronic device.

Reports may be submitted through one of these methods for an identified K-12 school anywhere in the state. Anonymous reports will be triaged by the Safe2Say Something Crisis Center and delivered to the appropriate school entity based on the location of the identified school, and county emergency dispatch center, where applicable, by Crisis Center staff through telephone communication, text and/or email.

The Crisis Team, in consultation with the building administrator, program supervisor, Program Administrator , Assistant to the Executive Director for Student Services, and/or local law enforcement agency, will determine if the parent(s)/guardians(s) of a student(s) identified in or the subject of a report should be notified concerning a report, based on the nature of the report and the need for ongoing investigation.

Safe2Say phone number: 1-844-SAF2SAY (1-844-723-2729)

Safe2Say website: Safe2saypa.org

Safe2Say App (Safe2Say something PA) is available on the App store and on Google Play.

### **School Closing/Early Dismissal for Inclement Weather**

Emergency school closings, delays, or early dismissals due to inclement weather or other unforeseen events will be announced on local radio stations, are posted on many radio and TV websites, and are listed at the bottom of TV screens on most major stations. In the event of an early dismissal from school, every attempt is made to notify parents of an identified emergency contact. The closing number for the Delaware County Intermediate Unit is 515. When listed on websites or on the TV it will usually indicate “Delaware County Intermediate Unit Special Programs.” This information is also posted on the Delaware County Intermediate Unit website, [www.DCIU.org](http://www.DCIU.org)

In addition, parents should check for information about their home school district. If your home school district is closed, operating on a delayed schedule, or an early dismissal schedule, this will impact your child’s transportation to and from school.

Closing numbers for the districts are listed below:

Chester Upland School District	451
Chichester School District	458
Garnet Valley School District	855
Haverford Township School District	455
Interboro School District	450
Marple Newtown School District	454
Penn Delco School District	456
Radnor Township School District	457
Ridley School District	453
Rose Tree Media School District	542

Southeast Delco School District	464
Springfield School District	526
Upper Darby School District	452
Wallingford-Swarthmore School District	460
William Penn School District	467

### **Student Welfare**

Each employee is responsible for ensuring that students are supervised by a teacher or other staff member while engaged in Intermediate Unit programs or activities, including arrivals, departures, restrooms, and community-based instruction activities.

Teachers and designated staff shall provide proper instruction in, and enforcement of safety rules and procedures included in the Board-approved health and safety plan and assigned curriculum.

Employees may not send students on any personal errands. Employees may not transport students in a private vehicle except when authorized by the building administrator or program supervisor.

### **Video Monitoring**

Delaware County Intermediate Unit has a responsibility to maintain order and discipline on DCIU property and in buildings operated by DCIU. DCIU recognizes the value of video surveillance for monitoring activities on DCIU operated properties and uses video surveillance to monitor activities to assist in protecting the health, welfare and safety of students and staff and to safeguard DCIU buildings, facilities, equipment, buses, and property. Accordingly, video surveillance may occur at any time in any DCIU building, facility, bus, or property.

### **Visitation/Consultation Involving Agency Personnel**

We welcome the presence and involvement of the many agencies that provide various support services to our students and their families. To prevent any delay in services, it is important that agency professionals who wish to work with our students during the school day be familiar with DCIU procedures that comply with the Pennsylvania School Code. School personnel will gladly assist in providing information and required forms if needed.

To prevent any disruption to the educational process and to ensure the availability of staff and professionals from other agencies that wish to visit any OPTIONS sites during the day, the staff must be notified.

Professionals who show up unannounced may be asked to schedule an appointment for a later date. Agency staff will also be required to show their identification credentials and other required documents below.

For us to share information regarding a particular student, we must have a Release of Information form that is signed by the parent, and that specifies the information to be released.

The Pennsylvania School Code requires that all personnel who work in our school buildings must present during their initial visit the following three documents (copies will be made at that time):

1. ORIGINAL State Police Criminal Background Check or the PATCH (which we must verify online) – Act 34
2. ORIGINAL Department of Public Welfare Child Abuse Clearance – Act 151
3. FBI Clearance issued through the Pennsylvania Department of Education via the Cogent System.

Please note that administrators or other staff cannot make any exceptions to the above.

## Appendix A

### Delaware County Intermediate Unit and Delaware County Technical Schools Internet, E-mail, and Network Access Agreement (Board Policy 815)

DELAWARE COUNTY INTERMEDIATE UNIT AND DELAWARE COUNTY TECHNICAL SCHOOLS INTERNET, E-MAIL AND NETWORK ACCESS AGREEMENT I understand, accept, and will abide by the Organization's Internet Access, E-Mail & Network Resources Acceptable Use Policy. I further understand that any violation of this Policy is unethical and may constitute a criminal offense. I understand that use of the Internet and access to E-Mail is a privilege and not a right. I agree that I have no expectation of privacy and no right to privacy when I use the Organization's computers; I acknowledge that all aspects of my use of the Organization's computers is subject to monitoring and review without cause and without notice; and I consent to the monitoring and review of all aspects of my use of the Organization's computers. I understand that any violation or inappropriate conduct may result in termination of my access privileges, other disciplinary action and/or legal action. I understand that the Organization makes no assurances of any kind, whether express or implied, regarding any Internet or E-Mail services. I further understand that the use of any information obtained via the Internet and/or E-Mail is at my own risk; that the Organization specifically disclaims responsibility for the accuracy or quality of such information; and that the Organization is not and will not be responsible for any damage or loss which I suffer.

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User Name (Please Print)

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User Signature

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Date

## Parent's or Guardian's Agreement

*Note: For student users, parent or guardian must also read and sign this agreement.*

As a parent/guardian of, I acknowledge that I received and understand the Organization's Internet Access, E-Mail and Network Resources Acceptable Use Policy, and the Organization's Internet, E-mail and Network Access Agreement being signed by my child.

I understand that Internet and E-mail access is designed for educational and instructional purposes and that the Organization will discourage and filter access to inappropriate and objectionable material and communications. The Organization also educates students regarding appropriate online behavior. Student use will be monitored and restricted, as set forth in the Acceptable Use Policy; however, I recognize it is impossible for the Organization to prevent access to all inappropriate and objectionable material, and I will not hold the Organization responsible for materials acquired or contacts made through the Internet or E-mail. I authorize the Organization to monitor and review all communications to or from my child on the Internet and E-mail. I have determined that the benefits of my child having access to the Internet and E-mail outweigh the potential risks. I understand and agree that any conduct by my child that is in conflict with or violates the Acceptable Use Policy and/or other Organization policies relating thereto may result in the termination of access, disciplinary action, including suspension and/or expulsion, and/or other legal action.

I have reviewed these responsibilities with my child, and I hereby grant permission to the Organization to provide my child with Internet and E-mail access. I agree to compensate the Organization for any expenses or costs it incurs as a result of my child's violation of the Internet Access and E-Mail Acceptable Use Policy or its administrative procedures; and I further agree that I will not hold the Organization responsible for any matter arising by reason of or relating to (a) my child's violation of the Organization's Internet Access, E-Mail and Network Resources Acceptable Use Policy or (b) any materials acquired by my child, or contracts made by or to my child, through the Internet or E-mail.

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User's full name (Please Print)

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User Signature

---

Date

## Appendix B

### Delaware County Intermediate Unit Nondiscrimination in Educational Programs/Services

The Intermediate Unit shall provide programs and services to all eligible students without discrimination. The Intermediate Unit shall make reasonable accommodations for identified physical and mental impairments that constitute handicaps and disabilities, consistent with the requirements of federal and state laws and regulations.

The Board encourages students and third parties who believe they or others have been subject to discrimination to promptly report such incidents to designated employees, even if some elements of the related incident took place or originated away from Intermediate Unit or school grounds, school activities or school conveyances.

The Board directs that verbal and written complaints of discrimination shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of discrimination brought pursuant to this policy shall also be reviewed for conduct which may not be proven discriminatory under this policy, but merits review and possible action under other Board policies.

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with this policy and the Intermediate Unit's legal and investigative obligations.

The Board prohibits retaliation against any person for making a report of discrimination or participating in a related investigation or hearing or opposing practices the person reasonably believes to be discriminatory. A complaint of retaliation shall be handled in the same manner as a complaint of discrimination.

*Discriminatory harassment* by students, employees or third parties on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, handicap/disability or for participation in reports or investigations of alleged discrimination is a form of discrimination and is subject to this policy. A person who is not necessarily an intended victim or target of such harassment but is adversely affected by the offensive conduct may file a report of discrimination on his/her own behalf.

Harassment shall consist of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance and which relates to an individual's or group's race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability when such conduct is:

Sufficiently severe, persistent, or pervasive; and A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

*Sexual harassment* is a form of discrimination on the basis of sex and is subject to this policy. Sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, nonverbal, written, graphic or physical conduct of a sexual nature when:

- ✓ Submission to such conduct is made explicitly or implicitly a term or condition of a student's status in any educational or other programs offered by a school; or
- ✓ Submission to or rejection of such conduct is used as the basis for educational or other program decisions affecting a student; or
- ✓ Such conduct deprives a student or group of individuals of educational aid, benefits, services, or treatment; or
- ✓ Such conduct is sufficiently severe, persistent, or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance in school or school-related programs, or otherwise creates an intimidating, hostile, or offensive school or school-related environment such that it unreasonably interferes with the complainant's access to or participation in school or school-related programs.

Federal law declares sexual violence a form of sexual harassment. *Sexual violence* means physical or sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual may also be unable to give consent due to an intellectual or other disability. Sexual violence includes but is not limited to rape, sexual assault, sexual battery, and sexual coercion.

## Appendix C

### Procedural Safeguards Notice

The Procedural Safeguards Notice describes the rights of a parent of a child with a disability and the procedures that safeguard those rights under state and federal special education law, including the Individuals with Disabilities Education Act, commonly referred to as "IDEA 2004". These laws and regulations require schools to provide a free appropriate public education (FAPE) to all students with disabilities who are in need of special education. A free appropriate public education, or FAPE, means special education and related services designed to meet the individual educational needs of your child are provided, at no cost to you, in conformity with your child's Individualized Education Program (IEP).

The [Procedural Safegaurds Notice](#)

OR

<https://www.pattan.net/Forms/The-Procedural-Safeguards-Notice>