

# Parent Handbook

2021-2022



Lincoln  
Intermediate  
Unit

12

Leadership • Expertise • Innovation

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The purpose of this handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving instruction in a LIU classroom.

In case of conflict between a Board Policy and the provisions of this Handbook, the Board Policy most recently adopted by the Lincoln Intermediate Unit will prevail.

The handbook is not a contract between the school & parents/guardians or students. It can be amended at the discretion of the LIU. If policy changes are enacted during the school year the administration will communicate those changes to students, staff, and parents/guardians.

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## **MESSAGE TO OUR PARENTS**

August 2021

Dear Parent/Guardian;

On behalf of the staff at the Lincoln Intermediate Unit 12, welcome back to the 2021-22 school year! LIU 12 staff are prepared to continue on providing a learning environment that is safe and specifically designed to meet your child's needs and to help him/her grow academically and socially.

It is our goal to help all students to meet with educational success in any of our programs and services while participating in a safe educational environment. We are looking forward to a productive partnership with you to ensure that our learners can achieve their highest potential. The following is important information to assist such a partnership.

Please do not hesitate to contact us with any questions, comments or concerns. We look forward to working with you and your child during the upcoming school year.

Sincerely,  
Dr. Lynn Murphy  
Director of Special Education

### **LIU 12 MISSION**

Empowering our customers to solve their most challenging problems that impact learning and quality of life.

### **Special Education Division Mission**

The LIU 12 Special Education Division provides student centered expertise to serve and support learners.

## HEALTH AND SAFETY PLAN

The LIU12's Health and Safety Plan are located on the following pages: [COVID-19 Info](#), [Special Education](#), and [For Our Parents](#).

## ABOUT THE LIU

Lincoln Intermediate Unit 12's Special Education Division serves public, charter, and nonpublic schools across Adams, Franklin, and York counties. The division employs over 1,000 professional and paraprofessional staff members steeped in school age and preschool special education expertise specifically in the areas of autism, intellectual disabilities, multiple disabilities, emotional and behavioral disorders, speech and language therapy, occupational and physical therapy, deaf and hard of hearing, blindness and visual impairments, deaf/blind, transportation, mental health, evaluations and so much more. We provide direct services to thousands of learners in districts and in our 196 LIU operated special education classrooms which are located in school districts, the community, and in our special education centers. We also provide consultative services to support special education programming offered by our customers. For more information, visit our website at [www.iu12.org](http://www.iu12.org)

## CONTACTING THE EDUCATIONAL TEAM

Your input and involvement in your child's education is necessary to ensure that meaningful and appropriate supports are in place to help your child meet with success. Please engage in regular correspondence with your son/daughter's classroom teacher or service provider(s). The teacher will inform you as to the options for this communication. The program supervisor, classroom teacher and related service personnel will be reaching out to you in the coming weeks to introduce themselves to you and welcome you.

## ATTENDANCE/ABSENCE/TARDINESS/EARLY DISMISSAL

Regular attendance is an important factor in the educational program of your child. When your son or daughter is ill, a note indicating the reason for the absence is required to be submitted to the classroom teacher within 6 days of absence. If your son or daughter is going to be absent for an extended period of time, please inform your child's teacher.

Unexcused absences are generally; missing the bus, truancy, non-related school trips such as shopping, hunting, fishing, or other celebrations. Unexcused absences are unlawful absences for all students of compulsory school age. All absences determination decisions are determined by the student's home district. If your son or daughter has a medical appointment during the day, please notify the classroom teacher in advance. You may also want to let the teacher know if your child will need to have lunch ordered for the day. The Pennsylvania Department of Education requires school districts (this includes IUs) to provide a minimum of 180 5 ½ (Grades 9-12) or 5 (Grades 1-8) hour instructional days or a school year containing 990 or 900 hours, respectively, of instructional time (See 24 P.S. §§ 13- 1327, 15-1501; see also, 22 Pa. Code § 11.3). In the event of an emergency, as certified by the local school board, this requirement is not

waived. Still, it can be met through the use of a modified schedule that changes the number of days a week a school is in session and or reduces the length of time daily of instruction for classes (24 P.S. § 5-520.1). As part of its guidance for the 2021-2022 school year, the Pennsylvania Department of Education released a document titled [\*Instructional Days/Hours During the 2021-2022 School Year\*](#)

Not knowing what the school year may bring following the past 18 months of the COVID Pandemic, there may be times when the school building or class may be required to operate remotely. In such a situation, attendance will be determined as follows:

### **Definition of Attendance in a Virtual Setting**

For a student who is attending school virtually, record the student absent if he/she does not meet attendance requirements as defined below. Use this definition to record absences accordingly.

Attendance: (signifying a “present” marking)

Definition: A student’s physical exposure to or contact with learning activities

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1. Students are required to work on their courses each day of a 5-day week on days school is expected to be in session per the IU program-specific calendar or the calendar of the host district if the student attends an IU operated inter-district classroom program.
2. Daily attendance will be tracked by student’s access to and participation in the lesson for the day. This lesson could include the following:
  - a. Student attends a face-to-face class.
  - b. Student attends synchronous sessions when offered.
  - c. Student participates by providing an asynchronous assignment such as:
    - Student submits an assignment to Google/SeeSaw classroom.
    - Student shares a comment or provides a response to a prompt.
    - Parent shares a report, takes a picture, video, or signifies that the student completed an assignment.
    - Student participates in a breakout room with a TA/PCA.
    -

If a student is unable to complete the activity, this must be communicated with the teacher. The IEP Team can determine what attendance will look like based on the student’s unique needs.

### **Instructional Time**

Instructional time refers to time spent in synchronous sessions and completing asynchronous work "under the direction of certified school employees" (22 Pa. Code § 11.2).

### **Learning Activities**

Definition: (22 Pa Code § 11.8) = instructional activities provided as an integral part of the school program under the direction of certified school employees. Includes the following (in person or remote):

- Student services, such as guidance and counseling services, psychological services, speech pathology and audiology services, and student health services
- Homeroom period/morning meeting
- Supervised study halls/tutoring
- Assemblies
- Clubs, student councils, and similar activities conducted during school hours
- Educational trips, to which admission is not charged to families and a certified school employee accompanies the students

## **Absence Calling**

We will continue to employ an automated call system if your child is absent from school when attending in a face to face situation. Any child attending an LIU run educational placement located outside of a public school will be included in these daily absence calls on any day in which the child is absent.

## **WEATHER RELATED SITUATIONS**

Parents/guardians need to be aware of the procedures regarding school closings or delays for students attending Lincoln Intermediate Unit classes.

Individual school districts notify local radio and television stations concerning delays and closing of classes and/or schools. You should watch and listen for information announced on television/radio stations that pertain to your school district of residence and the school district in which your child's school building is located. Lincoln Intermediate Unit 12 will only announce closings or delays for the York Learning Center and the Franklin Learning Center. In addition to local radio and tv stations, any closings or delays for York Learning Center or Franklin Learning Center will be depicted on the LIU website at [www.iu12.org](http://www.iu12.org).

Please be aware that due to the possibility that routes may transport students from more than one school district, the times for pick-up and drop off may vary from the announced times. You should check with your child's driver to see if this will pertain to you.

Below is an overview only to help assist you in determining your child's transportation during inclement weather.

-Closed all day- If the school district in which you live is closed OR the school district in which your child's building is located is closed, your child will stay home that day.

-Delay / Late Start- If the school district in which you live AND the district in which your child's building is located are both open, you will follow the delay schedule of the district in which your child's building is located OR your home district, whichever time is later.

-Preschool-If your child attends an AM preschool class and the district in which their school building is located is delayed or the school district in which you reside is delayed, then AM preschool for your child will be canceled for that day.

-York Learning Center- If your child attends school at the York Learning Center, you will be notified through the One Call Now system for any schedule changes due to weather. These will also appear as an alert on the LIU 12 website (<http://www.iu12.org> ). Announcements specific to York Learning Center will also be displayed on WGAL.

-Franklin Learning Center- If your child attends school at the Franklin Learning Center, you will be notified through the One Call Now system for any schedule changes due to weather. These will also appear as an alert on the LIU 12 website (<http://www.iu12.org> ) In addition, such adjustments are announced over the major Franklin County radio and television stations. Because the school is located in the footprint of the Chambersburg Area School district, the FLC follows this school district's closing, delay, and early dismissal decisions for the safety of the students.

-Early Dismissal - If you live in the school district in which your child's building is located AND they dismiss early, your child will be dismissed early.

-If the school district in your child's building AND the district in which you live dismiss early, your child will be dismissed early.

-If the school district in which your child's building is located dismisses early but the school district in which you live remains on a normal schedule, your child will be dismissed early.

-If the school district in which your child's building is located remains on a normal schedule but the school district in which you live dismisses early, your child will be dismissed at the normal time.

-Preschool-If your child attends a PM preschool class and the district in which their school building is located is dismissed early or the school district in which you reside is dismissed early, then PM preschool for your child will be canceled for that day.

Since LIU vehicles transport students directly to and from their homes, we travel roads and lanes that regular school buses do not use. We rely on the judgment of the bus/van drivers about specific road conditions on which they travel to safely transport the students. On such occasions, some students may need to be excused from attendance.

The following is a list of specific school buildings and the school district in which they are located. This information will assist you in the determination of a delay or closing for your child.

Senior to Senior- follows Bermudian Springs SD or your home school district

Bridges - follows Eastern York SD or your home school district

Gettysburg Village Outlet - follows Littlestown SD or your home school district

Head Start St. Marks - follows York City SD or your home school district

Head Start Wallace Elem. - follows West York SD or your home school district

Head Start York Haven - follows Northeastern or your home school district

Head Start York Learning Ctr. - follows YLC or your home district

Leg Up Farms - follows Northeastern or your home school district

New Story - follows Hempfield SD or your home school district

New Oxford Training Site (LIU Office) - follows Conewago Valley SD or your home school district

New Visions Hanover - follows Hanover SD or your home school district

NHS Autism School - follows Carlisle SD or your home school district

Paradise School - follows Spring Grove SD or your home school district

Philhaven - follows York City SD or your home school district

If you have any questions related to weather situations, please contact the transportation office of the Lincoln Intermediate Unit #12 at 717-624-6513. Stacy Kunkelman, Transportation Coordinator

## **BEHAVIOR MANAGEMENT**

Teachers are expected to be able to manage student behavior in a positive manner. Prevention of behavior problems is possible when students are treated in a warm, friendly manner, are allowed choices about decisions which affect them, and when they are busy with varied interesting tasks presented at their learning level. If a problem occurs, it shall be dealt with using logical consequences and positive interventions. Corporal punishment/aversive conditioning is not permitted by the Lincoln Intermediate Unit. If a student exhibits behavior that is a danger to self or others, a physical restraint may be used to keep the student safe. In the event that a physical restraint occurs, the parent will be contacted. An IEP team meeting may need to be held to ensure student's needs are met.

## **BULLYING & CYBERBULLYING**

The Lincoln Intermediate Unit is committed to providing all students and employees with a safe & civil educational environment, free from harassment or bullying. All forms of bullying and cyberbullying by students are prohibited.

LIU Board Policy 249 defines bullying as a pattern of repeated harmful behavior by a person with more physical or social power toward a less powerful person. Three categories of bullying include physical, verbal, and psychological or relational.

Cyber bullying means forms of verbal and psychological bullying that occurs on the Internet through email, instant messaging, or personal profile websites such as Facebook or Instagram.

Any student who retaliates against another student for reporting bullying or extortion or for assisting or testifying in the investigation or hearing may be subject to disciplinary action.

Refer to LIU 12 Board Policy 249 for more details regarding bullying and cyberbullying. Board policies can be found on our website [www.iu12.org](http://www.iu12.org)

## **CONFIDENTIALITY & RECORDS**

The Lincoln Intermediate Unit is required to protect the confidentiality of any personally identifiable information that is collected regarding a student. Only school personnel are permitted to see a student's file when acting as a school official and has a legitimate educational interest to review. A school official includes a teacher, school principal or Site Administrator, Associate Director, Director, clerical personnel or Executive Director. A legitimate educational interest is defined as the need to review an educational record in order to fulfill his/her professional responsibility. A parent may request to review their child's educational records and seek to amend the records and have the right to consent to disclose or personally identifiable information from the records (except in certain circumstances and the right to file a complaint with the Office regarding an alleged failure by the LIU to comply with FERPA. All other persons must have written approval before they can see the file or receive copies of information in the file. No information about your child will be released to anyone without your signed permission. USDOE

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>

## **EXTENDED SCHOOL YEAR SERVICES**

Extended School Year (ESY) programming is available each summer. Students who show regression throughout the year or after holidays and weekends, without recouping those skills within a reasonable timeframe (approximately two weeks), may be eligible for ESY programming. ESY will be determined annually at your child's IEP conference by reviewing the seven factors outlined in Chapter 14.132, collected

data regarding the IEP goal benchmarks and any other pertinent information which may be helpful in determining eligibility.

## HEALTH CARE INFORMATION

### Naloxone

Naloxone is a medication that can reverse an overdose that is caused by an opioid drug (i.e. prescription pain medication or heroin). When administered during an overdose, naloxone blocks the effects of opioids on the brain and restores breathing within two to eight minutes. Naloxone has been used safely by medical professionals for more than 40 years and has only one function: to reverse the effects of opioids on the brain and respiratory system in order to prevent death. (DOH)

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If a suspected overdose at school, the following steps will be performed unless instructed otherwise:

1. Narcan will be administered by a Narcan trained staff member based on standing order to administer. Narcan is stored in the nurse's office for safety.
2. 911 will be called.
3. Family will be notified

If a family would not want a child to have Narcan administered, then they must provide written notice. Please contact the school nurse so they can send a form home or provide a signed note saying you wish for your child to not receive Narcan from school staff. This information will be included with Narcan information with the Narcan Kit.

### Sunscreen

In October 2018, the Pennsylvania School Code was amended to include a section on Sun Protection Measures for Students. Section 1414.10 states that a school entity shall allow the application of sunscreen during school hours, at a school-sponsored activity, or while under the supervision of school personnel. Section 1414.10 allows for the use of a non-aerosol topical sunscreen product by students in school if:

1. The product is approved by the Food and Drug Administration,
2. The parent/guardian submits a form allowing the student to use the topical sunscreen, and
3. The student submits a form stating that they are aware of the proper use and safety precautions of the product and will handle it appropriately.

The school entity may rescind or restrict the use of the sunscreen if the student does not follow the school rules and/or the student is unwilling or unable to keep the non-aerosol sunscreen product guarded from other students' use.

## VISITORS

The policy for visitors can be found at [www.iu12.org](http://www.iu12.org). Persons wishing to visit an Intermediate Unit building, site, program or classroom should make arrangements with the building administrator or program supervisor in that building and follow required procedures.

Persons visiting a program site in a school district building shall comply with the member school district's policy governing school visitors, in addition to the Intermediate Unit's policy and procedures.

Persons wishing to visit an Intermediate Unit building, program or classroom shall receive prior permission from the program supervisor or building administrator.

No visitor may have direct contact with a student in an Intermediate Unit building or program without the prior approval of the building administrator or program supervisor.

Should an emergency require that a student be called to the office to meet a visitor, the building administrator, program supervisor or designee shall be present during the meeting in accordance with applicable law.

The building administrator or program supervisor shall have the authority to establish the length and frequency of any visitation to ensure that the visit minimizes interruption to the instructional program.

Visitors must comply with any rules, procedures or restrictions designed to protect the confidentiality and privacy afforded to all students and their families under the law. This includes preventing recording and note taking that records student names or other confidential information. Intermediate Unit personnel will review all notes taken by visitors to ensure confidentiality. Photography, audio recording, and video recording are strictly prohibited.

Visitors are only permitted to bring food or drinks into Intermediate Unit buildings, programs or classrooms, given prior approval. Visitors must not engage in any behavior that may be disruptive to the educational program, and must comply with all Intermediate Unit policies and procedures. Any unscheduled visitation request may be denied at the sole discretion of Intermediate Unit personnel.

Failure to comply with these procedures shall result in more limited access to the Intermediate Unit building, site, classroom or program as determined by the building administrator or program supervisor, consistent with Board policies, school rules, and federal and state law and regulations. This includes, without limitation, immediate removal during a visitation and/or prohibiting future visitations.

### **Classroom/Program Visitations**

Parents/Guardians may request to visit their child's classroom, but the request must be made prior to the visit, in accordance with established administrative regulations.

The building administrator or program supervisor must grant prior approval for the visit and shall notify the classroom teacher prior to the visit.

The building administrator or program supervisor and classroom teacher have the authority to ask a visitor to leave if the visitor disrupts the classroom routine, educational program or daily schedule, or if a visitor violates Board policy. Failure to leave when asked or repeated, documented disruptions may result in loss of classroom visitation privileges.

## **VISITOR MANAGEMENT SYSTEM**

The Lincoln Intermediate Unit implements a building occupancy monitoring system to verify and validate building occupancy by visitors and guests. You will recognize the systems by a kiosk with card readers and driver's license scanners at the main entrances of the Franklin Learning Center and the York Learning Center.

The system works by allowing staff who have door access badges or fobs to swipe the same badge or fob to check-in or check-out of the building. In the event of a building emergency, the organization will be able to then quickly run a report that identifies all of the individuals, both staff and visitors, who were in the facility at the time of the emergency.

The system also will be used to check-in staff without access badges or fobs, visitors, parents/guardians, agency employees, school district staff, or anyone who enters our buildings and provides appropriate identification. Eventually, the system will even be able to be activated to alarm certain staff members of "no-go" visitors who have been denied access to LIU facilities.

Please don't hesitate to ask any questions that you may have about the system and know that we are continually striving to improve the safety practices necessary to protect our staff and students.

## **THREAT ASSESSMENT**

Act 18 of 2019 mandates that each school building have a Threat Assessment Team, therefore, each Learning Center that is operated by the LIU12 is in compliance with this mandate. Each LIU class operating in a district building works in collaboration with the district building's Threat Assessment team. The LIU's policy can be accessed via the [www.iu12.org](http://www.iu12.org).

## **LIU SERVICES**

The Lincoln Intermediate Unit provides a wide variety of services to meet the individual needs of students. These services could include:

- Audiological Services
- Classroom Instruction
- Diversified Occupation/Work Experience
- Extended School Year Program
- Occupational Therapy
- Physical Therapy
- Psychological Services
- Speech/Language
- Vision Services
- Vocational Education

A Permission to Evaluate form will be completed and sent to you for your approval and signature before any evaluation of your child can begin. Upon evaluation by the appropriate personnel, the MDE team will meet to discuss the results and recommendations.

## **PERMISSION FORMS**

During the summer and throughout the school year, parents may receive forms, which require input and signature. These documents may be related to lunches, field trips, community-based instruction, parent conferences, or a wide variety of other activities. Please return these forms as promptly as possible. If you have questions about them, please feel free to contact your child's teacher.

## **STUDENT RECORDS**

For each student in a Lincoln Intermediate Unit 12 (LIU) class, records are maintained which are necessary to that child's educational program. Parental permission has been or will be obtained for initial psychological or psychiatric testing. The LIU Board of Directors has authorized that additional testing also be initiated by teachers in the classroom as part of the educational program.

Contents of your child's educational records will not be revealed to any persons except as specifically provided in the LIU Pupil Records Policy 216. A copy of this policy may be found at [www.iu12.org](http://www.iu12.org).

### **Records Destruction**

We are required to notify you when records that we are maintaining concerning students with, or thought to

have, disabilities are no longer needed to provide educational services to the student (“no longer educationally relevant”). The following is intended to notify you of when the District considers certain records to be no longer educationally relevant:

All test protocols and other raw data used as part of an evaluation or reevaluation will be considered no longer educationally relevant at the conclusion of the school year during which the evaluation or reevaluation has occurred.

All IEP progress monitoring data will be considered no longer educationally relevant as of the date on which such data are reported to parents or guardians in a progress report or at the conclusion of the school year during which such data are collected, whichever is sooner.

All notes of IEP team members and draft IEPs, if any, will be considered no longer educationally relevant as of the date that the IEP to which such notes of drafts pertain is issued to the parents or guardian.

All Permissions to Evaluate or Reevaluate, Invitations to IEP or Other Meetings and related documents, Evaluation or Reevaluation Reports, IEPs, Notices of Recommended Educational Placement and related documents, Complaint Investigation Reports, Mediation Agreements, and Hearing Officer Decisions will be considered no longer educationally relevant at the conclusion of the sixth year from the date on which the student graduates from High School, ceases residency in the District for reasons other than placement in a hospital or treatment facility, or attains age twenty-one, whichever is sooner.

Parents and guardians have the right to request, in writing, that the District destroy any or all records deemed no longer educationally relevant. The District, at its discretion, may also destroy such records without further notice to parents, guardians, or students.

If you have any questions concerning any of the foregoing information, please contact the Director of Special Education at 717-624-6478.

## **TECHNOLOGY USAGE**

The Lincoln Intermediate Unit (LIU) supports the use of technology as an instructional tool to support and facilitate learning through the creation of digital products, communication and collaboration, access to information, and research fluency. Student use of technology shall be consistent with the curriculum adopted by the LIU as support for instructional needs, learning styles, abilities, and development needs of students. Further, the LIU will make every effort to provide technology access to students in all grade levels.

### **Acceptable Use of Technology**

The Lincoln Intermediate Unit Policy on Computer Ethics, Computer Networks and Acceptable Use of Networks (No. 815) outlines the parameters of appropriate and responsible use of technology. Students are required to abide by all of the guidelines detailed in the policy. A full version of the Computer Ethics, Network Security and Acceptable Use Policy is available on the Lincoln Intermediate Unit “About the LIU” web page and clicking on Board Policies.

It is important to know that the Lincoln Intermediate Unit provides instruction to minors on the topics of Internet Safety and appropriate online behavior. Internet Safety education topics include, but are not limited to, online behavior and ethics, understanding of intellectual property and copyright, social networking safety, chat room safety, cyberbullying awareness and response and other online privacy and security issues.

Students must be aware that the use of the internet and network facilities is a privilege, not a right. Inappropriate use, malicious acts, or vandalism, as detailed in the Acceptable Use Policy will result in

disciplinary action as determined by the student code of conduct. This may also include the cancellation of access privileges and/or the notification of the appropriate legal authorities. The building administrator and/or LIU administration have the authority to determine the appropriateness of use.

### **Acceptable Use of Online Tools**

The educational environment and degree of technology integration in LIU classrooms may require that students access technology tools while using both LIU-owned and personally-owned equipment (e.g. home computer, cell phone, etc.) and/or using LIU-managed or personally managed resources (e.g. Internet, Cellular data, etc.). Such technology tools include, but are not limited to, hardware, software, internet access, web-based applications, personal electronic devices, telecommunication products, audio/video equipment, and any other technology tool used for classroom instruction.

Any student user accounts created by LIU personnel or by students, for the purpose of completing course curriculum are subject to the guidelines defined by the Policy 815 Acceptable Use of Computer Networks, Computer Ethics and Network Security, regardless of where the access to that technology tool has taken place. At a minimum, LIU students could be assigned a network login and a Lincoln Intermediate Unit G-Suite for Education account (includes LIU Gmail and Google Apps) in the LIU's Google organization. All email will be filtered for profanity and archived. Users have *no expectation of privacy or confidentiality* in the content of such technology tools and inappropriate, unauthorized, or illegal use will result in appropriate disciplinary action.

**By acknowledging acceptance of this handbook and signing the attached agreement**, in order to comply with the Children's Online Privacy Protection Act (COPPA), you hereby agree that your child may have accounts created and used for educational purposes in any of the educational technology resources located at <http://bit.ly/liucoppa> and any of the assistive technology resources located at <http://bit.ly/liuatcoppa>. The primary goal of COPPA is to place parents in control over what information is collected from their young children online. The Act was designed to protect children under age 13 and applies to operators of commercial websites and online services (including mobile apps) that are collecting personal information from children under 13, preventing them from disclosing or sharing that information for commercial or inappropriate purposes.

### **Care and Use of LIU-owned Equipment Issued to Students**

LIU Students may be issued a portable device (e.g. laptop, tablet, smartphone, etc) to assist them in the educational process. When an LIU device is issued, the serial number of the device will be recorded and assigned to the student in the LIU Asset Inventory System. LIU Students are responsible for protecting the assigned device from loss or theft and for protecting the information it contains.

The Lincoln Intermediate Unit will hold the legal title to the device and all accessories purchased by the organization. Student purchase of compatible accessories (e.g. cases, screen/keyboard protectors, chargers, etc.) is permissible but it is the responsibility of the student to ensure compatibility. Right of possession and use is limited to and conditioned upon full and complete compliance with all Board Policies including, but not limited to the Acceptable Use Policy, the Care and Use Guidelines for Students and other guidelines outlined in this handbook.

### **Educational Use of Personally Owned Electronic Devices**

The LIU recognizes that the media format of books and educational activities have increasingly become more digitized. As a result, some classrooms may allow the use of personally owned devices for educational use in LIU classrooms. ***Please note that it is the final decision of the classroom teacher as to the appropriate or allowed use of these devices in their classrooms.***

Please understand that, should you allow your child to bring such devices to school, they must abide by the Acceptable Use Policy (#815) of the Lincoln Intermediate Unit. The LIU is not responsible or liable for any use, misuse, damage, loss, or theft resulting from the device being brought to or used within our schools.

Also, please be aware that under no circumstances may your child use the device to access unfiltered internet from their cellular carrier while on our campus. It is the prerogative of school LIU personnel to ensure that the content viewed while on school property holds to the educational objectives of the LIU to provide a safe and secure learning environment.

### **Unauthorized Recording of Media**

It is in violation of LIU policy and state and federal statutes for students to use devices, digital or analog, to create unauthorized audio, video, or photographic recordings.

The unauthorized student recording, videotaping, or photographing of any individual(s) possessing an expectation that such activity will not be recorded is prohibited and may be punishable under federal and state laws (18 Pa. C.S. § 5701).

### **Publishing Student Media and Information**

There are many times throughout the school year when students' pictures, audio, or video are digitally recorded as part of the instructional activities of the LIU or when students excel in certain school activities.

We want to showcase our students' accomplishments to the community by using such images and video in the following manner:

1. Images, audio, or video may be used online for promotional or for instructional use.
2. When submitting information to local news media, submissions may include images, video and student names.
3. There may be times when members of the local news media are invited to cover a school activity.
- 4.

*PLEASE NOTE: If your child participates in a school event such as a concert or tournament, it should be your expectation that his/her picture could be taken by many spectators, a situation that should be beyond the scope of the LIU's control.*

### **Use of Livestream Video on LIU Property and in LIU Classrooms**

The Lincoln Intermediate Unit 12 (LIU) Board has adopted Policy 815.2, Livestreaming, to allow for "live" learning from a remote location. The main purpose of Policy 815.2 is to authorize the creation of opportunities for students who are unable to attend school in person during this time can still participate in classroom activities. A class in which livestreaming is being used is one in which a.) the teacher and a portion of the students in the class are located in the brick and mortar classroom in an LIU operated classroom, and a portion of the students are located off property, participating in livestream instruction and other educational activities or b.) all classroom staff and students are working in a remote setting (e.g. weather-related Flexible Instruction Days (FID)). The LIU will livestream instruction through the broadcast of live video content through the Internet and virtual platforms.

The Family Educational Rights and Privacy Act (FERPA) is a federal law created to protect personally identifiable information (PII) located in the student's education record from unauthorized disclosure. The LIU annually distributes a FERPA notice to provide a comprehensive description of parent and students rights as well as LIU obligations in relation to those rights. The LIU's FERPA notice can be accessed at:

<https://www.iu12.org/notices>. The LIU is making reasonable effort to protect PII found in education records; however, this notice serves to apprise families that LIU cannot entirely ensure students privacy when utilizing livestream instruction. Please note that, in this effort to protect students' PII, livestream recording is prohibited.

The LIU cannot ensure student privacy in class in which livestream is being used, but will implement precautions to limit the sharing of personal information with individuals not directly affiliated with the LIU, and those who do not qualify as "school officials." Please visit the [LIU Notice of Livestream Policy Procedures](#) for more information.

### **Electronic Communication of Confidential Documents**

The Lincoln Intermediate Unit 12 (LIU) respects your right to privacy related to sharing important information and documents. The LIU will communicate with you via email secured with TLS (Transport Security Layer) security protocol and attach confidential information, such as 504 Service Plans, Individualized Educational Program and Gifted Individualized Educational Program documents, and other documents that may contain personally-identifiable information concerning your child.

It is important that the LIU be provided a valid email address for each parent/guardian to receive school information including information related to 504 Service Plans, Individualized Educational Program and Gifted Individualized Educational Program documents, and other confidential documents. The email address that was provided to the LIU either at enrollment or at the start of the school year will be used unless it is updated. The information sent via email is not guaranteed to be encrypted or otherwise protected and the security of that information after transmission is entirely the responsibility of the parent/guardian.

## **MANDATED REPORTING**

The Child Protective Services Law (11 P.S. 2201 et seq.) established procedures for reporting and investigating cases of child abuse (including self-mutilation), maintaining a central repository for child abuse complaints, and taking protective action in situations where child abuse is confirmed. The Law enacted in 1975 by the PA General Assembly to protect children under the age of 18 from physical or mental injuries resulting from intentional harm, sexual abuse, sexual exploitation, or serious physical neglect.

Under the terms of the Law, school administrators, teachers, support staff and nurses are Mandated Reporters that are required to report to Childline any situation where, on the basis of their training and experience, they have reasons to believe that a child has been abused. Staff is also required to file a report with Childline if a child reports or discloses allegations of abuse.

## **TITLE IX**

Title IX is a federal Civil Rights law that prohibits discrimination based on sex in education. The Lincoln Intermediate Unit 12 does not discriminate in any manner including Title IX sexual harassment, in any intermediate unit education program or service. The LIU operates in support of providing nondiscriminatory services such that no student shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be submitted to discrimination under any education program or activity receiving Federal financial assistance (20USCA Sec. 1681). The LIU Title IX Coordinator is Dr. Kendra Trail, Assistant Executive Director [kktrail@iu12.org](mailto:kktrail@iu12.org) or (717) 624-4616. LIU policies regarding non-

discrimination as well as applicable training materials can be viewed on our website at [www.iu12.org](http://www.iu12.org).

## **EDUCATIONAL PROGRAMMING POLICIES**

Please be aware that the following policies are recommended to be distributed annually to parents and/or students; therefore, access to the following policies are available via the LIU website at [www.iu12.org](http://www.iu12.org). Click on “About the LIU” then “Board Policies”. If you would like a hard copy of any policy, please contact the Special Education Director’s office at (717) 624-6485.

- 103 - Discrimination/Title IX Sexual Harassment Affecting Students
- 103.1 - Nondiscrimination – Qualified Students With Disabilities
- 105.1 - Review of Instructional Materials by Parents/Guardians and Students
- 113.1 - Discipline of Students With Disabilities
- 113.2 - Behavior Support
- 113.4 - Confidentiality of Special Education Student Information
- 203 - Immunizations and Communicable Diseases
- 204 - Attendance
- 209 - Health Services/Medical Records
- 209.1 - Food Allergy Management
- 210 - Medications
- 210.1 - Possession /Use of Asthma Inhalers/Epinephrine auto-injectors
- 218 - Student Discipline
- 218.1 - Weapons
- 218.2 - Terroristic Threats
- 220 - Student Expression/Distribution and Posting of Materials
- 222 - Tobacco
- 226 - Searches
- 227 - Controlled Substances/Paraphernalia
- 235 - Student Rights and Responsibilities
- 235.1 - Surveys
- 237 - Electronic Devices
- 247 - Hazing
- 249 - Bullying/Cyberbullying
- 250- Student Recruitment (applicable to HS only)
- 252 - Dating Violence
- 716 - Integrated Management
- 806- Child Abuse
- 808- Food Service
- 819- Suicide Awareness, Prevention and Response
- 823 - Naloxone
- 904 - Public Attendance at Intermediate Unit Events
- 906 - Public Complaints

## **PARENTAL SIGN-OFF**

In order to streamline our process and reduce the number of forms that you must sign and return with your child, the Lincoln Intermediate Unit 12 is asking that parents/guardians please review the documents referenced below.

Please submit this form as soon as possible.

The signatures signify that you and your child have reviewed and discussed the contents of these documents.

I/We hereby affirm that (Student Name) \_\_\_\_\_

- may utilize the technology tools and resources used in conjunction with the academic activities associated with the curriculum offered by the Lincoln Intermediate Program.
- has reviewed the Lincoln Intermediate Unit policy 249.
- has reviewed the guidelines and regulations detailed within the student handbook.
- We further agree that it is the responsibility of our son/daughter to abide by the Acceptable Use Policy of the Lincoln Intermediate Unit as provided to us with this notice.

Student Name \_\_\_\_\_ (please print)

Teacher Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ (please print)

If you choose to submit approval by electronic signature, access form by accessing: [LIU Handbook 2021-22](#)