

Carbon Lehigh
Intermediate Unit #21



Helping Children Learn

Enhanced Autism
LCEA/CCEA
Student-Family Handbook

MISSION AND VISION

The Carbon Lehigh Intermediate Unit #21 operates an Enhanced Autism Program in Carbon and Lehigh Counties. The programs are designed to effectively educate students with autism and complex behavioral and educational challenges, who have not been successful in a typical school setting. The classrooms in the Enhanced Autism program contain a maximum of six (6) students and are staffed by a certified special education teacher, an autistic support interventionist, and three instructional assistants. The programs also contain sensory rooms that are designed to meet the unique sensory needs of the students. All related services, such as occupational therapy, speech therapy, and physical therapy, are provided in the classroom or the school building as per the IEP.

The small class size, individualized instruction, calm-down areas, sensory rooms, evidence-based curriculum and teaching practices, and research-based behavior interventions allow the students to feel comfortable and safe. Students actively engage in learning in a manner that best suits their individual needs. Our vision is for all students to grow and to develop as individuals to prepare for meaningful adult lives through personalized education and support to help them overcome challenges and achieve success.

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CONTACT INFORMATION

Carbon County Enhanced Autism

770 Interchange Road

Lehighton, PA 18235

Main Office

610-769-1966 or 610-769-4111

Fax 610-769-1964

Room Location	Extension
Health Room	2917
Elementary Room 1	1502
Middle School Room 2	1503
High School Room 4	1504
Program Supervisor	1633

Lehigh County Enhanced Autism

4001 Schoolhouse Lane

Center Valley, PA 18034

Main Office

610-769-1169 or 610-769-4111

Fax 610-769-1189

Room Location	Extension
Health Room	2407
High School Room 2	2414
High School Room 3	2402
High School Room 4	2405
Program Supervisor	1633

SCHOOL HOURS/CALENDAR **AND ATTENDANCE**

School Day Schedule, Calendar and Times

- Classroom schedules/school calendars will be given to each parent/guardian at the beginning of the year. Parents/guardians will be notified in advance of the event of a schedule change. Please contact the school supervisor or classroom teacher with any questions regarding the calendar.
- At the beginning of the school day, students will be met by CLIU staff at their bus and taken directly to their classrooms. At the end of the school day, students will be taken back to their bus by CLIU staff.
- Regular scheduled school days will run from 7:45 a.m. – 2:15 p.m.
- Early dismissal school days will run from 7:45 a.m. – 10:45 a.m. (unless otherwise indicated)

Delayed Openings and School Closings

- In the event of inclement weather or mechanical breakdown, the school may be closed, or the starting time may be delayed. These same conditions may also necessitate early dismissal.
- Listen for the notice on WFMZ or other local stations that Carbon Lehigh IU #21 has delayed or closed transportation. There are times that Carbon County may be delayed or closed but Lehigh County is open. If we delay in Carbon County only, it will state "Carbon County Only."
- If Carbon Lehigh IU #21 is not listed, but your child's home school district is delayed, then CLIU transportation will follow that home school district's delay.
- If the district that you live in is delayed, but the school district that Enhanced Autism is in (LCEA or CCEA) is not delayed, the CLIU will follow your home district's delay.
- If the Enhanced Autism school your child attends is dismissed early, the teacher will call you to let you know the dismissal time.

- CCEA follows the Lehigh Area School District schedule and CLIU Carbon County transportation
- LCEA follows the Southern Lehigh School District schedule and CLIU Lehigh County transportation.

Attendance and Absences

- School attendance is a child's right and a parent's responsibility. State attendance regulations mandate that a written excuse is on file for every absence. When a student is absent from school, the parents/guardians must provide a written explanation as to the reason for the absence. If a note is not received within three (3) school days, the absence will be reported as illegal and/or unexcused to the home school district. After 10 cumulative days absent, a note from a physician/court will be required, or the day will be recorded as illegal and/or unexcused.
- Excessive absences may result in a Student Attendance Improvement Plan developed with the home district, CLIU and the parent.
- If a student is tardy or needs to be picked up early, Parents/Guardians need to sign the student into/out of the building and submit a note.

Breakfast/Lunch Program

- Enhanced Autism offers breakfast at the start of the school day. Breakfast usually consists of cereal, milk, and juice. Lunch is served on full-days (not early dismissal days). Cost varies based on program location and free and reduced eligibility. All students' families are required to complete a free and reduced lunch application. Certain dietary restrictions can be applied. If your child has a food allergy, that should be noted in their emergency information and the school will accommodate.

HEALTH AND SAFETY

Immunizations and Health Exams

- A copy of the student's immunizations and any other documents as required by the Pennsylvania Department of Health shall be submitted to the CLIU upon enrollment in the school.
- On-going health screenings such as dental, vision, hearing, and scoliosis screenings are also required based on the grade/age of the student. The school nurse or staff will notify parents/guardians when the student requires a health screening as well as the results of those screenings.

Illness, Injury, and Emergency Transportation

- Students should not be sent to school if they currently have, or have had within the past 24 hours, any of the following symptoms:
 - Fever of 100 degrees or higher
 - Vomiting or Diarrhea
 - Thick yellow or green discharge from the nose or mouth
 - Rash or skin eruption anywhere on the body
 - Headache (when/if the headache interferes with participating in normal school activities)
 - Aches, pains, cold or flu symptoms
- Parents/guardians should contact the school/teacher prior to the scheduled start time in the event that a student is ill and unable to attend school. Medical information should be reported directly to the teacher or nurse and not through third party staff such as transportation drivers.
- Nurse or staff will provide health assistance and first aid in the event a student becomes ill or is injured at school and parents/guardians will be immediately notified. If the staff cannot reach the student's parent/guardian, they will contact the emergency contact listed.

- If a student gets sick at school and the nurse feels he should be sent home, parents will be called and expected to pick up the student as soon as possible. If the parents cannot be reached, the emergency contact person for the student will be called to pick up the student.
- If a serious injury occurs, the school will contact 911 immediately as well as contacting the parent/guardian. If the student needs to be transported via ambulance to the Emergency Department or Crisis Center and a parent/guardian does not reach the school in time to accompany the child, a staff member will go with the student either in the ambulance or following in a separate vehicle. The staff member will remain with the student until the parent/guardian arrives.
- **Exclusion of Students with Communicable Diseases:**
 - In accordance with Pa Code § 27.71 students with any of the communicable diseases noted below will be excluded from school attendance for the days noted for each disease:
 - Diphtheria - Two weeks from the onset or until appropriate negative culture tests.
 - Rubella (Measles) - Four days from the onset of rash.
 - Mumps - Nine days from the onset or until subsidence of swelling.
 - Pertussis (Whooping Cough) - Three weeks from the onset or 5 days from institution of appropriate antimicrobial therapy.
 - Chickenpox - Five days from the appearance of the first crop of vesicles, or when all the lesions have dried and crusted, whichever is sooner.
 - Respiratory streptococcal infections including scarlet fever - At least 10 days from the onset if no physician is in attendance or 24 hours after institution of appropriate antimicrobial therapy.
 - Infectious conjunctivitis (Pink Eye) - Until judged not

infective; that is, without a discharge.

- Ringworm - The person shall be allowed to return to school immediately after the first treatment, if body lesions are covered.
- Impetigo Contagiosa - Twenty-four hours after the institution of appropriate treatment.
- Pediculosis capitis (Head Lice) - The person shall be allowed to return to school immediately after first treatment. The person shall be reexamined for infestation by the school nurse, or other health care practitioner, 7 days posttreatment.
- Pediculosis corpora (Body Lice) - After completion of appropriate treatment.
- Scabies - After completion of appropriate treatment.
- Trachoma - Twenty-four hours after institution of appropriate treatment.
- Tuberculosis - Following a minimum of 2 weeks adequate chemotherapy and three consecutive negative morning sputum smears, if obtainable. In addition, a note from the attending physician that the person is noncommunicable shall be submitted prior to readmission.
- Neisseria meningitidis (Meningitis) - Until judged noninfective by a physician

Medication

- The parent/guardian should notify the school nurse in advance that the child will need medication. Medication is defined as medicines prescribed by a physician and any over-the-counter medications. Medication will then be administered during school hours when the following conditions have been met:
 - A Medication Authorization form is completed and signed by both the parent and ordering physician.

- All prescription medication must be provided in the original prescription container.
- Discontinuance of a medication will only occur with a doctor's order or written parent notification.
- Prescription medication must be delivered to the school by a guardian and given to the nurse at that location. If this is not able to occur, please contact your child's teacher. Bus drivers are not permitted to transport medications for students. Students are not permitted to transport their own medications in a backpack.
- In the event of a medical emergency, EpiPen and Narcan are stored on-site and can be administered by trained staff.
- Following the direction of a physician, medications will be administered by an appropriately licensed medical provider to a student during school hours only if:
 - Failure to administer medication would jeopardize the health of the student or would prevent the student from attending school
 - It is necessary due to a student being at risk of experiencing an opioid-related overdose or allergic reaction

Possession/Use of Asthma Inhalers

- Before a student may possess or use an asthma inhaler during school day, the CLIU shall require the following:
 - A written request from the parent/guardian that the school comply with the order of the private physician, including a statement from the parent/guardian acknowledging that the school is not responsible for ensuring the medication is taken and relieving the CLIU and its employees of responsibility for the benefits or consequences of the prescribed medication.
 - A written statement from the private physician that states:
 - Name of student

- Name of medication and dosage
- Times medication is to be taken
- Diagnosis or reason medication is needed, unless confidential
- Potential serious reaction or side effects of medication
- Emergency response
- If child is qualified and able to self-administer the medication

Tobacco

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

Drugs and Alcohol

- The CLIU policy on drugs and alcohol defines distribution as delivering, selling, passing, sharing, or giving any alcohol, drug, narcotics, marijuana, counterfeit chemical, an anabolic steroid, look-alike substance, mood-altering substance, or drug paraphernalia, as defined by the policy, from one person to another. A student who possesses, uses, and/or distributes any of the above named substances will be subject to the provisions of the CLIU Drug/Alcohol Abuse policy.

Bullying Prevention

- Bullying is not permitted at CLIU. Bullying is defined as a low-level form of violence inflicted repeatedly on another, usually a weaker student. Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting, and/or outside of a school setting, that is severe, persistent, or persuasive; Cyber Bullying means an intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another student or students which occurs in a school setting, and/or outside of a school setting, that is severe, persistent, or persuasive. Both have the effect of doing any of the following as determined by the administration of the Carbon Lehigh Intermediate Unit 21:
 - Substantially interfering with a student's education.
 - Creating a threatening school environment.
 - Substantially disrupting the orderly operation of the school.
- Bullying may consist of verbal remarks or gestures that are meant to intimidate and gain power over a victim and can include threats of bodily harm, weapon possession, extortion, civil rights violations, gang activity, and behaviors up to and including assault and battery, threat of attempted murder, and murder. Sexual harassment is also a form of bullying. Students and parents should make reports to the supervisor, teacher or other staff member if they feel this is occurring.

Harassment

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

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

Audio and Video Surveillance

- To protect the security, safety, and property of students and others, and to maintain safety and order on CLIU buses, school vehicles and centers, audio and video surveillance equipment may be used.

Cell Phone and Electronics

- CLIU forbids the use of personal cell phones during the school day, including texting, camera and/or videos, and music. CLIU is not responsible for lost or stolen cell phones or electronics.
- Personal cell phones with cameras or video may not be used to take pictures during and after school hours on school grounds, school transportation, or school district-sponsored events. Camera phones are strictly prohibited in the bathrooms.

Global Positioning System (GPS) Trackers

- Parents or Guardians who desire their student to wear a GPS device due to safety concerns in consideration of the student's behaviors (elopement from the home, etc.) must communicate this desire to the IEP team prior to the device being worn into school. The IEP team will meet with the parent/guardian to determine the appropriate procedures which must be followed regarding any listening or recording capabilities of the proposed device. All procedures will be agreed upon by the parents/guardians and IEP team and written into the student's IEP.

Weapons

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

Random Searches

- CLIU staff reserves the right to conduct reasonable searches at any time based on reasonable suspicion. Areas may include:
 - Person
 - School locker
 - Personal belongings

Transportation Procedures

- Parents or guardians are responsible for boarding their child on the school bus in the morning and getting them off the bus in the afternoon. Parents should have their child ready for pick up at least ten minutes before the scheduled time. If bad weather makes a street or road impassable, it may be necessary for the parents and child to meet the transportation staff at a convenient, accessible nearby location. If a parent or guardian is not available to accept the pupil, by law, the IU is required to follow these procedures:
 - Transportation staff must contact the IU Transportation Department Supervisors.
 - IU Transportation Department will exhaust the emergency numbers available for each student before calling the police or Children and Youth.

- IU Transportation Department must inform the transportation staff of the location of the police department that has jurisdiction.
- Transportation staff shall take the student to the police station.

De-escalation and Response

- The need for behavior management techniques shall be addressed before the development and during the writing of the IEP with parents, district representatives, IU staff, and the student, when deemed appropriate.
- Positive techniques for the development and maintenance of selected behaviors shall be attempted before the use of more intrusive measures. Aversive behavioral techniques may not be used as a substitute for a behavior management program.
- Physical interventions may only be implemented when a student is demonstrating the following crisis behaviors: continuous aggression, and/or continuous self-injury, and/or continuous high-magnitude disruptions, and only when less restrictive measures have proven to be ineffective in preventing these crisis behaviors. Physical interventions may be used to control acute or episodic crisis behaviors. When, and only when, these conditions are met, program staff is to initiate physical de-escalation techniques in which they are trained.
- If a physical intervention was used, the parents/guardians will be notified that same day and an invitation to hold a meeting to discuss the intervention will be sent home to the parent/guardian.

Emergency Evacuation Plan

- In the case of an emergency evacuation, parents will be notified as to the locations in which they may be reunified with their children.
- Emergency drills are practiced regularly with all students.

Mandated Reporter

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

Pesticide Treatment

• **At the School Building:**

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

mail or other means deemed appropriate by the school to each parent or guardian requesting notification.

- **On the School Grounds:**

- The school will post the pest control sign received under subsection (a)(2) at the place to be treated at least seventy-two (72) hours before and for two (2) days after the planned treatment.
- The school will provide the pest control information sheet received under subsection (a)(2) to every individual working in the school building at least seventy-two (72) hours before each planned treatment.
- The school will provide notice, including the name, address and telephone number of the applicator providing the treatment, day of treatment and pesticide to be utilized, to the parents or guardians of students enrolled in the school at least seventy-two (72) hours before each planned treatment as follows:
 - notice to all parents or guardians utilizing normal school communications procedures; or
 - notice to a list of interested parents or guardians who at the beginning of each school year or upon the child's enrollment requested notification of individual application of pesticides. The school shall provide procedures or materials for such requests to parents and guardians of students. Notification of each pesticide application shall be provided using first class mail or other means deemed appropriate by the school to each parent or guardian requesting notification.

- **Emergency Pesticide Application:**

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

GENERAL INFORMATION

Registration Packet

- Prior to the beginning of each school year and/or when a student transitions into the school, a registration packet needs to be completed by the parents/guardians. The registration packet contains a variety of forms that are necessary for the school to ensure the wellness and safety of your child. These include emergency information, health information and medication information.
- All registration documentation needs to be completed and submitted to the school before the student begins their attendance.
- It is required that all emergency contacts and medication forms are kept current.

Dress Code

- Students are not permitted to wear midriffs, muscle/sleeveless shirts, or clothing revealing underwear or cleavage. Also, clothing with tobacco, drug, alcohol, or sexual references is prohibited and must be replaced or concealed.

Computer Usage

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

Student Records

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

Program Visitation

- The Carbon Lehigh Intermediate Unit welcomes visits to our classroom programs by parents, guardians, or interested educators. To ensure order in our programs and uphold the confidentiality requirements of The Family Educational Rights and Privacy Act (FERPA), it is necessary to establish guidelines governing such school visitations.
- The CLIU has the authority to prohibit entry of any person to any Intermediate Unit classroom unless the following procedures have been complied with:
 - Any individual, other than a CLIU staff member, visiting the school for any purpose shall sign in on the visitor log located at the entrance of the school before proceeding to any other location within the school building.
 - If the visit is for a parent or teacher-initiated conference concerning the parent or guardian's child, it must be scheduled in advance with the teacher.
 - If the visit is to observe the classroom program arrangements must be made in advance through the CLIU Supervisor and the LEA representative will accompany the parent or guardian.
 - No visitor may confer with the teaching staff while instruction is being delivered to students.
 - No visitor shall be allowed to photograph or videotape any person or any part of the program or to tape-record any

conversation of any kind without prior approval by the Supervisor and the LEA representative.

- Visits shall be limited to no more than one visit per quarter. Each visitation shall not exceed one hour.
- Visitors shall refrain from any discussion or identification of any child other than the child under their guardianship, as this would be in direct violation of FERPA.

Family Education Rights and Privacy Act (FERPA)

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights concerning their children's education records. These rights transfer to the student when they reach the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose

those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Mandated Board Policies

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

www.cliu.org/organization/board-of-directors-meetings/mandated-board-policies

POLICIES RELATED TO PUPILS:

- Policy 103 - Non Discrimination Title IX Sexual Harassment Affecting Students
- Policy 201 - Dress and Grooming
- Policy 202 – Searches
- Policy 203 - Student Rights and Responsibilities/Surveys
- Policy 205 - Communicable Diseases and Immunization
- Policy 207 - Behavior Support
- Policy 208 - Weapons and Terroristic Threats/Acts
- Policy 209 - Unlawful Harassment
- Policy 210 - Administering Medications
- Policy 211 - Behavior Support Policy for Eligible Young Children
- Policy 212 – Bullying
- Policy 213 - Electronic Devices
- Policy 214 - Anti-Hazing
- Policy 215 - Asthma Inhalers
- Policy 810 - Audio Recording on Intermediate Unit Vehicles
- Policy 826 - Artificial Intelligence



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Schnecksville, PA 18078-2580
610-769-4111
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