



The Chester County Intermediate Unit

# Student HANDBOOK

2023-24



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# Establishing a Culture of Inclusivity and Belonging

All Chester County Intermediate Unit (CCIU) policies and administrative regulations can be found on the CCIU website. The overarching goal of these policies is to make our schools safe places where civility is the rule, where controversial topics can be discussed and dissenting opinions fairly presented, and where all students – regardless of economic status, handicap/disability, race, color, age, creed, religion, gender, gender identity or expression, sexual orientation, ethnicity or national origin – can participate fully, free from bullying, harassment, hazing or discrimination. Each member of the school community – students, parents/guardians and staff members – has the responsibility to create these conditions and has the right to report situations that violate these expectations. Please contact your building administrator for additional information about these policies. If you believe you are a victim of, or witness to, an incident or practice that violates one or more of these policies, you should immediately report the situation to the building principal/assistant principal, or the central office administration. The complete text of CCIU's policies and regulations can be found on the CCIU's website at <https://go.boarddocs.com/pa/iu24/Board.nsf/Public?open&id=policies>.

## Student Responsibilities/Conduct

### Introduction

The Chester County Intermediate Unit provides all students with an equal opportunity to achieve their maximum potential through the programs offered free from discrimination, regardless of actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin or handicap/disability. The CCIU is committed to providing a safe, supportive and inclusive learning environment for all students and staff. The purpose of this section of the handbook is to summarize the expectations for all students so that each student can contribute to creating such an environment. Our goal is to ensure that every student and employee feels dignified and has a sense of belonging no matter what school community he or she is a part of within the CCIU. This is a general handbook for students in CCIU schools and programs. Please be sure to consult the building or program specific information contained in the corresponding addendum.

### Restorative Practices

Restorative Practices focuses on building positive relationships and providing opportunities for community members to take responsibility for their behavior while remaining connected to the community. A restorative approach promotes a compassionate culture that works to build and safeguard a relationship-centered culture. Research demonstrates the beneficial outcomes of using restorative practice techniques in schools, rather than solely utilizing traditional punitive approaches. Some of the most notable benefits are decreased student delinquency, better academic outcomes and improvement of overall school climate.

The CCIU is committed to restorative practices as we believe that it improves the quality of relationships between individuals within our school community. Using this approach can proactively help individuals to avoid or minimize conflict and help us to manage it better when it does arise. To that end, when there is harm done and a relationship is affected, restorative approaches seek to bring parties together, understand what happened and why, and determine how to make things right moving forward. Restorative practices

value dialogue, making amends and repairing harm as an important part of the disciplinary process, in addition to, not in lieu of our responsibility to address it.

### **Important Conduct Expectations**

This section provides important expectations for students, but does not articulate each rule and regulation that applies to student behavior. We have highlighted the rules and regulations that are key to establishing a safe, supportive and inclusive learning environment.

### **Nondiscrimination in Educational Programs and Services**

The CCIU is committed to providing equal opportunity for all students to achieve their maximum potential through the programs offered by the CCIU free from discrimination, regardless of actual or perceived race, color, age, creed, religion, sex, gender, sexual orientation, gender identity, gender expression, ancestry, national origin or handicap/disability. The CCIU fulfills this commitment by providing all students with course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students, as well as the educational and programmatic goals of the intermediate unit, and is prohibited in all CCIU-sponsored programs or activities.

The CCIU encourages students who believe they or others have been subject to discrimination and/or Title IX sexual harassment to promptly report such incidents to designated employees, including, but not limited to, the building administrator, program supervisor or trusted school official.

All complaints of discrimination and/or Title IX sexual harassment will be investigated promptly; an assessment of potential supportive measures shall be conducted; and corrective action will be taken when allegations are substantiated. Please see the CCIU website for detailed information regarding reporting processes governing complaints of discrimination and Title IX sexual harassment:

1. Discrimination Complaint Procedure
2. Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints

Even where no Title IX violation is found, a student may still be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include, but is not limited to:

1. Loss of school privileges
2. Permanent transfer to another school building, classroom or school bus
3. Exclusion from school-sponsored activities
4. Detention
5. Suspension
6. Expulsion
7. Referral to law enforcement officials

## **Definitions**

### **Definitions Related to Discrimination**

Discrimination means to treat individuals differently, even if unintentional, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting 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 when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. 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.

### **Definitions Related to Title IX Sexual Harassment**

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. An intermediate unit employee conditioning the provision of an aid, benefit, or intermediate unit service on an individual's participation in unwelcome sexual conduct, commonly referred to as quid pro quo sexual harassment.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to an Intermediate Unit education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.

Formal complaint means a document filed by a complainant or signed by the Title IX coordinator alleging Title IX sexual harassment and requesting that the intermediate unit investigate the allegation under the grievance process for formal complaints.

Please visit the CCIU website for the full text of CCIU Board Policy #103 Nondiscrimination in Educational Programs/Services.

### **Bullying/Cyberbullying**

The CCIU is committed to providing a safe and positive learning environment for its students. 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 CCIU prohibits bullying by and of students enrolled in Intermediate Unit-operated schools, classes, programs and activities.

Students who believe they or others have been or are being bullied are encouraged to promptly report such incidents to the building principal, program supervisor or other trusted school official. It is important to note that bullying that occurs outside of school but impacts the orderly operation of the school and/or impacts a student's ability to access his/her education is subject to discipline under the Student Discipline Code.

CCIU administration will promptly investigate all verbal and written complaints of bullying and corrective action will be taken when allegations are substantiated.

Complaints of bullying by a student against another student will be handled in the same manner as other student disciplinary investigations. Upon receipt of a complaint of bullying, the building administrator or program supervisor will determine what, if any, measures should be put in place to protect students from further bullying or similar conduct.

A student who violates this bullying policy will be subject to appropriate disciplinary action consistent with the applicable Student Discipline Code, which may include, but is not limited to:

1. Counseling within the intermediate unit or school
2. Parental conference
3. Loss of school privileges
4. Loss of computer use privileges

5. Loss of Internet access
6. Transfer to another school building, classroom or school bus
7. Exclusion from intermediate unit-sponsored activities
8. Detention
9. Suspension
10. Expulsion
11. Counseling/therapy outside of the intermediate unit or school
12. Referral to law enforcement officials

### **Definitions of Behavior**

Bullying, including cyberbullying, 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, that is severe, persistent or pervasive and has the effect of doing any of the following:

1. Substantial interference with a student's education
2. Creation of a threatening environment
3. Substantial disruption of the orderly operation of an Intermediate Unit school, class or program

Cyberbullying means engaging in bullying behavior via the use of any electronic communications devices.

School setting means in an Intermediate Unit school or facility, on Intermediate Unit grounds, in Intermediate Unit-owned, operated or contracted vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the Intermediate Unit.

**Please visit the CCIU website for the full text of CCIU Board Policy #249 Bullying/Cyberbullying.**

### **Acceptable Use Policy of School Property**

Students are expected to return, in the best possible condition, all school property that is loaned to them. If the property is damaged, part or full payment will be required. If the article is lost, full payment or replacement will be required. "Property" includes, but is not limited to, lockers, textbooks, laptops and other electronic devices, sports equipment.

Parents/guardians will be notified annually of any obligation owed to the school for lost, damaged, missing, or unreturned property.

Acts of vandalism will not be tolerated. When apprehended, individuals responsible for such behavior will be expected to make restitution. They should expect to receive consequences as set forth below in the section entitled "Levels of Offenses" and to be referred to the police for prosecution.

### **Terms of Use for School-Provided Devices**

- a. The primary intended purpose of a school-provided device is to support instruction and teacher-directed educational purposes. Other education-related uses of the device or changes to software, such as screen savers and desktop pictures, are permitted, provided that such uses or changes do not violate any other part of these Terms of Use, are lawful, and do not interfere with the educational process or the proper operation of the device or of any network.
- b. When applicable, it is the student's responsibility to notify a teacher or other staff member in a timely manner if the device is not operating properly, so that tech support staff have an opportunity to fix the issue or arrange for a loaner device. Neglecting to report a malfunctioning device in a timely manner may have disciplinary or academic consequences—similar to forgetting a textbook or other necessary educational materials.
- c. Protection of the student's documents, data and any personal applications is solely the responsibility of the student. The student is strongly encouraged to use personal backup procedures, such as USB flash

- devices and online systems.
- d. It is the responsibility of the student to maintain proper file management. Music, pictures and videos should remain in their respective folders (music, photos, movies) and should not be placed in the documents or desktop folders.
  - e. The student, their parents/guardians and authorized staff are the only authorized users of the student's technology device. Sharing or swapping devices is prohibited. Parents/guardians have the right to obtain the student's password from authorized staff and are encouraged to sit with their student as they log in to observe any activity desired. However, parents/guardians should not log in as their child using their username and password. The student and parents/guardians shall report any violation of this agreement to an authorized staff member.
  - f. Unauthorized or unlawful use of the device will result in escalating disciplinary actions based on the seriousness of the violation. Unauthorized or unlawful behaviors that will result in disciplinary actions include, but are not limited to, those described in these Terms of Use, in the Acceptable Use Policy, in other Board Policies, Procedures and Policies, and in applicable local, state and federal laws or regulations.
  - g. The student shall know only their own password. No other passwords may be known or sought in any way. If a student notices or obtains a password that is not their own, the student shall immediately notify a staff member. The student shall not bypass, or attempt to bypass, any form of electronic security built into the device's operating system or network. If the student has any question regarding what may be considered prohibited activity, they will ask a staff member for guidance.
  - h. The student shall not view, or attempt to view, websites or other similar media/materials that contain or provide links to pornography or other content intended to appeal to prurient interests, or, unless part of a teacher-approved research or investigatory activity, that promote illegal activity or discrimination on the basis of race, color, national origin, religion, sex and/or disability. The student shall report accidental viewing of inappropriate materials to his/her teacher or to other staff, in addition to his/her parents. Some devices provide filtering compliant with the Child Internet Protection Act (CIPA) that makes a best-effort attempt to block inappropriate websites. This technology is not flawless and is only intended as a basic protection to prevent the accidental viewing of inappropriate material. The parents/guardians are responsible for monitoring the student's use of the device to ensure that the student does not view inappropriate websites/materials.
  - i. The device may not be used to host personal web pages and may not be used as a server in any way other than those specifically permitted by authorized staff.
  - j. The student is prohibited from providing personal information about himself/herself or others on the internet, unless specifically permitted by authorized staff and with an approved consent form signed by the parents/guardians. This includes, but is not limited to, photographs, drawn likenesses, phone numbers, dates of birth, mailing or email addresses, names, nicknames, credit card information, social security numbers and/or other personally identifiable numbers or descriptors.
  - k. Illegal file sharing or other misuse of copyrighted materials or media is prohibited. Downloading or uploading music, video, applications or other files or media that violates copyrights is prohibited. If the student has any question about what may or may not be copyrighted material or its proper use, he/she will ask for guidance from authorized staff.
  - l. Opening and powering-on a CCIU device is your agreement to the Terms of Use stated above.

### **Dress and Grooming**

The students, faculty and administration believe that student dress is primarily the responsibility of the family and that CCIU must support the efforts of our parents/guardians in the enterprise. We have confidence that our students and parents/guardians will make appropriate decisions on both school attire and appearance. However, it remains the final decision of the school in cases of flagrant abuses.

The following standards of dress and grooming are to be maintained:

- a. Students are to dress, groom and clean themselves so as not to compromise the safety and health of

- themselves, or others, and not to cause disruption to the educational process.
- b. Footwear must, at all times, enable the student to move without falling, tripping or losing balance in all areas of school building and grounds, including when an emergency necessitates movement, and must sufficiently cover the foot to avoid injury when operating or in the presence of machinery and equipment.
  - c. Clothing (including accessories such as buttons, pins, jewelry or backpacks) bearing or depicting messages, images or advertisements promoting or relating to drugs, alcohol or tobacco is not permitted.
  - d. Clothing depicting/advocating violence or violent messages, or sexually explicit/suggestive images, activities or writing is prohibited.
  - e. Clothing bearing language that is obscene, profane or otherwise in violation of any applicable Board policy or governing law is prohibited.
  - f. Dress codes shall be gender-neutral. Schools cannot enforce specific attire based on gender. Students have the right to dress in accordance with their gender identity within the constraints of the dress codes adopted by the school. Gender-neutral dress code guidelines apply to regular school days as well as any school-sponsored activities.
  - g. Any attire that is unsafe, disruptive, objectively offensive and/or obscene is prohibited. The following items are unacceptable:
    - i. Clothing that is ripped, torn, transparent, or short, tight or low enough to expose or reveal the intimate contours of the buttocks, breasts or pubic area
    - ii. Bedroom slippers
    - iii. Pajamas
    - iv. Clothing with obscene language or references to alcohol, gangs, drugs, violence, sex, tobacco or ethnic prejudice
    - v. Clothing or jewelry containing or consisting of words or images, such as those associated with violent gang activity, that has caused or is highly likely to cause disruption in the school environment
    - vi. Clothing or accessories which could cause injury to self or others
    - vii. Clothing with exposed midriffs, mesh shirts without undershirts, tube tops and halter tops
    - viii. Hats, hoods, headbands, bandanas and other head coverings that are non-religious in nature
    - ix. Bikinis and other unnecessarily revealing swim attire are not permitted during scheduled water or swimming events.
    - x. Uniforms that have been defaced
  - h. Students whose attire does not conform to applicable standards will be asked to put on appropriate clothing. Students will be asked to change into appropriate clothing, if available at school, or the student's parent/guardian will be called and asked to bring appropriate clothing to school. Any subsequent violation will result in the student being sent home by the administration, until such time as the student returns wearing clothing acceptable to this dress code. Additional disciplinary consequences may result.

## **Fighting**

Overt acts of antisocial behavior such as fighting, physical harassment, verbal abuse and threats of violence are unacceptable and may result in serious disciplinary consequences including, but not limited to, suspension. Students involved in this kind of behavior will have their parents/guardians contacted immediately. These incidents will be investigated thoroughly and police contact may be required, especially in the event of bodily injury, property damage or the unwillingness of the student(s) to stop fighting when directed by an adult. Police involvement can be initiated by the school, the parents/guardians of the students involved, or both. Police may choose to conduct their own independent investigation of any incident occurring on school property or involving students who attend CCIU schools.

## **Gambling**

Gambling of any type is not permitted on campus or at any school function. Students found gambling may be



subject to a discipline referral and parents/guardians will be notified.

### **Dishonesty in Class**

Students are expected to maintain the highest standards of honesty in academic areas and in all other aspects of school life. The school views cheating as a very serious offense for which the minimum penalty is a zero for work covered by the particular assignment or test.

Examples of Dishonest Behavior

#### **Plagiarism includes:**

- a. Copying homework from another student or enabling someone else to do so.
- b. Using someone else's (whether a classmate or a published author) words in a paper without attribution. Whenever students use a key word or more than two words in a row from another source, they must put those borrowed words in quotation marks and cite the source.
- c. Using someone else's (whether a classmate or published author) ideas in a paper without giving that person credit.

#### **Other Dishonest Behavior includes, but is not limited to:**

- a. Looking at another student's paper during a test or quiz.
- b. Telling another student answers during a test or quiz.
- c. Telling another student who has not yet taken a test or quiz what questions are asked on the test or quiz.
- d. Bringing in a "cheat sheet" to class.
- e. Having a smart phone out and on during an assessment.
- f. Photographing or otherwise reproducing a test, quiz, answer rubric or other piece of information that has not been shared publicly (i.e., notes, worksheets, classroom presentations or resources) which could positively impact another student's performance, and sending or delivering that photo to others.

#### **Distinction between Honest and Dishonest Collaboration:**

- a. Students are encouraged to work with their classmates on regular assignments. In fact, sometimes students will be required to do so. It usually helps to talk about assignments with other people, whether it is parents/guardians, peers, tutors or teachers. When committing words to paper, however, the words a student writes must be their own. Unless the teacher gives explicit instructions for an assignment to be written collaboratively, students should assume that – even if they have worked with a friend – they must do the actual writing themselves. If a student is ever in doubt about the expectation for a given assignment, he or she should ask the teacher.
- b. Creating, reproducing or revising work/papers for use by another student, when that work/paper is represented exclusively as that student's own work, is considered cheating.
- c. Submitting a copy or revision of another student's work/paper, if represented exclusively as the submitting student's own work, is considered cheating.

### **Prohibited and Restricted Items**

**Cellphones:** Students are not permitted to use cellphones in the classroom or in the bathrooms. However, students may use cell phones in the hallways, the cafeteria and other common areas. Any students found using their cellphones in the bathroom or classroom are subject to disciplinary action. Students who violate this policy will surrender the phone to a member of the staff upon request and will receive disciplinary action. Failure to turn over the cellphone or arguing prior to turning over the cellphone will result in additional disciplinary action.

**Electronic Equipment:** Privately owned electronic equipment such as radios, CD players, tape recorders, televisions, iPod's and/or MP-3 players, portable speakers (such as BOSE or BEATS), may not be displayed or used in classrooms or other instructional areas unless permitted by the individual teacher or professional staff member.

**Video Game Players:** Electronic video games are strictly prohibited. They will be confiscated and will only be returned to a parent/guardian.

These same items with an earphone (or other means to allow private or non-intrusive use) may be used during student time throughout the school day in the cafeteria, other common areas and in permissible outdoor areas.

Students who violate this policy are to surrender the specified item to a member of the staff upon request. Failure to do so will result in disciplinary action. Upon subsequent offense(s), the family of the student will be contacted and the item may be held for release to the parent/guardian.

Personal items such as cell phones and iPads are the responsibility of the student. The school is not responsible for the loss, theft or damage of these or similar items.

#### **Other items:**

- a. Musical instruments may be played or performed only as directed by a member of the professional staff, and should not be brought to school unless for such a purpose. Any other audio or visual equipment for classroom use is supplied by the school.
- b. Skateboards and skateboarding are not permitted on intermediate unit property at any time. Only activities that do not pose a risk or harm to the student or others are permitted during lunch periods in designated areas only. Skateboards, skates or hazardous items are prohibited at all times and are subject to confiscation.

#### **Skipping Class**

Cutting class is a violation of the Campus Privilege Policy and the Code of Student Conduct. Cutting an assigned activity such as ADVISORY, an assigned Lunch & Learn session or a class is considered an unexcused absence.

The following consequences shall apply:

- a. First offense: 1-day In-School Suspension, parent notification
- b. Second offense: 2-day In-School Suspension, parent notification
- c. Third offense: 3-day In-School Suspension and Notice of Attendance filed, parent notification and conference

Any time a student cuts a class(es), the student may receive a "zero" for all assignments in the class(es) cut. Please refer to your building or program addendum for corresponding consequences for skipping class.

#### **Dismissal or Removal from Class**

If a teacher dismisses a student from a class, that student must report immediately to the main office. They must remain there until seen by a member of the administration or sent to their next class. The student will not be readmitted to the other class without a note from administration.

Failure to report to the main office will be considered cutting.

#### **Being in an Unauthorized Area(s) or Leaving Campus**

Being in an unauthorized area or leaving campus without permission will be treated in the same manner as cutting class. Additionally, the student and their belongings may be searched upon return to their designated area or the school campus.

"Unauthorized areas" include but are NOT limited to the following:

- a. The bus pickup/dropoff area
- b. Hallways of all buildings (during classes)
- c. All unoccupied classrooms
- d. All areas outside the buildings including areas around doorways, the front of the school and parking

- lots
- e. The auditorium
- f. Any stage
- g. The cafeteria (if it is not Lunch & Learn)
- h. Faculty rooms
- i. Construction areas
- j. Custodial areas
- k. Locker rooms

### **Behavior in the Cafeteria, Common Areas during Lunch & Learn and Throughout the Day**

All waste materials must be removed from tables and floors and placed in the receptacles provided.

Uncleanly or disruptive conduct in the cafeteria will result in one of the following: a warning, lunch detention and/or suspension. Students may remain in a classroom during the lunch period only if they are supervised directly by a teacher.

### **Behavior on Buses**

Students are expected to observe the Code of Student Conduct during all phases of their transportation to and from school. Failure to do so will result in disciplinary action. Continued misbehavior may result in temporary loss of transportation privileges. All rules set forth by each sending school must also be followed while riding the bus/van.

### **Behavior During Assemblies**

Students are expected to abide by the Code of Student Conduct during all assembly programs. Students will sit with homerooms in assigned seats, or sit within your designated area unless directed otherwise. Failure of students to attend assemblies they are required to attend will be considered cutting class.

### **Disciplinary Actions**

The CCIU employs fair, reasonable and nondiscriminatory disciplinary measures in all CCIU programs. Students are subject to the Student Discipline Code when they are under the supervision of the Intermediate Unit or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities. The Intermediate Unit may discipline students for conduct that occurs off campus or at non-school-sponsored activities to the fullest extent permitted by law. The discipline of students will be in accordance with applicable Board policy. Please refer to the CCIU website for the full text of CCIU Board Policy number 218 governing student discipline.

### **Levels of Offenses**

The levels of offenses and the associated consequences listed below are intended to ensure consistency in when and how discipline measures are levied. The levels are not exhaustive in nature but are intended to provide general transparency in regards to how certain acts will be viewed and acted upon by the administration.

#### **Level I**

Level I offenses represent misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school and any other offense considered to be Level I by the administration. These offenses will typically be handled by individual staff members but may require the intervention of other school support personnel, such as: school counselors, Student Assistance Team designees or school administrators. Repeated violations will elevate to a Level II offense.

Examples include, but are not limited to:

- a. Electronic device violation

- b. Dress code violations
- c. Lateness
- d. Profanity
- e. Infringing upon the educational rights of others
- f. Sleeping in class
- g. Inappropriate displays of affection
- h. Unpreparedness for class

Possible Interventions – verbal reprimand, special assignment, counseling, withdrawal of class/school privileges, confiscation of the electronic device(s), parent/guardian notification, in-school solutions and/or behavior support. Repeated violations will elevate to a Level II violation.

## **Level II**

Level II offense are misbehaviors on the part of the student whose frequency or seriousness disrupts the learning climate of the school and any other offense considered to be Level II by administration. These infractions, which may be a continuation of Level I offenses, require the intervention of the school administration. Examples include, but are not limited to:

- a. Cutting school
- b. Forgery/dishonesty
- c. Horseplay or rough play amongst peers
- d. Insubordination
- e. Minor riding/parking violations
- f. Misuse of the internet
- g. Obscene conduct
- h. Presence in an unauthorized area
- i. Repeated dress code violations
- j. Repeated electronic device violations

Possible Interventions – behavior support, counseling, parent/guardian notification, special assignment, behavior contract, in-school solutions and/or in school suspension. Repeated violations will elevate to a Level III offense.

## **Level III**

Level III offenses are acts directed against persons or property that endanger the health or safety of the student him/herself or others in the school, as well as any other offense considered to be Level III by the administration. Some of these acts are considered criminal and may involve local law enforcement. Examples include, but are not limited to:

- a. Computer use violation
- b. Ethnic/racial intimidation
- c. Fighting
- d. Harassment
- e. Hazing
- f. Inciting a Level III behavior of another student
- g. Jeopardizing the safety of self or others
- h. Leaving school property without permission
- i. Making false accusations
- j. Major misuse of internet
- k. Reckless use of automobile
- l. Repeated electronic device violation
- m. Simple assault
- n. Theft
- o. Threatening behavior/intimidation
- p. Tobacco/nicotine/vaping violation



Possible Interventions – 1 to 10 day(s) in school suspension and/or out of school suspension, behavior contract (determined by the severity of the violation), parent/guardian notification, police involvement/report and/or recommendation for removal from CCIU programming. Repeated violations will elevate to a Level IV offense.

#### **Level IV**

A Level IV offense often represents acts of intentional violence to another person or property, or which pose a threat to the health, safety and welfare of others in the school and any other offense considered to be Level IV by administration. These actions necessitate immediate action by the school administration. Examples include, but are not limited to:

- q. Any attempt to compromise or attack the CCIU server or network
- r. Assault resulting in serious injury
- s. Arson
- t. Commission of any other act punishable under the PA Crimes Codes
- u. Directly striking, pushing or threatening an employee
- v. False fire alarm
- w. Inciting a Level IV behavior of another student
- x. Possession of an explosive device
- y. Possession of deadly/offensive weapons
- z. Possession, use, sale or distribution of alcohol, controlled substances or paraphernalia
- aa. Risking a catastrophe Possession, use, sale or distribution of alcohol, controlled substances or paraphernalia
- a. Sexual assault
- b. Terroristic threats/acts
- c. Tobacco/nicotine/vaping and/or paraphernalia violation
- d. Theft/possession of stolen property (major)

Possible Interventions – out of school suspension, recommendation for removal from CCIU program, police involvement/report and parent/guardian notification.

#### **Drug and Alcohol Policy**

The use, possession, transportation or distribution of any drug or alcoholic beverage on school property or in connection with any school-related activity is prohibited. The activities listed below will result in an external suspension from classes, a conference with parent/guardian(s) and notification of police authorities:

- a. Possession and/or use of drugs or look-alike drugs
- b. Possession and/or use of alcohol
- c. Possession and/or use of drug paraphernalia

Violations of the controlled substance policy will be reported to local police authorities. It is mandatory that any student violating this policy be referred to the Student Assistance Program and be evaluated by the drug and alcohol assessor.

The school prohibits tobacco use and possession of tobacco by students at any time in a school building and on any property or school transportation. Students are prohibited from possessing tobacco in personal vehicles when on school property. The school prohibits tobacco use and possession by students at school-sponsored activities that are held off school property. Disciplinary measures include confiscation of the tobacco delivery device and/or product(s), a parent meeting, participation in a smoking cessation program, citations that could result in fines plus costs and/or out-of-school suspension.

Students are prohibited from using, possessing, distributing and/or being under the influence of any controlled substance during school hours, at any time while on CCIU property, at any program or activity sponsored by the CCIU, and during the time spent traveling to and from programs and activities sponsored by the CCIU.

## **Searches**

If a staff member has a reasonably articulable suspicion that a student currently possesses, on his or her person or in a personal possession, any item the possession of which would violate the student code of conduct or any law, or that would be evidence of such violation, the student may be subject to a search of his or her person or personal belonging. Students should be aware that the lockers assigned by the school for their use remain the property of the school. Students should not have any expectation of privacy in their assigned lockers and should recognize that their locker can be searched or inspected at any time without notice. The health and safety of our students is paramount to everyone at the Chester County Intermediate Unit. Please refer to the CCIU website for the full text of CCIU Board Policy number 226 governing student searches.

## **Audio Recordings**

To insure safety, the school might occasionally or continuously monitor school vehicles and school facilities with devices that capture both images and sound.

To accommodate the learning needs of certain students, the school might permit the use of personal devices that could capture images and sound, including conversations, in classrooms and other learning environments.

# **Student Assistance Program (SAP)**

The purpose of this program and of the Student Assistance Team is to assist students who may be at risk of not completing their education due to a wide range of problems that affect their lives and education. These problems include, but are not limited to, anger, drugs, alcohol abuse, health, depression and mental health issues. Students, friends of the student, teachers, parents and school officials may refer an individual for confidential help. All referrals are confidential. The team is comprised of the principal, assistant principal, school nurse, guidance counselor, drug and alcohol/mental health specialists, teachers and other staff who have been specially trained to work with adolescents who are having difficulty. If you would like to submit a SAP referral, please contact the building SAP coordinator, school counselor, principal or assistant principal.

# **Procedures for Reporting At-Risk Behavior and Student De-Escalation Strategies**

Safe2Say Something is a youth violence prevention program. The program teaches young adults how to recognize warning signs and signals, especially on social media, from individuals who may be a threat to themselves or others, and to say something before it is too late. Safe2Say is an anonymous way for students to submit a tip to their school. Students do not need to share their name or phone number unless they want to. Students may report if other students' behaviors make them uncomfortable, if they see something online that scares or concerns them, or if they think someone is going to harm themselves or someone else. There are 3 ways to submit a tip:

- a. Website: [www.safe2saypa.org](http://www.safe2saypa.org)
- b. Tip-line: 1-844-SAF2SAY
- c. Safe2Say smartphone app available on Google Play and Apple iTunes

## **De-Escalation Strategies**

The CCIU's primary emphasis in addressing threatening or at-risk behaviors is based on positive reinforcement of pro-social behaviors, the teaching of coping strategies and self-regulation methods, addressing sensory needs and providing engaging instruction that promotes care, welfare, safety and security for all school community members. The use of physical restraint by school personnel is used as a temporary method and as a

last resort to mitigate the risk of injury to the student or others.

## Free Speech

The CCIU recognizes the protections of the First Amendment and the rights of students to express themselves in public schools. CCIU students are entitled to speak out, write articles, form groups, hand out flyers and petition school officials. The CCIU programs can prohibit certain forms of expression, including speech that substantially disrupts the school environment, violates the rights of others, or is lewd or vulgar.

The right to free speech may be limited by a school if the message does one or more of the following:

- a. Causes a “substantial and material disruption” at school
- b. Threatens serious harm to the school or community
- c. Encourages illegal actions
- d. Contains lewd, vulgar, profane language
- e. Violates someone else’s rights

The CCIU may limit expression of free speech that interferes with the operations of the school, the rights of others in the school, or a school’s duty to safeguard students. This same standard applies to schools that provide virtual instruction. Solely to ensure that these purposes are served—and not based on the content of student speech—CCIU may place reasonable time, place and manner limitations on student speech. Examples include limiting the times of day or the places where students can distribute literature to avoid disrupting movement in high traffic areas; limiting the time that a student posting can remain on a physical or virtual bulletin board; and restricting the size of student congregations to ensure safe movement or compliance with fire and safety ordinances.

## Grading Policies

The school year is divided into four report periods of approximately nine weeks each. The dates for report card distribution will be published. Final report cards will be mailed home after the conclusion of the 4<sup>th</sup> quarter.

Students absent for more than 15 school days during a marking period may receive an INCOMPLETE for that marking period. Students are allotted a total of 10 school days to complete identified missing assignments for an assigned grade. Work not completed beyond 10 school days may result in lost credits by the home school district.

Due to the diverse nature of the general education and special education programming across the CCIU, please see the handbook addendum for your child’s assigned program for detailed information regarding grading.

### **Students in Special Education Programs**

Students working toward mastery of skills that will be assessed exclusively in alignment with their Individualized Education Program (IEP) or with the Pennsylvania Alternate System of Assessment (PASA) may not be evaluated with a grade. Grading is done on an individual basis and reflects student growth and development. Grading in courses that are modified consistent with the student’s IEP will reflect the degree to which the student demonstrated mastery of skills and content for which they were taught—not the degree to which the student demonstrated mastery of the entire course curriculum. The report card will include a summary from the teacher indicating the student’s participation in and progress toward IEP goals.

# Attendance Policy

## Compulsory Attendance

Pennsylvania law requires that all students attend school through graduation or their eighteenth birthday.

Acceptable Reasons for Absences or Lateness

- a. Observance of religious holidays
- b. Religious instruction (maximum of 36 hours per school year)
- c. Trips to exhibitions, colleges, places of constructive educational interest and planned vacations may be excused, to a total of two (2) weeks duration per year, provided prior written notification is received from the parent/guardian(s), the student is in good academic standing and approval is granted by the principal
- d. Travel to and from domestic shelters, clinics, mental health, medical or dental appointments that cannot be arranged after school hours. Verification from the provider or a note from the parent/guardian is required
- e. Illness or recovery from an accident or surgical procedure
- f. Quarantine of the home
- g. Death in the family
- h. Court appearance
- i. Unavoidable family emergency

Parents or guardians are to notify the school via the attendance line by 9:00 AM on the day of the student's absence. Please include the student's name, teacher's name, date of absence and reason for absence with the message. Written excuse notes are still required upon the student's return to school. A student absence from school will not be excused until a written note from a parent/guardian is submitted. A student has 3 days to submit the note, which must include a phone number of the parent or guardian so that the note can be verified.

A student who is 18 years of age or older may not sign his/her own excuse unless he/she is "legally emancipated" from parents/guardians and has official documentation to prove it.

Any student who is absent from school three (3) or more consecutive days may be asked to present a note from a medical doctor, dentist, lawyer, court officer or college admissions personnel. It is the responsibility of the parent or student to furnish the note and pay whatever fees are encumbered when the school requests this information.

## Unexcused Absences

Any absences for reasons other than those listed previously will be recorded as unexcused/illegal. If a student is under 18 years of age, an unexcused absence is a violation of the compulsory attendance requirements of the Public School Code and is therefore illegal. Home school officials are notified of all absenteeism.

If a student accumulates three (3) or more days of unexcused absences in the current school year, a parent/guardian will be provided with written notice of truancy status and will be invited to participate in a school attendance improvement conference. The purpose of this conference will be to collaboratively develop a School Attendance Improvement Plan (SAIP).

If a student accumulates six (6) or more days of unexcused absences in the current school year, written notice of habitual truancy status will be sent to the student's home school in order for referrals to school- or community-based attendance programs or the County Children and Youth Agency (CCYA) to be filed. If the student is age 15 or older, habitual truancy can also result in citation before a district magistrate and possible fines.



### **Lateness to Class or School**

Students are expected to be in homeroom on time and remain in school for the entire day. Please refer to your building/program addendum for specific information about reporting times and when students will be counted as 'late to school'. A student who arrives to school after 12:00 PM will be marked absent for the day. Habitual lateness to class will result in non-exclusionary disciplinary actions as deemed appropriate by the administration, including loss of privileges or social restrictions. Lateness to school will be reported to home school officials. A note may or may not be accepted by school officials, dependent upon the reason.

### **Unacceptable Reasons for Absences, Lateness, or Dismissal**

The following are examples of unacceptable reasons for absences, lateness or early dismissals:

- a. Babysitting
- b. Running errands
- c. Shopping
- d. Missing the school bus/ride or suspension from school bus
- e. Participating in private lessons or hobbies
- f. Failure of car to start
- g. Weather conditions
- h. Oversleeping

## **Health Services**

The CCIU operates its health services program in compliance with all laws and requirements from the Chester County Health Department, Pennsylvania Department of Health, Pennsylvania Department of Education and/or other authoritative bodies.

### **Medication Administration**

Under the supervision of the CCIU consulting physician, the CCIU maintains standing orders for a limited list of over-the-counter medications for first aid treatment. The medications listed in the standing orders do not require a written order from the student's physician to be administered in the school setting. Parental permission is still required to administer these over-the-counter medications. The over-the-counter medications included in the CCIU's standing orders are:

- a. Acetaminophen
- b. Antiseptic spray
- c. Antibiotic ointment
- d. Anti-fungal cream
- e. A & D ointment
- f. Ambesol
- g. Balmex
- h. Benadryl
- i. Blistex
- j. Burn spray
- k. Caladryl
- l. Calamine lotion
- m. Contact solution
- n. IcyHot
- o. Maalox
- p. Mylanta
- q. Hydrocortisone
- r. Hydrogen peroxide
- s. Oragel

- t. Rhuli gel
- u. Solarcaine
- v. Throat spray
- w. Throat lozenges
- x. Tums
- y. Vaseline or lip balm
- z. Visine

In order to administer medication to a student as requested and supplied by parent/guardian, the school nursing staff must have on file:

- a. Written parental consent, and
- b. A written order from the prescribing doctor with their recommendation that the medication be given during school hours

All medication must be in the original bottle from the pharmacy. The medication order must include:

- a. Student's name
- a. Name, signature and phone number of the licensed prescriber
- b. Name of the medication
- c. Route and dosage of the medication
- d. Frequency and time of administration of the medication
- e. Date of the medication order and discontinuation date, if any
- f. Specific directions for administration, if necessary
- g. Potential adverse reactions or contraindications with other medications (prescribed or "over the counter") taken by the student

A parent/guardian must bring the medication to school and give to the school nurse for proper storage. Students may carry and self-administer specific emergency medications such as an EpiPen, "rescue" type asthma inhalers, and medication for diabetes only if both a Medication Administration Request and Consent Form and Permission to Carry and Self-Administer Emergency Medication Form have been completed by the parent/guardian and licensed prescriber. The forms must specify the need for the student to carry and self-administer the medication. Pennsylvania regulations require that the parent/guardian, licensed prescriber and school nurse all agree that the student is competent to carry and self-administer the emergency medication. Students who self-administer emergency medications must notify the school nurse following each use. Other medications such as pain relievers, allergy medication, and birth control are not to be carried by the student and will be considered a controlled substance violation without proper paperwork and packaging.

No more than a 30-day supply for any medication will be stored at school with the exception of emergency medication, which may be stored until the end of the school year or until the medication has expired or has been discontinued (whichever comes first). Parents/guardians are responsible for noting expiration and refill dates of medications and providing medication to the school. Expired medication will not be administered.

### **When to Keep Your Child at Home**

It is important to maintain a healthy environment in the classroom for the health and safety of all students. The following symptoms may indicate communicable illness. Your child should be kept at home if any of these occur:

- Mouth sores associated with inability to control saliva
- Rash with fever or behavioral change
- Purulent discharge from the eyes
- Productive cough with fever
- Oral or axillary temperature equal to or greater than 102° F
- Unusual lethargy, irritability, persistent crying, difficulty breathing or other signs of severe illness.

- Persistent vomiting
- Persistent diarrhea

The full list of excludable diseases with return-to-school criteria is listed below. A note from the licensed health care provider may be required.

- Diphtheria- Two (2) weeks from the onset or until appropriate negative culture tests
- Measles- Four (4) days from the onset of rash. Exclusion may also be ordered by the PA Department of Health (relating to special requirements for measles)
- Mumps- Nine (9) days from the onset or until subsidence of swelling
- Pertussis- Three (3) weeks from the onset or five (5) days from institution of appropriate antimicrobial therapy
- Rubella- Four (4) days from the onset of rash
- Chickenpox- Five (5) 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 ten (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, child care or other group setting immediately after the first treatment, if body lesions are covered. Neither scalp nor body lesions that are dried need to be covered
- Impetigo contagiosa- 24 hours after the institution of appropriate treatment
- Pediculosis capitis- The person shall be allowed to return to either the school, child care or other group setting immediately after first treatment. The person shall be reexamined for infestation by the school nurse, or other health care practitioner, seven (7) days posttreatment
- Pediculosis corpora- After completion of appropriate treatment
- Scabies- After completion of appropriate treatment
- Trachoma- 24 hours after institution of appropriate treatment.
- Tuberculosis- Following a minimum of two (2) weeks adequate chemotherapy and three (3) 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- Until judged noninfective after a course of rifampin or other drug which is effective against the nasopharyngeal carriage state of this disease, or until otherwise shown to be noninfective

Please note that the CCIU follows the recommendations of and cooperates with the Chester County Health Department and the Pennsylvania Department of Health in matters of communicable illnesses. Healthcare providers are required to report certain illnesses to the health department. The health department has the authority to exclude a student(s) from school for communicable illness. The health department also has the authority to exclude students who are unimmunized or partially immunized during outbreaks of communicable illness.

## Health Examinations

In compliance with the Pennsylvania School Code, the Board of School Directors requires that all 6th and 11th grade students must receive a comprehensive health examination. These grades have been selected because they represent a critical period of growth and development in a child's life.

These examinations are due by the last day of September of the student's junior year. Students who do not have completed physical examination forms on file in the school health office prior to the start of their senior year will not be permitted to attend classes on the first day of the senior year until the nurse receives the forms.

## Immunizations

In the absence of a documented religious or medical exemption, or evidence of immunity, the following

vaccinations are required prior to admission to 7th grade:

(i) Tetanus and diphtheria toxoids and acellular pertussis vaccine (Tdap). One dose of Tdap in a combination form.

(ii) Meningococcal conjugate vaccine (MCV). One dose of MCV.

In the absence of a documented religious or medical exemption, or evidence of immunity, the following vaccinations are required prior to admission to 12th grade:

(ii) Meningococcal conjugate vaccine (MCV). One dose of MCV.

A student may begin school in September if they received at least one dose of each required immunization in a series and receives the additional doses within five (5) days. If additional doses are required but administration is not medically appropriate within the first five (5) days of school, the child must have the initial dose AND a medical certificate setting out the schedule for the remainder of doses. Students who do not have the first dose of a required series AND the medical certificate outlining the schedule for the remainder of the series on opening of school must be excluded until the requirements are met.

### **Medical Excuses from Physical Education Classes**

If a student has a medical excuse from participation in physical education certified by a doctor, the certified excuse must be provided to the school nurse.

### **Illness or Injury During School**

Students who become ill or injured during a class or other school activity, should inform the teacher who will provide assistance to the student in reporting to the Health Suite. A parent/guardian will be notified when deemed necessary. No student will be dismissed from school without permission of a parent/guardian or designated emergency contact person. A parent/guardian is responsible for providing transportation for ill or injured students. When the services of an ambulance are necessary, the cost of the ambulance is the responsibility of the parent/guardian.

Absence from class due to illness is excused only when the student has been seen by the nurse and returns to class with a pass.

## **Building Safety Rules**

### **Emergency Operations Plan (EOP):**

The Chester County Intermediate Unit has a comprehensive Emergency Operations Plan that addresses school emergency situations.

Each programs' supervisors/administrators have been trained on each type of emergency situation – with and without students present. Each building/program has a strong partnership with their local first responders to ensure our emergency operations plan is up-to-date. The plan is updated annually to allow the best outcome in the event of an emergency, with guidance and oversight by our local first responders that serve our programs.

To maintain the CCIU's focus on student and staff safety, specific details within the EOP are not shared with the public.

### **Emergency Drills:**

Each program will conduct monthly drills. At the discretion of the supervisor/administrator, drills may or may not be communicated to parents in advance.

- Fire/evacuation drill: Each programs' protocol includes everything from evacuating from a room to another room; evacuating from one building to another; evacuating from a building to the school grounds; or evacuating off-site to an alternate location



- Lockdown drill: Lockdowns may be issued in situations involving dangerous incidents that may pose a threat to a student or staff's immediate safety. During a lockdown, all interior and exterior doors will be locked. Parents and visitors will not be allowed in the building during a lockdown
- Shelter-In-Place: This protocol provides safe refuge for students, staff and visitors at the school. During a shelter-in-place, students and staff will remain indoors with the doors locked (as directed by school administration or law enforcement), however, the educational learning environment may proceed as usual

### **Relocation:**

In the event of an off-site evacuation, the program will implement its Reunification Plan and families will receive communication from the school advising them of the location and area in which they can pick up their child. Please understand that proper identification will be required to further ensure a child's safety.

### **Communication During a School Emergency:**

Parents will be notified during a school emergency or shortly thereafter, depending on how long the event lasts. It is critically important that parents follow the district's protocol in the event of an emergency. The school may not answer the main office phone during an emergency. Parents and visitors will not be allowed on school grounds until the campus has been deemed safe.

### **Visitation Procedure**

Visits to the school are to be pre-arranged with school staff. Parents and legal guardians are welcome to visit to foster positive and productive communication between the home and the school. Please note the CCIU adheres to the guidance of the Pennsylvania Department of Health and/or Chester County Health Department guidelines in determining if visitors may enter the school building or if visits must be conducted virtually. Additionally, specific procedures ensure the continuity of the instructional program. Please visit the CCIU website for a full description of Board Policy Number 907 governing visitors to CCIU programs.

The recommended steps are as follows:

- Contact the school administrator at least 24 hours prior to the requested visit expressing your desire to visit and stating which classes you would like to observe
- When arriving at the CCIU building, please register at the main office to receive a visitor's pass. You will be asked for your driver's license or state issued ID
- During the visitation parents/guardians may observe classes, take notes and follow the child's schedule for up to one hour. Discussions with the teacher regarding specific academic and behavioral issues should be reserved for a parent/teacher conference so as not to interfere with the teacher's classroom responsibilities

## **Student Records**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. Please refer to CCIU Board Policy 216 and its accompanying procedures for details regarding the CCIU's procedures for the classification, maintenance and destruction of student records. A summary of these rights follows:

- a. The right to inspect and review the student's education records within 45 days of the day the CCIU receives a request for access: parents/guardians or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
- b. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading: parents/guardians or eligible students may ask the CCIU to amend a record that they believe is inaccurate or misleading. They should submit a

written request to the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the CCIU decides not to amend the record as requested by the parent/guardian or eligible student, the CCIU will notify the parent/guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

- c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent: one exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the CCIU as an administrator, supervisor, professional or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the CCIU has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The CCIU also discloses educational records without consent to officials of other agencies or institutions that have requested the records and in which the student attends or seeks or intends to enroll.
- d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the CCIU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, S.W. Washington, D.C. 20202

### **Notice for Student Directory Information**

The CCIU may disclose the following types of information (known as "directory information") without your consent unless you notify your school principal in writing prior to October 1 each year that you do not want the CCIU to disclose directory information from your child's educational records without your prior written consent. Directory information includes the following information relating to a student: the student's family members' name(s), address, telephone number, CCIU-provided electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student and other similar information. Directory information may be disclosed for purposes beneficial to the student and the CCIU only with the approval of the CCIU executive director or her/his designee. Examples of such disclosures include: annual yearbooks, honor roll or other recognition lists, graduation programs and activity rosters.

### **Consent for Collection and Use of Student Photos/Video Images**

From time to time, students may be involved in a wide variety of activities that may involve photo and/or video recording for the purpose of promoting their school, school-sponsored programs or activities or the Chester County Intermediate Unit. It is an established practice to publicize and promote many of the positive and newsworthy activities that occur throughout the year. Publication of student photos and videos for public relations/promotional purposes could be in places such as, among others, the CCIU calendar, the CCIU website, CCIU-sponsored social media, presentations to the Board of School Directors and other promotional materials shared with the local community for the purposes stated above. The collection, use or sharing of any images/videos collected, used, or otherwise shared (which are not considered student records) will be done in a way that ensures that confidential information about your child's educational program is not revealed. If you do not consent to the use of your child's photographic or video images by the CCIU as outlined above, you must indicate so in writing by October 1 of each school year. Please send these requests to the attention of your child's school and include your child's name, grade level and school.





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The Chester County Intermediate Unit



# Technical College High School (TCHS) Pickering Campus Handbook Addendum

1580 Charlestown Road  
Phoenixville, PA 19460

Phone: 610-933-8877

## Attendance

### Lateness to Class or School

Students are expected to be in first period on time and remain in school for the entire day. "Late to school" is defined as failing to report to class by 7:45 a.m. Please send all communications regarding arriving to school late to [PickeringAttendance@cciu.org](mailto:PickeringAttendance@cciu.org).

Please see the chart below for policies and procedures to follow for being late to class:

Arrival is considered "late" after the class begins for up to 10 minutes without a pass from the main office, other staff or another communication to indicate the reason for a student's tardiness to class. Any late arrival of 10 minutes or more will be considered cutting class.

3 Lates	Teacher contacts home and documents in log entry
6 Lates	Lunch Detention
8 Lates	Behaviorists contact home and document with log entry
9 Lates	In-School Solution
12 Lates	Parent Meeting/ Disciplinary Action

Twelve or more late arrivals to class will result in a meeting to determine continued TCHS Pickering eligibility.

### False Notes

If a student falsifies a note for absence or lateness, the absence/lateness will be considered unexcused, and the attendance policies established for these offenses will apply. If a student presents a falsified note for an early dismissal, the early dismissal will not be granted. If the student is absent from class due to a falsified note, the procedures for class cutting and forgery will be followed.

### Early Dismissal

Under no circumstances is any student permitted to leave the school grounds without proper approval. Only the principal, assistant principal, school nurse or attendance office may grant approval for early dismissals. No student will be permitted to leave unless a written or emailed request is presented and approved. Early dismissal notes must be presented to the receptionist in the main office before class/school and will be verified by phone. The early dismissal request must have the following information: student's full name, parent/guardian signature, reason for request, home phone number and time of dismissal. Electronic notes should be sent to [PickeringAttendance@cciu.org](mailto:PickeringAttendance@cciu.org).

Prior to pickup, the driver is expected to come into the front office and show their ID to office staff. The administration reserves the right to revoke early dismissals that are not submitted at the proper time and will check on the legitimacy of any early dismissal notes when deemed necessary. Early dismissals should be limited to four (4) per marking period.

### Absence from School

If students will be absent from school for an approved reason, absence notes should be turned in to the main office or emailed to [PickeringAttendance@cciu.org](mailto:PickeringAttendance@cciu.org). For full details about absences, please consult the CCIU student handbook.





## Drop/Add Procedure

Students must verify permission from parent/guardian and sending school district to drop/add a class.

## Grading

Grading is done on an individual basis and reflects student growth and development. Grading incorporates assessment of student attitudes, skills and knowledge in proportions appropriate for each course.

### Definitions:

- Professionalism (30%) includes; (a) manners, behavior and professional ethics; (b) clean up and organization; (c) personal and uniform cleanliness; (d) safety; and (e) reliability and attendance. An unexcused absence will result in a "zero" for the day of the unexcused absence. All students will receive a grade out of ten points (daily) in this category based on the following:
  - Four points will be awarded to the student for being in the proper program uniform. The program instructor will detail program uniform expectations.
  - 6 – Fully engaged. Following program expectations. Demonstrating safe work practices. Collaborating.
  - 5 – Fully engaged. Following program expectations. Demonstrating safe work practices.
  - 4 – Following program expectations. Demonstrating safe work practices.
  - 3 – Mostly engaged. Following expectations with reminders. Minor safety violation.
  - 2 – Redirection required to stay engaged. Following expectations with reminders. Minor safety violation.
  - 1 – Frequent redirection required to stay engaged. Following expectations with reminders. Minor safety violation.
  - 0 – Major behavior/safety infraction or unexcused absence.
- Skills/Competencies (40%) are the ability to apply the knowledge gained in the course including; (a) mechanical ability; (b) use of time; (c) use of materials; and (d) working procedures.
- Knowledge/Assessment (30%) is the understanding of the concepts, processes and application of the body of knowledge.

## Grading Scale

### Letter Grade | Numerical Average

A+	96 – 100
A	90 – 95
B+	85 – 89
B	80 – 84
C+	77 – 79
C	73 – 76
D	70 – 72
F	69 and below
I	Incomplete

### Grading Information

A - Outstanding Achievement  
B - Above Average Achievement  
C - Average Achievement  
D - Below Average Achievement  
F - Little or No Achievement

**F - Unconditional Failure** – Indicates unsatisfactory achievement. The academic subject must be repeated. Students who fail their program area may not return to that program the following year unless approved by the program teacher and administration.

**I - Incomplete** – Incomplete work in a subject is to be completed within a specified time after returning to school, or the grade becomes a failing grade. Upon approval of the administration, exceptions due to long-term excused absences may be made at the discretion of the instructor.



## Marking Period Weights

MP1 = 25%, MP2 = 25%, MP3 = 25%, MP4 = 25%

## Portfolio Project

The senior portfolio is a requirement for graduation. Work on the portfolio begins in grade 10 and is to be completed no later than the third marking period of the student's senior year.

## National Technical Honor Society

TCHS Pickering students are eligible for induction into the National Technical Honor Society (NTHS), an honors organization for outstanding students enrolled in occupational, vocational or technical programs. Candidates for NTHS are students who have demonstrated scholastic achievement, skill development, good character, leadership, honesty and responsibility. All candidates for membership in NTHS must meet local and national membership standards.

## Selection Criteria

Students must:

1. Have completed a minimum of five quarters at TCHS Pickering.
2. Have at least a 3.5 grade point average at both TCHS Pickering and their sending school.
3. Participate in extracurricular activities at TCHS Pickering and sending school as well as community activities.
4. Have excellent attendance and discipline records.
5. Have recommendations from TCHS Pickering staff.
6. Demonstrate good citizenship, leadership, dependability, responsibility and an excellent attitude. Members who fail to maintain the required record of scholastic achievement and whose conduct is unbecoming to NTHS and its stated purposes may be placed on probation or removed from NTHS.

## Certificates and Competency Lists

Students at TCHS Pickering receive recognition and have their accomplishments recorded in several different ways.

1. Seniors who have met Pennsylvania Department of Education and district graduation requirements while enrolled in a career and technical education program will receive their high school's diploma.
2. Seniors who are eligible to receive a high school diploma will be issued a "Graduation Competency Certificate" from TCHS Pickering indicating the skills learned by the student.

## Student Schedules

Students will receive a copy of their schedules on the first day of school and should keep these with them at all times.

Bell Schedule Period 1	Period 2	Period 3	Period 4 (Lunch A, B or C)	Period 5	Period 6	Period 7
7:45 – 8:32	8:35 – 9:22	9:25 – 10:12	10:15 –10:45 10:45 –11:05 11:05 –11:35	11:38 – 12:25	12:28 – 1:15	1:18 – 2:05

## Student Rights And Responsibilities

Students elect to attend TCHS Pickering to fulfill their potential. With this goal in mind, students are extended rights and assume responsibilities.

### Student Rights

At TCHS Pickering, we are committed to fostering and maintaining a family community that prioritizes equity and the dignity of individuals, while promoting an inclusive, skilled and industrious workforce.

TCHS Pickering encourages students to be cognizant of their rights as citizens and as students. Students attending TCHS Pickering have the right to:

- Be welcomed to TCHS Pickering and to be informed of school procedures.
- Be informed about curriculum, materials and assessment utilized in their programs and classes.
- Achieve their maximum potential through appropriate educational programming offered regardless of race, color, creed, religion, gender, sexual orientation, marital status, pregnancy or disability.
- Express concerns regarding their education in an appropriate and respectful manner to administration and/or school counselor.

Note: Every teacher, assistant principal and principal in the public schools shall have the right to exercise the same authority as to the conduct and behavior over the student attending his/her school during the time they are in attendance, including the time required in going to and from their homes and sending districts, as the parents/guardians or persons in parental relations to such pupils.

### Program Attire & Student ID

To promote a professional workplace environment, all students are required to be in proper program attire while at TCHS. Uniforms vary by program and can be ordered by accessing the "Wearable Web Store" link located on the TCHS Pickering website. Students will be expected to dress in proper program attire and have their student IDs on their person while in program. Students who are not in uniform will not be permitted to participate in hands-on programming.

### Student Driving and Riding Procedures

Student driving, riding and parking at TCHS Pickering is a privilege and is permissible only when approved by TCHS Pickering and the parent/guardian. The cost of a parking tag is \$15.00. The parking tag is to be visibly displayed on the rear-view mirror of the vehicle. Under no circumstances are parking tags transferable from student to student. If a permit is lost, a new one must be purchased, and the replacement fee is \$15.00. A permit must be purchased for each vehicle the student will drive to school; switching permits between vehicles is not permitted.

All vehicles must have a current state safety inspection sticker. Driving passes must be renewed annually. Periodic seatbelt and permit pass checks will be held. Violators will be subject to disciplinary action and/or revocation of driving privileges.

**Campus parking is a privilege.** It is understood that when students drive their vehicles on school property, they agree to abide by campus rules and authorize school officials to search their vehicles when reasonable suspicion exists.

**The speed limit on school property is ten (10) miles per hour.** Students must follow all one-way signs in the parking lot. All students must park in the student parking lot. Students are not permitted to loiter in the parking lot. All student drivers and riders must enter the school through the front doors of the lobby. All parking on school property is at the risk of the owner/operator.

The school assumes no responsibility for any damage or loss of property. All cars must be locked at all times. Unauthorized or illegally parked vehicles are subject to towing and/or booting at the owner's expense.

- All student drivers must park on school property. Students who illegally drive to school, park without a school-issued permit, or park off school property are in violation of this policy and subject to disciplinary action.
- Parking/driving privileges may be revoked if a student is: driving recklessly, racing motors, spinning wheels, speeding, failing to obey posted traffic signs, riding on the outside of a vehicle, driving in a manner that is dangerous to oneself or others and/or exceeding ten late arrivals to school.

- Student drivers must yield the right of way to school buses and pedestrians at all times.
- Students may not go to their vehicles during the day without a valid written pass and permission from the administration.
- Violators of any provision of the driving/riding policy are subject to having the “boot,” a wheel immobilization device, placed on their vehicle.

### **Parking Permit**

Applications are available on the TCHS Pickering website as well as from your CTE instructor. Applications are to be completed and returned to the business office along with copies of the required documents and the \$15.00 payment. Permits will not be issued without all documentation and payment.

**Temporary Driving Permit Policy** – If a student needs to drive to TCHS Pickering for a special reason (i.e., bringing vehicle in to be serviced, etc.), the student must request permission from TCHS administration and have expressed written permission. If the application is approved, a temporary parking pass will be issued at that time. Permits are to be displayed so that it is easily viewable from the front of the vehicle by staff checking the parking lot.

**Student Parking Enforcement** – Parking lots are patrolled on a regular basis. Students who are parked on school property with an unregistered vehicle or without a parking pass visibly displayed on their vehicle will face the following disciplinary actions:

- First Offense – Warning issued, vehicle information documented and reported to administration. Parent/guardian notified.
- Second Offense – Vehicle information documented and reported to administration. Behavior modification assigned and parent/guardian notified.
- Third Offense – Vehicle information documented and reported to administration. Discipline may include the vehicle having a “boot” put on its wheel, out of school suspension assigned and/or the vehicle being towed.

**Revocation of Driving Privileges** – Loss of driving/riding privileges for the remainder of the year may result any time students violate, abuse or attempt to circumvent the driving policy. Repeated or serious violations of this policy will result in additional days of suspension and revocation of all student driving/riding privileges.

**Transportation** – Sending schools are responsible for providing transportation to and from TCHS Pickering. Students are responsible for checking with their sending school concerning all transportation arrangements. Students are expected to cooperate with the bus driver and conduct themselves in an orderly manner at all times. It is very important that students go to their buses immediately after dismissal. There is no scheduled emergency transportation back to their home school for those students who miss the bus. Students who miss the bus for any reason must report directly to the office and call their parents to arrange for their own transportation home. Students who miss their bus to TCHS Pickering must report to their home school main office to arrange for alternate transportation to TCHS Pickering. **No bus passes will be issued by TCHS Pickering.**

### **Student Obligations**

All unpaid monies for such things as program fees, repair bills, materials, lost books or tools, unpaid fines or other assessments shall become a student obligation that must be paid. The following apply to unpaid student obligations:

- A student may not graduate unless all obligations are paid in full.
- All students are enrolled as SkillsUSA members each year. Dues are \$10.00 each year.
- If a student returns to their high school, the obligation will follow the student and become an obligation at the high school.
- No student will be approved to transfer to another career and technical program until all obligations are paid in full.
- No student records, grades, transcripts, etc., will be sent to another school, employer, etc. until all obligations have been paid in full.
- Any student who has an outstanding financial obligation and who has not made any arrangement or who is not following a prescribed payment plan may not participate in any extracurricular activities/field trips.
- TCHS Pickering is proud to be able to provide our students with the opportunity to obtain personal certifications through enrollment in their chosen CTE program. Along with students being provided with the opportunity to become certified, there is a fee that varies depending upon the certification. Certification fees are the responsibility of the student or parent/guardian.

All fees are payable either in cash or with a check or money order payable to TCHS Pickering. **TCHS Pickering does not accept credit/debit card payments.**

Seniors who still have obligations on file with TCHS Pickering as of April 15 of the school year will be required to pay those obligations in cash. No personal or business checks will be accepted after April 15 for any senior obligations.

### **Laptops**

To maintain the security and integrity of TCHS Pickering and CCIU networks and system, student-owned laptops are not to be brought to and/or used in school. If a student requests an exception to this policy for an educationally necessary reason, the following steps must be taken:

1. The student will request approval from their teacher, stating the reason for the request.
2. Once teacher approval is obtained, the request will be submitted to a building administrator for approval.
3. Once administrative approval is obtained, the IT department must review the request.
4. Once IT approval has been granted, the Help Desk must check the student's computer to ensure it is virus free and protected, and that its use will not adversely affect the school's systems and networks.
5. The student must agree to keep all virus protections up to date on their device and agree not to do anything that would compromise the school's networks or systems. Violation of this policy may result in disciplinary action and the loss of computer privileges.

### **Field Trips**

The same rules of conduct that are in effect while at school also apply on school-sponsored trips. All driving/riding policies must be followed. Students may be asked to dress in a particular manner, as is appropriate for the location and purpose of the trip. Neat and appropriate attire is a must for all field trips. It will be necessary for students to have a parent permission slip signed and returned two weeks before leaving on any trip. Students not attending field trips are expected to be in school and follow their schedule. Any student who does not have the required emergency medical information form completed in PowerSchool will not be permitted to attend any field trip(s). This is legally binding information required for all schools to know so we can procure a registered nurse to attend the field trip to dispense medication for your student. **Students are not permitted to carry/dispense their own medication on a field trip.**

### **Permission Slips**

Permission slips will be provided to the student by the teacher/instructor who oversees the field trip. Completed, signed permission slips will be returned directly to the teacher/instructor upon completion. Failure to submit the form by the due date may result in your student not being permitted to attend the field trip.

### **Assemblies**

Most assemblies will be held in the school auditorium. Students are to enter and exit in a quiet and orderly manner. Students will sit in their assigned areas as designated by school personnel. Students are required to sit with their class. All students are expected to be respectful. In the event of a violation, the consequences will be determined by the seriousness of the offense.

### **Advertising Flyers**

Any student or organization wishing to distribute flyers or other promotional material on school premises should submit the material for review and approval by the school administration prior to distribution.

### **Career and Technical Student Organizations (CTSO)**

Several CTSO's and other activities are available to students at TCHS Pickering. Students in these activities have an opportunity to participate in skill competitions, professional development activities, community service projects or service to their school. Students are required to join SkillsUSA (a Career and Technical Student Organization) and encouraged to join one or more additional CTSO's.

### **Services For Students**

Due to the nature of our school, there are many services that students have available to them or their families as students at TCHS Pickering. Any student, family or community member must sign a waiver for all services performed on campus. These services may include, but are not limited to the following programs:

- Cosmetology

- Automotive Service
- Automotive Collision
- Veterinary Sciences

If you have questions regarding these services, please ask the teacher or the front office staff.

## **Personal Property**

All students are expected to respect the rights and personal property of other students and staff members, as well as that of the school. Items of value should not be brought to school. The school cannot be responsible for items that are lost or stolen.

### **Lost and Found**

Items either lost or found should be reported or taken to the main office.

### **Lockers and Locker Procedures**

Students are expected to place all valuables in their locker and lock them up while in school. All lockers must be locked! Only school-issued combination locks will be permitted on lockers; students can request a lock from the main office. Locks are to be returned at the end of the school year or when a student is withdrawn from TCHS Pickering. A \$10.00 fee will be charged for lost or damaged locks. Lockers are considered school property and may be inspected at any time.

## **Student School Services**

### **School Counselor Service**

Students seeking guidance for job counseling, post-secondary school applications, program or class changes, or for personal problems may request an appointment in the school counselor office. Students should have a pass from their instructor to go to the office except in an emergency.

### **Student Health Summary and Emergency Contact Information**

The parent/guardian is required to complete the Student Health Summary and Emergency Contact Information section in PowerSchool with accurate information, parent/guardian signature and date within ten (10) days from the start of the school year. Failure to do so will result in exclusion from program participation and disciplinary action. If this information is not in PowerSchool, the student will not be permitted to attend field trips.

## **Student Discipline**

### **Discipline Procedures**

The discipline code shall be interpreted by the principals and their designees in a manner which they deem just, given the individual circumstances of the case. In addition, students and parents must understand that administrators shall have the authority to enforce other reasonable disciplinary actions, which they find warranted by situations not covered.

Student discipline at TCHS Pickering will be assessed as falling into one of four levels of inappropriateness. Each level is explained along with examples in the main CCIU Student Handbook. Each level also contains progressive intervention methods to address continued inappropriate behavior.

## **Disciplinary Actions**

**In-School Solutions** – In-School Solutions is a program in which students are removed from the classroom for a period and work closely with the school behaviorist/dean of students to identify problem behavior(s), antecedents and develop strategies that are positive in nature and response.

**Out-of-School Suspension (OSS)** – Out-of-school suspension is the removal of a student from the school for a period of one to ten consecutive days. When a TCHS Pickering student is suspended out of school, an administrator will immediately notify the parents/guardians of the student and inform them of the reason for, and duration of, the suspension. The sending school will then be notified.

A student who has earned an OSS from TCHS Pickering may not attend classes at their sending school. The same rule applies if a student is suspended at their sending school. Students that are suspended are excluded from extra-curricular activities at both schools and are not permitted on the sending school's property or TCHS Pickering property for the duration of the suspension.

**In-School Suspension (ISS)** – In-school suspension is an alternative setting that removes a student from the classroom for a period, while requiring the student to still complete their work in an alternative setting.

In all suspension cases, students must be permitted and are responsible for making up assignments and exams under the guidelines established by the teacher and/or administration. Students who are suspended for three or more consecutive days are required to attend an informal reinstatement meeting with their guardian and an administrator from TCHS Pickering to determine the student's future.

**Expulsion** – Expulsion is defined as exclusion from school for a period exceeding ten days up to a permanent expulsion from school rolls. All expulsions require a formal hearing with either the Chester County Intermediate Unit Board or with the student's home district school board. Either board may designate a committee of the board or a duly qualified hearing examiner to conduct the hearing. All due process requirements of Chapter 12, Section 8 of the Pennsylvania School Code will be adhered to.

**Re-admittance Following Expulsion** – The parent/guardian of any student who has been expelled from school must appear before a committee of the TCHS Pickering administrators and seek formal re-admittance to the school. Unless this is done and approved by that committee, no expelled student will be re-admitted.

**Appeal Process** – Students and parents have the right to appeal any disciplinary action through the building principal or his/her designee.

## Definitions

**Aggravated Assault** – An unlawful attack by one person upon another in which the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations or loss of consciousness. This also includes assault with disease (as in cases when the offender is aware that he/she is infected with a deadly disease) by biting, spitting, etc.

**Arson** – Arson is defined as intentionally starting a fire, causing an explosion or aiding, counseling or paying another person to cause a fire or explosion.

**Extortion** – Extortion is the act or practice of obtaining or attempting to obtain money or property from a person by intimidation, threat or force.

**Harassment** – Consists of verbal, non-verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation or religion when such conduct:

- Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
- Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
- Otherwise adversely affects an individual's learning opportunities.

**Hazing** – Is defined as any intentional, knowing or reckless act directed against a student that endangers their mental or physical safety or causes willful destruction or removal of property with the purpose of gaining or maintaining membership into an organization.

**Intimidation** – Intimidation is, in most cases, any attempt to influence the behavior of another by threat or by the appearance of a threat.

**Simple Assault** – Is the unlawful physical attack by one student upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

**Terroristic Act** – An offense against property or involving danger to another person.

**Terroristic Threat** – A threat to commit violence communicated with the intent to terrorize another; to cause evacuation of a building; or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.

**Theft** – All crimes in which a person intentionally and fraudulently takes the personal property of another without permission or consent. Robbery (taking by force), burglary (taken by entering unlawfully) and embezzlement (stealing from an employer or



organization) are all commonly thought of as theft, they are distinguished by the means and methods used, and are separately designated as those types of crimes in criminal charges and statutory punishments.

**Tobacco** – Tobacco use shall be defined as use and/or possession of a lighted or unlighted cigarette, cigar and pipe; other lighted smoking product; and smokeless tobacco in any form or look-alike of any of the above. This shall also include e-cigarettes and/or any product designed to deliver nicotine. The school prohibits tobacco use and possession by students at any time in a school building and on any property or school transportation. Students are prohibited from possessing tobacco in personal vehicles when on school property. The school prohibits tobacco use and possession by students at school sponsored activities that are held off school property. Disciplinary measures include confiscation of device and/or product(s), parent meeting, participation in smoking cessation program, issuing citation for which conviction could result in fines plus costs and/or out-of-school suspension.

**Vandalism** – Any act of intentional or reckless damage to the property of another or an attempt to damage property of another or the causing of damage while committing an act contrary to this code or to the law. Graffiti is considered vandalism. Each person using school property, equipment or supplies is responsible for its proper use and care. Those charged with vandalism may be subject to legal action beyond that indicated here. For this code, “property” means all school property, whether on or off school premises, and all personal property, either on or off school premises while the owner is engaged in school business.

Weapons include but are not limited to:

- Any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument or implement capable of inflicting serious bodily injury.
- Any firearm, which is not loaded or lacks a clip or other component to render it immediately operable, and components which can readily be assembled into a weapon.
- Any destructive device, including any explosive, incendiary or poison gas bomb, grenade, rocket, missile ammunition or similar device.
- Any “look-alike” of any items listed above.
- Any instruments, tools, implements and other devices being used as part of an approved school program by an individual participating in the program if used to threaten or inflict serious bodily injury.
- Once these instruments, tools, implements and other devices leave the approved lab spaces, they may be considered weapons in common areas at TCHS Pickering and/or on transportation to/from sending schools.

Possession of a weapon is defined as a weapon being found on the person of a student, or under a student’s control, in a student’s possession, on school property or at any school activity, or when the student is traveling to or from school property or a school sponsored activity or when the student is on a school bus or vehicle, or other transportation service sponsored by the school.

## **Integrated Pest Management Policy**

The Chester County Intermediate Unit (CCIU) uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every CCIU student and staff member from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making our facilities and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school buildings and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff, and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the pest problem and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use pesticides registered by the Environmental Protection Agency to manage a pest problem. A pesticide will only be used when necessary and will not be routinely applied. When a pesticide is necessary, the school will try to use the least toxic product that is effective. Applications will be made only when unauthorized persons do not

have access to the area(s) being treated. Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Staff and parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the CCIU's notification registry. If you would like to be placed on this registry, please notify your building manager or principal in writing. Please include your email address if you would like to be notified electronically.

If a pesticide application must be made to control an emergency pest problem, notice will be provided by telephone to any staff, parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

## CCIU Board Policies

The handbook incorporates a multitude of CCIU board policies, including those pertaining to:

- Non-discrimination
- Non-discrimination – qualified students with disabilities
- Curriculum review by parents/guardians and students
- Attendance
- Possession/use of asthma inhalers & epinephrine auto-injectors
- Student discipline
- Weapons
- Terrorist threats/acts
- Tobacco use
- Searches
- Controlled substances/paraphernalia
- Suspension and expulsion
- Electronic devices
- Hazing
- Unlawful harassment
- Bullying/cyber bullying
- Safety
- Integrated pest management
- Acceptable use of internet, computers and network resources
- Student expression/distribution and posting of materials
- Student complaint process
- Dress and grooming

In keeping with the CCIU's green initiative, these policies in their entirety are available in our electronic student handbook, which can be found at [www.tchspickering.org](http://www.tchspickering.org) under the "Students" tab. Students or parents/caregivers may also request a copy of a specific policy from staff in the main office.