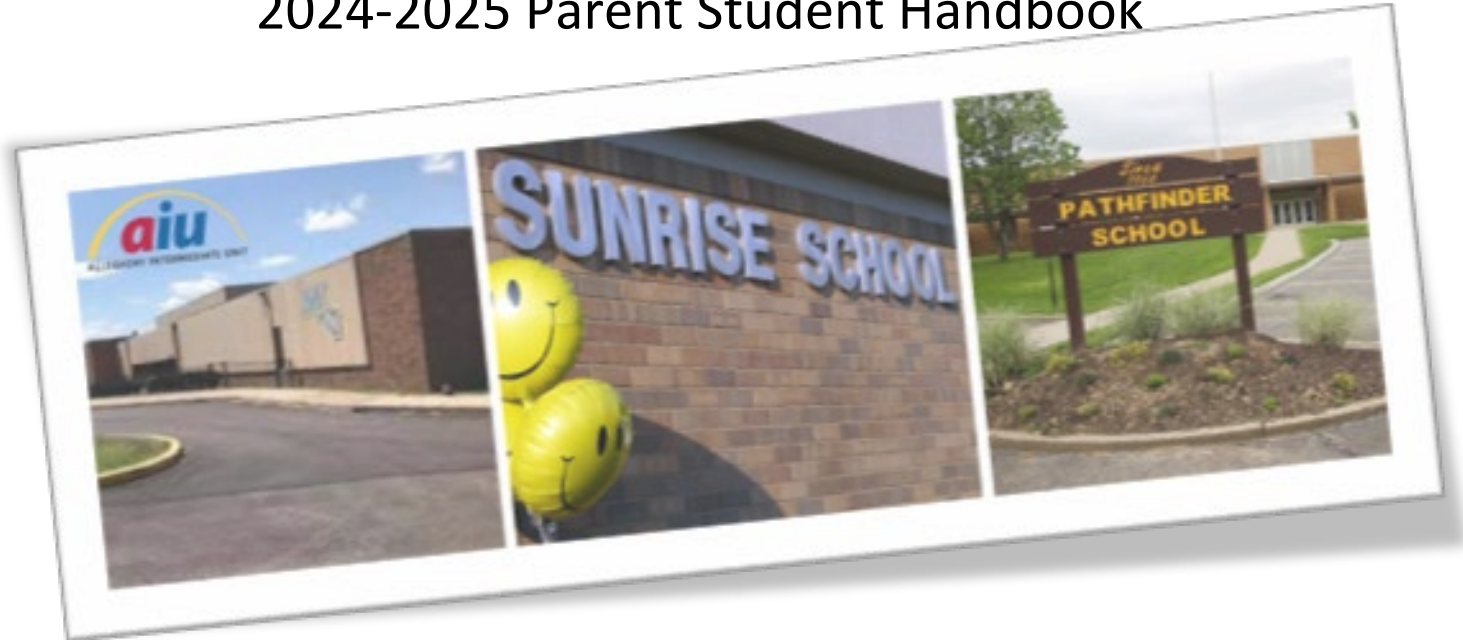




# 2024-2025 Parent Student Handbook



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## Code of Student Conduct

### A Student's Responsibility

The AIU has established rules for the conduct of students. It shall be the responsibility of the student to:

- Be aware of all policies, rules and regulations for student behavior and conduct him/herself accordingly. Each student shall assume that, until a rule is waived, altered or repealed in writing, it is in effect. *[For additional information, refer to all additional content within this section: Code of Student Conduct.]*
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- 
- Dress and groom to meet standards of safety and health, and not to cause substantial disruption to the educational processes. *[For additional information, refer to Dress and Grooming, within this section]*
- Assist the school staff in operating safe schools.
- Comply with federal, state and local laws.
- Exercise proper care when using Intermediate Unit facilities, instructional materials and equipment. *[For additional information, refer to Care of Intermediate Property, within this section.]*
- Attend school daily and be on time to all classes and other Intermediate Unit functions. *[For additional information, refer to Attendance, under General School Procedures.]*
- Make up work when absent from school.
- Pursue and attempt to satisfactorily complete the courses of study prescribed by local school authorities.
- Report accurately in student media.
- Not use obscene language in student media or on Intermediate Unit property.

*(Reference: AIU Policy 235)*

In practice, the AIU-operated Special Education Schools are using School-wide Positive Behavioral Interventions and Supports as a framework for teaching students' responsibilities and behavioral expectations. The schools focus on behavioral expectations that are positively stated and easy to remember. In other words, rather than telling students what not to do, the school will focus on the preferred behaviors. *[For additional information, refer to School-wide Positive Behavioral Expectations, under General School Procedures.]*

### Bullying/Cyberbullying

The AIU recognizes the need to maintain a learning and working environment that is free from bullying and harassment. All forms of bullying are prohibited as it violates the basic right of students and staff to be in a safe, orderly learning environment. Bullying may be a single incident or may involve a pattern of repeated harmful behaviors by a person with physical or social power toward an individual who is perceived as a less powerful person. Bullying may include a variety of behaviors, direct or indirect, physical or nonphysical, that hurts, intimidates, threatens, embarrasses or humiliates. Bullying includes but is not limited to physical, verbal, psychological and relational actions that can take place in a physical or cyber environment.

It is a violation of the code of conduct for a student to bully another student while on the premises of an AIU school, including on the school bus and bus stops to and from school, and

during school-sponsored activities, whether on or off campus. Reports of any types of bullying behavior will be investigated and appropriate action will be taken within the discipline codes of the school to end the bullying. Reports pertaining to bullying incidents need to be made promptly to the school principal/assistant principal. *[Also see Safe to Say Something, under General School Procedures.]*

*(Reference: AIU Policy 249)*

Pennsylvania Bullying Prevention Consultation Line (866-716-0424) is a toll-free number available to school staff, students and parents across the commonwealth. The consultation line offers discussion of effective strategies and resources available to deal with school-based bullying. Please contact the consultation line if your concerns about bullying prevention are not being met within the school.

### Care of Intermediate Unit Property

It is the policy of the AIU that students who willfully cause damage to property may be subject to disciplinary measures and may be expected to make restitution. Students and others who damage or deface property may be prosecuted and punished under law. A parent/guardian shall be held accountable for the actions of their child.

*(Reference: AIU Policy 224)*

### Controlled Substances/Paraphernalia

The AIU prohibits students from using, possessing, distributing and being under the influence of any controlled substances during school hours, at any time while at school or Intermediate Unit programs, or on a conveyance providing transportation to or from any school functional under the jurisdiction of the intermediate unit.

Controlled substances include those prohibited by federal and state law and include alcoholic beverages, anabolic steroids, look-alike drugs, drug paraphernalia, volatile solvents or inhalants and medications except those for which permission for use in school has been granted.

*(Reference: AIU Policy 227)*

### Cell Phones/Electronic Devices

Cell phones and/or other electronic devices can be a major distraction to the educational process. Students are generally not permitted to use cell phones/devices to take photographs, record video, text, access social media or communicate during the school day at any time. However, cell phones/devices may be used in classrooms only at the teacher's discretion.

*(Reference: AIU Policy 237)*

If a student is found to be using a cell phone/device in common areas and/or in a classroom without teacher permission the following actions will be taken.

**First Offense:** Cell phone/device will be confiscated, turned into the classroom teacher and returned to the student at the end of the day. Cell phone/device will be signed in and out by both classroom teacher and student. First offense will be documented. The parent/guardian will be contacted, with further disciplinary action to be determined by administration and/or teacher if a student refuses to turn in the cell phone/device.

**Second Offense:** Cell phone/device will be confiscated and turned into the office. Cell phone/device will be signed in and out by administrator and student. The phone will not be returned to the student at the end of the day. A parent/guardian will be requested to come to the school to retrieve the phone. Second offense will be documented. The



parent/guardian will be contacted, with further disciplinary action to be determined by administration and/or teacher if a student refuses to turn-in the cell phone/device.

**Third Offense:** Cell phone/device will be confiscated and turned into the office. A parent/guardian will be requested to come to the school to retrieve the phone. In addition, the resident school district will be contacted. The student may be further subject to the policies and procedures of the resident school district. The parent/guardian will be contacted, with further disciplinary action to be determined by administration and/or teacher if a student refuses to turn-in the cell phone/device.

Otherwise, students are responsible for their own cell phones/devices. The school takes no responsibility for stolen, lost or damaged cell phones/devices, including lost or corrupted data on those devices. While school staff can help students identify how to keep personal devices secure, students will have the final responsibility for securing their cell phones/ devices. Please contact the school office if there is a family emergency of which the student needs to be informed.

### Dress and Grooming

The AIU recognizes that each student's mode of dress and grooming is an expression of personal style and individual preference. Students and their parents/guardians have the right to make decisions regarding student appearance, except when their choices disrupt the educational program of the school or constitute a health or safety hazard.

*(Reference: – AIU Policy 221)*

Specific guidelines include:

- No hats, bandanas, hoods or coats are to be worn in the building. Exception to wearing of headgear may be granted to an individual student by the administration for medical or religious reasons.
- Low rider pants or baggy pants worn below the waist are not permitted.
- Torn or ripped clothing showing underwear or exposure of midriff, thighs or private body parts are not to be worn. Spandex or other tight-fitting apparel, tank tops, halter tops, bare chest or midriff, or half-shirts and other provocative apparel are prohibited.
- Shorts/skirts must be at fingertip length or longer.
- No student shall wear any apparel or jewelry that have words, signs, pictures or any combination thereof that advocates or promotes sexual activity, violence or the use of alcohol, drugs, or degrades another's race, sex, religious persuasion, national origin, handicap or disability.
- Clothing that contains inappropriate words or phrases are not permitted.
- Students will be expected to wear appropriate clothing required for vocational and physical education classes determined by each teacher's specifications for their classroom.
- Teachers and/or administration may ask students to remove clothing that poses a safety risk and/or creates a distraction or disruption in the educational process. Alternative clothing options may be provided to students in these instances. Students that do not comply with the school dress code may receive disciplinary consequences.

### Gangs

The AIU prohibits activities of secret fraternities, sororities, gangs or other clubs not sponsored by established organizations of the Intermediate Unit or member school districts in Intermediate Unit

programs, on school property, at school-sponsored activities, and while traveling to or from school or school-sponsored activities.

Any student wearing, carrying, distributing or displaying gang paraphernalia; exhibiting behavior or gestures which symbolize gang membership; or causing and/or participating in activities which intimidate or affect the attendance or personal safety or well-being of another student or staff member shall be subject to disciplinary action.

*(Reference: AIU Policy 218.3)*

### Livestream Video, Use of

Livestream video refers to the utilization of any camera to broadcast live video content through the internet, including through a social media platform, and shall include the use of AIU's technology for such purposes. Students [and parents/guardians] are prohibited from sharing or posting videos, pictures or copies of either student-generated or teacher work, lessons, teletherapy sessions and co-curricular events on social media, gaming networks or elsewhere online. Students are prohibited from accessing livestreams for any school-related events they are not scheduled to attend.

*(Reference: AIU Policies 148 & 815)*

### Terroristic Threats/Acts

The AIU prohibits any student from communicating terroristic threats directed at any student, employee, board member, community member or property owned, leased or being used by the Intermediate Unit. Terroristic threat shall mean a threat, communicated either directly or indirectly, to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly or facility or public transportation; or to otherwise cause serious public inconvenience or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. *[Also see Safe to Say Something, under General School Procedures.]*

*(Reference: AIU Policy 218.2)*

### Tobacco/Nicotine Use

The AIU recognizes that tobacco and nicotine use by students presents a health and safety hazard that can have serious consequences for both users and nonusers and the safety and environment of the intermediate unit and its programs. Tobacco and nicotine use includes the use and/or possession of a lighted or unlighted cigarette, cigar, pipe, juul, electronic cigarette or other lighted smoking product or material and smokeless tobacco in any form.

Students are prohibited from possession, use or sale of tobacco and nicotine at any time in an intermediate unit building and on any property, buses, vans and vehicles that are owned, leased or controlled by the intermediate unit, including intermediate unit-sponsored activities that are held off intermediate unit or school property.

*(Reference: AIU Policy 222)*

### Unlawful Harassment

The AIU strives to provide a safe, positive learning climate for students in its programs. Therefore, harassment in any form is not tolerated by students or staff. Harassment consists of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, religion or sexual orientation that affects an individual's learning opportunities. Sexual harassment consists of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature. Students who believe they have been subject to any type of harassment are encouraged to immediately report the incident to the building administrator or staff member. *[Also see Safe to Say Something, under General School Procedures.]*



(Reference: AIU Policy 248)

## Weapons

The AIU recognizes that the physical safety of students, employees and program participants is essential for the safe operation of its programs and for the establishment of a positive environment for learning. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law.

The term weapon shall include but not be limited to any knife, cutting instrument, cutting tool, nunchaku, firearm, shotgun, rifle, replica of a weapon and any other tool, instrument or implement capable of inflicting serious bodily injury.

The board prohibits students from possessing and bringing weapons and replicas of weapons into any intermediate unit operated classroom or building; onto property owned, leased or occupied by the intermediate unit; to any intermediate unit sponsored activity; onto any public vehicle providing transportation to or from an intermediate unit program or sponsored activity; or while the student is coming to or from the site of an intermediate unit program. *[Also see Safe to Say Something, Searches & Use of Metal Detectors, under General School Procedures.]*

(Reference: AIU Policy 218.1)



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## General School Procedures

### Acceptable Use of Internet, Computers and Network Resources

The AIU recognizes the use of the internet, computers, and network resources as a valuable tool that promotes and enhances a student's educational experience. Excerpts from the Student Acceptable Use Form contains the following language.

- Students shall not access any computer technology prior to the submitted completion of the Student Acceptable Use Authorization form by the student and parent/guardian. An authorization form will be provided to each student and parent/student.
- Students shall not access inappropriate material on the internet.
- Students shall not use electronic mail (e-mail).
- Students shall not use chat rooms.
- Students shall not use forms of direct electronic communications (such as newsgroups and instant messaging).
- Student shall not engage in unauthorized access of computers, including "hacking."
- Students shall not engage in unlawful activities.
- Students shall not disclose, use or disseminate any personal identification information of themselves or others.

Violation of Student Acceptable Use Policy in any way may result in the loss of internet privileges provided by the school. Disciplinary action may be taken in accordance with existing policy. When necessary, the AIU may call in law enforcement agencies to investigate certain type of usage violations.

*(Reference: AIU Policy 815)*

### Attendance

The AIU recognizes that attendance is an important factor in educational success. Attendance shall be required of all students enrolled in intermediate unit programs. School begins at 8:30 a.m. and is dismissed at 2:30 p.m., unless otherwise noted in the school calendar or impacted by an emergency school closing.

School attendance is an important aspect in support of a student's individual education plans. However, on occasion it is recognized that a student may be absent due to conditions or situations that constitute reasonable cause. In order to comply with the Act VIII of Commonwealth of Pennsylvania School Code, a written excuse is mandatory.

All absences are treated as unlawful until the school receives a written excuse explaining the reason(s) for an absence. A written explanation of an absence needs to be submitted to the school within three calendar days of the event. The absence will be permanently counted as unexcused if a written excuse is not provided within three days of the absence.

A maximum of 10 days of cumulative, lawful absences verified by parent/guardian notification may be permitted during a school year. All absences beyond 10 cumulative days require an excuse from a physician even if a parent/guardian excuse is provided. If a medical excuse is not provided, all absences beyond those 10 days will automatically be considered as unexcused. When a student accumulates three or more unexcused absences, a letter will be mailed home to the parent/guardian regarding these absences. A copy of the letter will also be provided to the resident school district, which will determine an appropriate course of action. Unexcused absences will be subject to the attendance policies and procedures of the resident school district.

*(Reference: AIU Policy 204)*

## Calming Room

Students who are displaying disruptive behaviors and are unable to remain around other students may be escorted to the Calm Down Room to maintain appropriate behaviors. A staff member will monitor the student at all times. The room is used on a very limited basis and only when a student requests to use the room or when a student's behavior poses a risk to self and/or others.

## Community Based Instruction

The administration and teaching staff recognize that Community Based Instruction/Experiences are an integral part of student learning. The student's academic situation, behavior, attendance, vocational and work-experience responsibilities will be considered in determining what experiences are the best suited for each individual. Parent/Guardian permission will be required for Community Based Instruction Experience.

## Early Dismissal

Early dismissals for students must be pre-planned by sending a note in with your child or making a phone call to the school prior to the start of the school day. For those occasions when this is not possible, parents/guardians must call the office prior to coming to the building to pick up their child. Students will only be released to those adults that have been identified by the parent/guardian on the Authorization to Pick-Up Students form. Adults will be asked to show identification upon arrival. If a situation occurs and someone not identified on this form needs to pick up your child, please call and speak directly to an administrator for approval.

## Emergency School Closing and Delays

Parents/Guardians will receive an automated phone message announcing emergency information. Non-COVID related emergency school closing and delays will also be announced on the following news channels:

- KDKA Channel 2 – KDKA - Radio Station 1020
- WTAE Channel 4 – WTAE - Radio Station 1250
- WPXI Channel 11

A child's transportation will follow their school district of residence's closing or delay status. If your school district of residence closes, your child will not be transported to school even though the AIU-operated school may remain open or operate on a delay. If your school district of residence is delayed, your child's transportation will follow the school district of residence scheduled delay even though the AIU-operated school may remain open. Example: 1 hour delay – if your child's bus arrives at 6:00 a.m. on a normal basis, the bus will arrive at 7:00 a.m.

## Flexible Instructional Days

The Pennsylvania Department of Education (PDE) approved the use of five (5) Flexible Instructional Days (FIDs) per school year as an alternate form of instruction in place of a day otherwise cancelled due to inclement weather or building emergency. PDE will count this as a full day of school. On a FID, students will receive hybrid instruction, which is a combination of on-line learning and at-home work. Students will receive abbreviated assignments for each subject that would have originally taken place during a regular school day. For students that have abilities that prevent them from accessing hybrid instruction, at-home learning packets will be provided. Teachers will be available for office hours and

one-to-one student support. More information will be provided by your child's teacher, including discussions regarding whether hybrid learning or at home learning is appropriate.

Parents/guardians will be notified by the school's automated messaging systems if a FID day needs to be implemented. Parents/guardians should also anticipate notifications from your child's teacher.

More detailed information regarding FID will be provided by your child's teacher as well as the school.

## Graduation

Determination for graduation is a decision of the IEP team and is coordinated through the transition planning process. Students who meet the requirements of the Pennsylvania Department of Education, AIU and the resident school district will be awarded their resident school district's diploma. Students will have the option of participating in their district's graduation ceremony and/or the school's graduation ceremony. Any questions regarding graduation should be addressed to the school principal and/or the resident school district.

## Later Arrival/Tardy

When a student arrives late to school, a parent/guardian must report to the office to sign the child into the school for the day.

## Lost and Found

The school is not responsible for lost articles. It is suggested that parents/guardians use a laundry marker to put their child's name on articles that are easy to misplace, such as boots, gym clothes, etc. Parents/guardians should not permit students to bring valuables to school. Lost and found articles are placed in a container and can be claimed in the office.

## Metal Detectors

The AIU recognizes the privacy rights of each individual student but also must ensure the safety and security of students, staff and intermediate unit facilities. In order to maintain a safe learning environment, administrators may exercise the right to conduct searches of students and/or belongings, based on reasonable suspicion, and may inspect the contents of any backpack, purse or parcel that activates the metal detector for the purpose of determining whether a weapon is concealed. A handheld metal detector (wand) is periodically used by staff to ensure that students do not bring in any type of objects that could cause danger or present safety concerns. Searches shall be conducted in accordance with intermediate unit policy and procedures. *[Also see Searches, within this section.]*

*(Reference: AIU Policy 226.1)*

## Reporting Student Progress

The report card is the primary method of communicating student performance to parents/guardians. The school year is divided into four nine week reporting periods. Each student will receive at least one formal report per nine-week period. This report is intended to be a summary of the student's achievement for that grading period as well as progress monitoring of goals. Distribution of the report card and progress monitoring are noted on the school calendar.

Every effort is made to assure an accurate evaluation of each student's progress. Teachers use a variety of measures as a part of student progress, including but not limited to, direct

observation, informal observation, group discussion, individual interview, small-group interview, teacher-made tests, standardized tests, checklists, anecdotal records and samples of student work.

*(Reference: AIU Policy 212)*

### Safe to Say Something

The AIU has adopted and implemented the Safe2Say Something youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. Students have been taught how to anonymously report a tip or concern, which can be done online at <https://www.safe2saypa.org> or on tip line at 1-844-5-SAYNOW. Please contact the building principal for additional information related to Safe2Say Something.

*(Reference: AIU Policy 805.2)*

### School-wide Positive Behavioral Expectations

The AIU-operated Special Education Schools focus on behavioral expectations that are positively stated and easy to remember. The behavior matrix is used to explain to students what the behavioral expectations are across all school settings. *[Refer to each school’s Behavior Expectations Matrix, starting on page 24]*

### Searches

The board acknowledges the need to respect the rights of students to be free from unreasonable searches and seizures while fulfilling the intermediate unit’s interest in protecting and preserving the health, safety and welfare of the school population, enforcing rules of conduct, and maintaining an appropriate atmosphere conducive to learning.

Students or their belongings, including lockers, storage spaces, automobiles, electronic devices, purses, backpacks, clothing and other possessions, may be searched without a warrant if there is a reasonable suspicion that the place or thing to be searched contains prohibited contraband, material that would pose a threat to the health, safety and welfare of the school population, or evidence that there has been a violation of the law, intermediate unit policy, or school rules. The scope and extent of searches must be reasonable in relation to the nature of the suspected evidence, contraband or dangerous material and to the grounds for suspecting that it may be found in the place or thing being searched. Searches may be conducted at any time, with or without reasonable suspicion, if the student has given knowing and voluntary consent specific to the place to be searched. *[Also see Use of Metal Detectors, within this section.]*

If the student or the student’s parent/guardian does not consent to allow voluntary student searches, the school must be notified in writing by September 30th of each school year.

*(Reference: AIU Policy 226)*

### Suspension and Expulsion

The AIU recognizes that exclusion from education is a severe sanction that can be imposed on a student and one that cannot be imposed without due process. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations. A student with a disability may be suspended for 10 consecutive and 15 cumulative days of school per school year. Such suspension shall not constitute a change in the student’s educational placement. For



disciplinary exclusions which constitute a change in educational placement, the intermediate unit, in coordination with the student's school district of residence and IEP team, shall first determine whether the student's behavior is a manifestation of his/her disability. Expulsion, or exclusion from school for more than 15 cumulative days in a year, or patterns of suspensions for substantially identical behaviors constitute changes in educational placements requiring a manifestation determination. For students with intellectual disability, any disciplinary suspension or expulsion is a change in educational placement.

*(Reference: AIU Policies 233 & 113.1)*

## Video Cameras

The AIU has elected to place video surveillance cameras inside and outside of the school building, parking lots, and athletic facilities and fields. Cameras are placed in public areas in the buildings where individuals traditionally do not have a reasonable expectation of privacy, including, but not limited to, outdoor areas, public entranceways into buildings, hallways, cafeterias, gymnasiums and auditoriums. The images recorded by video surveillance cameras may be used by school officials to investigate conduct which may violate school rules or constitute misconduct. Cameras are in operation at all times. Cameras are not positioned in areas where individuals have a legitimate right to expect privacy, such as lavatories, locker rooms, change rooms and school nurse examination rooms.

*(Reference: AIU Policy 709.1)*

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## Health and Wellness

### Accident or Illness During School

In the case of accident/illness, initial emergency treatment will be given at the school. Parents/guardians will be notified and provided with additional information. If parents/guardians cannot be contacted and the situation requires additional treatment, the local emergency unit will be notified.

A student information packet will be sent to parents/guardians at the opening of school. Parents/guardians will be required to complete emergency data information and submit any changes as they may occur throughout the school year.

### Diabetes Management

Diabetes-related care shall be provided in a manner consistent with board policy, intermediate unit procedures and individualized student plans such as an Individualized Education Plan (IEP), Service Agreement or a Diabetes Medical Management Plan (DMMP).

Before a student can receive diabetes-related care and treatment in school the student's parent/guardian shall provide written authorization for such care and instructions from the student's health care practitioner. The written authorization may be submitted as part of a student's Diabetes Medical Management Plan (DMMP). In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to intermediate unit staff and other adults who have responsibility for the student in the school setting.

*(Reference: AIU Policy 209.2)*

### Emergency Information Cards

Emergency Information and all annual consents must be completed, signed and updated as needed. Emergency data information will be inputted by parents via the Skyward parent portal, including any changes that occur during the year and annual updates. Please contact the school



principal or nurse if you would like to complete this information by paper on the Emergency Information Cards or need additional information or support related to the Parent Portal.

(Also see: [Student Information System – Parent Portal](#))

## Food Allergy Management

Prior to admission of a student into an intermediate unit program or immediately after diagnosis or notification of a food allergy, appropriate medical plans of care such as an Emergency Care Plan (ECP), Individualized Healthcare Plan (IHP), Section 504 Service Agreement and/or Individualized Education Plan (IEP) shall be developed for each student identified with a food allergy. Plans shall be developed by the school nurse, in collaboration with the designated student's school district of residence, student's healthcare provider, the student's parent/guardian and nutrition staff at the school district of residence or the intermediate unit, the student, if appropriate, and any other appropriate persons.

Where a medical plan of care is developed, it should carefully describe the plan for coverage and care of a student during the school day as well as during intermediate unit-sponsored activities which take place while the student is under the intermediate unit jurisdiction during or outside of school hours. Medical plans of care shall include a component which provides information to the intermediate unit or school nutrition service regarding each student with documented severe or life-threatening food allergies.

Medical plans of care should include both preventative measures to help avoid accidental exposure to allergens and emergency measures in case of exposure, including administration of emergency medication.

(Reference: AIU Policy 209.1)

## Health Services/Medical Records

The school shall request all medical records from the school district of residence, school program or intermediate unit for each student transferring into an intermediate unit program. All health records of students shall be confidential. The contents of health records shall only be released by the program nurse or designee when necessary for the health of the student or to a medical or mental health provider at the written request of the parent/guardian.

(Reference: AIU Policy 209)

## Immunization Requirements

All students shall be immunized against specific diseases in accordance with state law and regulations, unless specifically exempt for religious or medical reasons.

The present school immunization minimum requirements are as follows:

Children in ALL grades (K-12) need the following vaccines:

- four doses of tetanus, diphtheria, and acellular pertussis (one dose on or after the 4th birthday)
- four doses of polio (4th dose on or after the 4th birthday)
- two doses of measles, mumps, rubella\*\*
- three doses of hepatitis B
- two dose of varicella (chickenpox) vaccine or history of disease

Children who are age 12 years in 7th grade need the following vaccines.

- one dose of tetanus, diphtheria, acellular pertussis (Tdap) on the first day of 7th grade
- one dose of meningococcal conjugate vaccine (MCV) on the first day of 7th grade

Children who are age 18 in 12th grade need the following vaccines.

- one dose of MCV on the first day of 12th grade. If the one dose was given at 16 years of age or older, that shall count as the 12th grade dose

On the first day of 7<sup>th</sup> or 12<sup>th</sup> grade, unless the child has a medical or religious/philosophical exemption, a child must have had above vaccines or risk exclusion from school. Proof of immunization means a written record showing the dates (month, day, year) that the child was immunized.

A student who has not been immunized in accordance with state regulations shall not be admitted to or permitted to attend intermediate unit programs, unless exempted for medical or religious reasons, or provisionally admitted by the AIU executive director, in consultation with the district of residence, after beginning a multiple dose vaccine series and submitting proof of immunization or a medical certificate on or before the fifth school day of attendance.

*(Reference: AIU Policy: 203)*

### Respiratory Illnesses at School

The Intermediate Unit will continue to follow all CDC and state and local health department recommendations regarding respiratory illnesses in our schools, illnesses such as COVID 19, Influenza and Respiratory Syncytial Virus. Parents should monitor their children for respiratory illnesses and keep them home when they are sick and contagious. Symptoms of respiratory illness include the following.

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Runny Nose
- A temperature greater than 100°
- Any respiratory symptoms after a known contact with a person with a respiratory illness such as COVID, Flu or RSV.

If your learner had a known exposure and is now showing symptoms, the student should not report to school and seek medical guidance from their medical provider. If your learner receives a positive COVID test, your student should not report to school and the parent should contact their medical provider or the school for further guidance. Please contact your medical provider or school nurse with any other illness related questions.

## Medical Exclusions

Students who have been diagnosed by a physician or are suspected of having a disease after examination by the school nurse shall be excluded from school for the period indicated by regulations of the PA Department of Health for certain specified diseases and infectious conditions, including the following.

- Varicella (chickenpox): seven to 10 days from the onset of the rash
- Acute contagious conjunctivitis (pink eye): 24 hours after beginning the prescribed medication
- Strep throat: 24 hours after beginning appropriate antibiotic

The school nurse shall report the presence of suspected communicable diseases to the appropriate local health authority, as required by the Allegheny Department of Health (see [www.achd.net](http://www.achd.net) for updates).

If a student has any of the following symptoms, the student should be kept home from school until 24 hours symptom free without the help of medicine:

- Vomiting
- Diarrhea 100° or above
- Persistent coughing
- Open bleeding/weeping wounds

Please seek medical advice for any of the following symptoms

- Suspicious rash of unknown origins
- Enlarged tender lymph nodes (glands)
- Presence of headlice

If a student's hair is inspected by a medical professional and evidence of live head lice is observed, parents/guardians will be notified immediately and will be required to take the student from the school. In the case of live lice, the student will be excluded from school. The student will be readmitted to school after treatment and examination by either the school nurse or the school nurse from the district of residence.

## Medication

The school nurse may not administer medication prescription or nonprescription (over-the-counter), including medicines provided by the parent/guardian, to students without special orders from a licensed physician or dentist. Medication should not be sent in with the students. Some medications are available as ordered by the Intermediate Unit's school medical consultant and may be administered at the discretion of the nurses with annual written parent permission. All medication shall be brought to the nurse's office, or the main office, if the nurse is unavailable, by the parent/guardian or by another adult designated by the parent/guardian. Prescription medication shall be delivered in its original packaging and labeled with:

- Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy
- Student's name

- Directions for use (dosage, frequency and time of administration, route, special instructions)
- Name and registration number of the licensed prescriber
- Prescription serial number
- Date originally filled
- Name of medication and amount dispensed
- Controlled substance statement, if applicable

Nonprescription (over-the-counter) medication must be delivered in its original packaging and labeled with the student's name.

All medication shall be accompanied by a completed Medication Administration Parent Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

*(Reference: AIU Policy 210)*

### Nursing Services

A school nurse is on duty each school day. In order to keep health records current, the nurse will request medical information for each student minimally on an annual basis. Periodically, information will be sent home to parents/guardians to comply with state regulations concerning health and wellness. Growth/vision screening will be conducted annually. Hearing/scoliosis screenings will be conducted at the age/grade mandated by the state and at the discretion of the school nurse. If you do not want your child to participate in any of these screenings, please send the school nurse a written statement of your wishes for their school health record.

### Possession/Use of Asthma Inhalers/Epinephrine Auto-Injectors

The AIU shall permit students to possess asthma inhalers and epinephrine auto-injectors and to self-administer the prescribed medication in compliance with state law and board policy. The following is required:

1. A written request from the parent/guardian that the intermediate unit complies with the order of the licensed physician, certified registered nurse practitioner or physician assistant.
2. A written statement from the parent/guardian acknowledging that the intermediate unit is not responsible for ensuring the medication is taken and relieving the intermediate unit and its employees of responsibility for the benefits or consequences of the prescribed medication.
3. A written statement from the licensed physician, certified registered nurse practitioner or physician assistant that states the following:
  - Name of the drug
  - Prescribed dosage
  - Times medication is to be taken
  - Length of time medication is prescribed
  - Diagnosis or reason medication is needed, unless confidential

- Potential serious reaction or side effects of medication
- Emergency response
- If student is qualified and able to self-administer the medication

The student shall notify the school nurse immediately following each use of an asthma inhaler or epinephrine auto-injector.

The Intermediate Unit stocks epinephrine auto-injectors for emergency administration by trained employees to a student believed to be experiencing an anaphylactic reaction (e.g., a sudden, severe allergic reaction). The school physician prescribes for the use by trained school staff the stocking and use of epinephrine auto-injectors and emergency asthma bronchodilator medication for use in case of an emergency. If you do not wish your child to receive any of the prescribed school physician ordered medications, please request from your student's school an opt out form. The opt out form must be completed and signed by the parent/guardian and on file with the school nurse.

*(Reference: AIU Policy 210.1)*

## Student Wellness

The AIU recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The school is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

In order to remain in compliance with nutrition guidelines, all foods available at the school should be offered to students with consideration for promoting student health. Parents/Guardians are encouraged to send in healthy foods for their child if the student brings food to school. All classroom events will only include healthy snacks. Please feel free to contact the school if you would like to provide some type of treat for a classroom event but are unsure if it is considered a healthy snack.

*(Reference: AIU Policy 246)*

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## Parent/Guardian Information

### Child Study Notification

The school facilitates Child Study Meetings every month. The purpose of these meetings is to discuss and assist students/families with possible solutions in areas of behavior, health, and agency linkages. Referrals can be made by parents/guardians or school personnel. This support service has proven to be a valuable resource for home and school to assist students in need. The information shared in these collaborative meetings is strictly confidential.

The primary team members are as follows:

- Allegheny County Department of Human Services

- Intervention Specialist(s)
- Principal/Assistant Principal
- School Psychologist
- School Nurse
- Social Worker
- Special Education Teacher

If a parent/guardian has any questions regarding the Child Study Meetings, they may contact the building principal.

### Classroom Conferences and Visitations

Parent-teacher conferences are to be scheduled, when possible, at the end of the day. Teachers or parents/guardians may request the conference. Teachers and parents/guardians are encouraged to meet during the school year.

Parents/Guardians are welcome to visit the classroom. However, to maintain an effective educational program for all students, it is essential that as many distractions as possible be eliminated. Parents/Guardians must call the principal at least 48 hours in advance to make arrangements for any classroom visitation.

The school also welcomes classroom observations from community and mental health professionals that work with our students. All school visits/observations are scheduled through the classroom teacher. The rationale for such visits shall also be provided when scheduled and must be pre-approved by the principal or their designee. Formal observations must be scheduled at least two days in advance of the observation and after consultation with the classroom teacher to assure that the time and day are feasible for such a visit. Approved observations shall focus only on the student for whom the visit was approved and with the purpose of observing the student's behavioral/emotional functioning within the school setting. Observations shall not exceed 30 minutes and shall not interfere with instructional or non-instructional operations or the safe environment of the classroom and the school. Individuals conducting the observation shall bring identification and will be asked to sign off on a confidentiality form and a clearances verification form.

### Directory Information: Notice

The Family Educational Rights and Privacy Act (FERPA) requires the school, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications, such as the yearbook, and to share directory information with community agencies.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, Allegheny County Office of Behavioral Health and the Office of Intellectual Disabilities. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with



the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want the school to disclose directory information from your child’s education records without your prior written consent, you must notify the school in writing by September 30th of each school year. The following information is considered as directory information:

- Student’s name
- Student’s telephone listing
- Student’s address
- Student’s date of birth
- Student’s date of attendance
- Student’s grade level
- The most recent educational agency or institution attended

## Education Records

### Parental Access Rights

The AIU shall permit parents/guardians to inspect and review any education records relating to their child(ren) that are collected, retained or used by the intermediate unit in connection with providing special education services to the student.

Requests made by parents/guardians for access to student records must be in writing. The intermediate unit shall comply with a parental request to inspect and review education records without unnecessary delay and before any meeting regarding an Individualized Education Program (IEP); any impartial due process hearing relating to the identification, evaluation, educational placement, or the provision of a free and appropriate public education (FAPE) to a student; a hearing related to the discipline of the student; and a resolution meeting.

The intermediate unit shall presume a parent/guardian has authority to inspect and review records relating to his/her child unless it has been provided documentation that the requesting parent/guardian does not have this authority under applicable state law.

The intermediate unit shall comply with a parental request for review within 45 days following receipt of the request. A parent’s/guardian’s right to inspect and review education records includes the following.

- A response from the intermediate unit to reasonable requests for explanations and interpretations of the records.
- Request that the intermediate unit provide copies of the records if failure to provide copies would effectively prevent the parent/guardian from exercising the right to inspect and review the records.
- Have a representative inspect and review the records.
- If an education record includes information on more than one student, the parents/guardians shall have access only to the information relating to their child or shall be informed of the information in the record.

The intermediate unit shall provide parents/guardians, upon request, a list of the types and locations of education records collected, maintained, or used by the intermediate unit.

**Fees**

The intermediate unit may charge a fee for copies of records that are made for parents/guardians so long as the fee does not effectively prevent parents/guardians from exercising their right to inspect and review those records. The intermediate unit shall not charge a fee to search for or to retrieve information in response to a parental request.

**Record of Access**

The intermediate unit shall keep a record of parties obtaining access to education records collected, maintained, or used in providing special education to students with disabilities, except access by parents/guardians and authorized intermediate unit employees. The intermediate unit's record of access shall include the name of the party, the date access was given, and the purpose for which the party is authorized to use the records.

**Amendment of Records Upon Parental Request**

If a parent/guardian believes that information in the student's education records is inaccurate, misleading or violates the privacy or other rights of the student, the parent/guardian may request that the intermediate unit amend the information. If the information in question was provided by the student's school district of residence or nonpublic school, the intermediate unit shall coordinate with the school district of residence or nonpublic school to address a request for amendment.

The intermediate unit shall decide whether to amend the information within a reasonable period of time from receipt of the request.

If the intermediate unit declines to amend the information in accordance with a parental request, the intermediate unit shall inform the parent/guardian of the refusal and advise the parent/guardian of the right to a hearing.

**Records Hearing**

The intermediate unit shall, on request, provide parents/guardians with an opportunity for a hearing to challenge information in the student's education records to ensure that the information is not inaccurate, misleading or otherwise in violation of the student's privacy or other rights. The intermediate unit recognizes that parents/guardians who believe that there is a due process violation relating to an alleged violation of confidentiality may also request a special education due process hearing. If the information in question was provided by the student's school district of residence or nonpublic school, the intermediate unit shall coordinate with the school district of residence or nonpublic school to address the request for a hearing.

**Hearing Procedures**

A hearing to challenge information in education records must meet the following requirements:

- The intermediate unit shall hold the hearing within a reasonable time after receiving the written request for a hearing.
- The intermediate unit shall give the parent/guardian reasonable advanced written notice of the date, time and place of the hearing.
- The hearing may be conducted by any individual, including an intermediate unit official, who does not have a direct interest in the outcome of the hearing.
- The intermediate unit shall give the parent/guardian a full and fair opportunity to present relevant evidence. The parent/guardian may, at his/her own expense, be assisted or represented by one or more individuals of his/her choice, including an

attorney.

- The intermediate unit shall inform parents/guardians of its decision in writing within a reasonable period of time after the hearing.
- The decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.

### **Result of Hearing**

If, as a result of the hearing, the intermediate unit decides that the information is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the intermediate unit shall amend the information accordingly and inform the parent/guardian in writing.

If, as a result of the hearing, the intermediate unit decides that the information is not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, the intermediate unit shall inform the parent/ guardian of the parent's/guardian's right to place in the student's records a statement commenting on the information and/or providing any reasons for disagreeing with the intermediate unit's decision.

Any explanation placed in the student's records shall be:

- Maintained by the intermediate unit as part of the student's records as long as the record or contested portion is maintained by the intermediate unit; and,
- Included with the record or contested portion if the record or contested portion are disclosed to any party.

### **Storage, Retention and Destruction of Information**

The intermediate unit shall store all education records and personally identifiable information of students receiving special education services in such a way as to protect the confidentiality and integrity of the records and information, prevent unauthorized access to and disclosure of records and information, and ensure compliance with other legal and regulatory requirements regarding records retention.

The intermediate unit shall maintain, for public inspection, a current listing of the names and positions of those intermediate unit employees who have access to personally identifiable information.

To comply with state compliance monitoring requirements, the intermediate unit shall maintain education records for students receiving special education services for at least six years. The intermediate unit shall inform parents/guardians when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. After notice, such information shall be destroyed upon parental request. No education record shall be destroyed if there is an outstanding request to inspect or review the record or if a litigation hold exists.

The intermediate unit may maintain a permanent record of the student's name, address, and phone number, his/her grades, attendance record, classes or programs attended, grade level or program completed, and year completed.

The intermediate unit shall ensure the destruction of education records in a manner that protects the confidentiality and privacy rights of the student and his/her family.

### **Disclosure to Third Parties**

The intermediate unit shall obtain written parental consent before disclosing personally identifiable information to parties other than intermediate unit officials with a legitimate educational interest or other educational institutions that provide special education services to the student for the purposes of meeting a requirement of law or regulation, unless the

information is contained in education records and the disclosure is permitted without parental consent under law and regulations. Parental consent must be obtained before personally identifiable information is released to officials of participating agencies providing or paying for transition services.

### **Delegation of Responsibility**

To maintain the confidentiality of the educational records and personally identifiable information of students with disabilities, the board designates the AIU executive director or designee to coordinate the intermediate unit's efforts to comply with this policy and applicable laws and regulations. All intermediate unit employees collecting or using personally identifiable information shall receive training or instruction regarding board policy, procedures, and state and federal law and regulations regarding confidentiality of education records and personally identifiable information.

*(Reference: AIU Policies 216 & 113.4)*

### **Individualized Education Plan (IEP)**

An Individualized Education Plan (IEP) is required for each student that attends the school. The plan is written by the IEP team that specifically describes the programs and services necessary for a free appropriate public education for the student with a disability. The student's educational program is reviewed every year at the IEP meeting, or more often if requested by any member of the IEP team. The team includes the student's teachers, administrators, related service providers, and parents/guardians. The parent/guardian will be notified in writing of the IEP meeting date. The IEP meeting date may be requested at a mutually agreed upon time. The parent/guardian may not choose to attend the IEP meeting, in which case the meeting can still be held. Further information about the IEP may be obtained by calling the principal.

### **Local Task Force**

The Local Task Force serves as a resource for children with all disabilities and their families in the 42 school districts in suburban Allegheny County. Their role is to communicate needs and problems to the appropriate sources.

Meetings are held the first Wednesday of every month except July and August at the Allegheny Intermediate Unit's Central Office at 475 East Waterfront Drive, Homestead, Pennsylvania 15120 at 7:00 p.m.

### **Media Release**

Occasionally the school receives requests to take pictures/video of students for possible publication in the media. Parent/Guardian permission is required. The school only honors requests from established news media and organizations interested in the welfare of our students. Throughout the school year, students may be involved in a variety of activities when images (video, photographs and other likenesses) of students may be captured. These images will be used for a variety of marketing, public relations, advocacy and other purposes. These likenesses may appear online, on television and/or in print form at any time. Although these images will not be sold, they may appear on the Allegheny Intermediate Unit's website, publications, social media pages as well as other owned media channels at any time into perpetuity. The image(s) may also appear on the website or social media pages of another organization. In addition, students may be interviewed in television and other news articles

appearing in a variety of online and traditional media. Parents/Guardians will be provided with a Photo/Video/Media Release Notice which will outline the specifics of this notice and ask for your acknowledgement.

### School Lunch

Our school participates in the Community Eligibility Provision (CEP). The provision is available to schools who participate in the National School Lunch and Breakfast Programs. Enrolled students are eligible to receive a nutritional breakfast and lunch every day at school at no charge to the parent/guardian. However, there will be charges for any ala carte items. A lunch menu will be sent home monthly. Students who bring their lunch may purchase milk and other a-la-cart items. Detailed information about the lunch program is sent home at the beginning of the school year.

### School Notices

Throughout the school year, students will be expected to hand carry notices, announcements and informational materials in notebooks for the purpose of facilitating communication between school and home. Please check backpacks/book bags daily. The school staff will do the same to facilitate home-school communications. Should you have any questions, please feel free to contact your child’s teacher.

### School Programs

The resident school district (home school district) is responsible for the education of all their resident students. However, the Allegheny Intermediate Unit delivers the special education programming for students attending Mon Valley, Pathfinder, and Sunrise Schools on behalf of the resident school district. The schools’ specialized programs are listed below.

<u>Mon Valley School</u>	<u>Pathfinder School</u>	<u>Sunrise School</u>
Autistic Support (AS) Emotional Support (ES) Life Skills Support (LSS) Physical Support (PS)	Autistic Support (AS) Multi-disabilities Support (MDS) Life Skills Support (LSS) Physical Support (PS) The PRIDE Program	Autistic Support (AS) Learning Support (LS) Multi-disabilities Support (MDS) Life Skills Support (LSS) The PRIDE Program
Special Area Classes (Art, Music, Physical Education)	Special Area Classes (Art, Music, Physical Education)	Special Area Classes (Art, Music, Physical Education)
Prevocational Programs: Buildings and Grounds Child Development Computer Science Diversified Auto Service/Tech Food Service Industrial Production and Maintenance	Prevocational Programs: Auto Detailing Buildings and Grounds Food Service Practical Assessment Exploration System (PAES) Warehouse and Delivery	Prevocational Programs: Buildings and Grounds Food Service Practical Assessment Exploration System (PAES)

Nurse's Aide  
Manufacturing and Design  
Materials Handling

## Security Procedures

To ensure the safety of students and staff, the school uses a security plan that includes the following features.

- Locked doors from the outside.
- Intercom system and security cameras installed in various locations including front doors.
- A process by which visitors must identify themselves and the purpose of business before they are given access to the building.

All visitors must report directly to the main office upon being granted entrance into the building. Any visitors that will be in the building for an extended period of time (IEP meetings, conferences, assemblies, student events, classroom visitations, observations, etc.) will be required to present their driver's license to be scanned into our visitor management system.

Once a driver's license is scanned, the system prints a badge that includes a photo, name of the visitor, time, date and destination of the visitor if there is no alert indicated in the database. The visitor badge is to be always worn by the visitor while in the building. The visitor must return to the main office to check out when leaving the building. The visitor badge must be returned to the secretary, who will then destroy it.

Visitors refusing to produce such ID or identifying information may be directed to leave the school as their identity cannot be verified.

## Student Information System – Parent Portal

Parents/guardians can access their child's grades, attendance, medical information and the school calendar through our Skyward Student Information System Parent Portal. The portal is also used to disseminate important guidelines and procedures detailed in the Parent-Student Handbook. Included are the following: Use of Internet, Medical Exclusions, School Security (Visitor Procedures), Student Transportation (Pick-up Authorization and Pick-up/Drop-Off Procedures), Attendance (Absences and Truancy), Media Release, Community-Based Instruction, Student Wellness (Nutrition Guidelines), and Directory Information (FERPA Notification). Parents who have students attending the Pathfinder School will be required to electronically sign permission for their child to use the swimming pool. Parents also need to complete important health forms that include vital information for the school nurses at the beginning of each year.

All new families will receive an email from [noreply@aiu3.net](mailto:noreply@aiu3.net) with the subject line Family Account Access Information with their Skyward login credentials. If parents/guardians have any questions concerning Skyward Parent Portal Accounts, please leave a message at 412-394-5817 or send an email to [sepsupport@aiu3.net](mailto:sepsupport@aiu3.net).

## Student Transportation

Transportation is provided by the school district of residence. Students are only released to parents/guardians indicated by emergency cards. The school must receive in writing permission



for anyone else to pick up the student. Students must ride buses specifically assigned to them and they may not ride buses from other districts. Students are expected to comply with all bus safety rules to ensure their safety as well as the safety of others. Any questions or problems with your child's transportation should be directed to the transportation officer from the school district of residence.

Students are not permitted to drive to school. Students who are transported to/from school by means other than that which is coordinated by the district of residence, must report to the office and sign in along with the person who transports the student. Students should not be dropped off and left unattended before 8:00 a.m. *[Also see Emergency Information Cards, under Health and Wellness.]*

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## Students' Rights

### Confidential Communications of Students

The AIU recognizes that written and oral communications between students and certain intermediate unit personnel must be confidential. Information received in confidence from a student may be revealed to the student's parent/guardian, designated administrator or other appropriate authority by the staff member who received the information when the health, welfare or safety of the student or other persons clearly is in jeopardy.

*(Reference: AIU Policy 207)*

### Hazing

Hazing is defined as any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation.

The AIU prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school grounds or outside of school hours. Students who have been subjected to hazing are to promptly report such incidents to the building administrator or program supervisor.

*(Reference: AIU Policy 247)*

### Student Complaint Process

The AIU recognizes that students have the right to request redress of complaints. In addition, the intermediate unit believes that the respect for established procedures is an important part of the educational process. Accordingly, individual and group complaints shall be recognized, and appropriate appeal procedures shall be provided.

School staff shall recognize the complaints of students. The student should first make the complaint known to the staff member most closely involved or, if none is identifiable, a teacher or other staff member known to the student; and they shall attempt to resolve the issue informally and directly. The complaint may then be submitted, in turn, to the building administrator or program supervisor, the AIU executive director and the board, with a suitable period of time allowed at each level for hearing of the complaint and preparation of a response.

*(Reference: AIU Policy 219)*

## Student Discipline

The AIU has established reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in school or intermediate unit programs during the time they are under the supervision of the intermediate unit, including while on school grounds, while present at any school function under the jurisdiction of the intermediate unit, and while traveling on a conveyance providing transportation to or from any school function under the jurisdiction of the intermediate unit.

Any student disciplined by an intermediate unit or district employee shall have the right to notice of the infraction. The intermediate unit shall take all steps required to comply with state and federal laws and regulations regarding student discipline and the discipline of students with disabilities.

*(Reference: AIU Policy 218)*

## Student Expression/Distribution and Posting of Materials

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth of Pennsylvania. The AIU respects the right of students to express themselves in words or symbols and to distribute and post materials in areas designated for posting as a part of that expression. The intermediate unit also recognizes that exercise of that right must be limited by the responsibility to maintain an orderly school environment and to protect the rights of all members of the school community. Students have the right to express themselves unless such expression is likely to or does materially or substantially interfere with the educational process, including school activities, schoolwork, or discipline and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights.

*(Reference: AIU Policy 220)*

## Surveys

No student shall be required to submit to a survey, analysis or evaluation that reveals protected information without consent for students under 18 years of age or written consent of emancipated students or those over 18 years of age.

Parents/Guardians shall be informed of their right to have their child excluded from any research studies or surveys conducted by entities other than a school entity without prior consent.

*(Reference: AIU Policies 235.1 & 235.2)*





## Mon Valley School Behavior Expectations Matrix

	Hallway	Cafeteria	Bathroom	Classroom	Arrival/Dismissal	Media Center/Computer
<b>I am Respectful!</b>	Use voice level 1 and kind words	Use voice level 2 and kind words	Use voice level 1 and kind words	Use kind words	Use voice level 1 and kind words	Use voice level 1 and kind words  Sign out books and use book return system
<b>I am Responsible!</b>	Walk to assigned area  Follow staff directions the first time	Walk to and stay in assigned area  Follow staff directions the first time  Keep area clean	Keep area clean  "Go, flush, wash, leave"	Follow staff directions the first time  Stay in assigned area and keep clean	Follow staff directions the first time  Walk directly to assigned area	Follow staff directions the first time  Walk to and stay in assigned area  Keep food and drink away from books or computers  Use books and technology correctly
<b>I am Safe!</b>	Keep body and objects to self	Keep body and objects to self	Keep body and objects to self	Keep body and objects to self	Keep body and objects to self	Keep body and objects to self



## Pathfinder PAWS Behavior Expectations Matrix

	Bus/Arrival	Classroom/ Special Areas	Hallways	Cafeteria	Activities/ Assemblies	CBIs/Work	Dismissal/Bus
Positive	<ul style="list-style-type: none"> <li>-Greet your driver/monitor and friends</li> <li>-Hands/feet/objects to self at all times</li> <li>-Be respectful of others</li> <li>-Follow bus safety rules</li> </ul>	<ul style="list-style-type: none"> <li>-Always do your best</li> <li>-Be respectful of others</li> <li>-Cooperate with others</li> </ul>	<ul style="list-style-type: none"> <li>-Be respectful of others and be patient</li> <li>-Smile and greet others</li> </ul>	<ul style="list-style-type: none"> <li>-Use good table manners (says please, thank you, excuse me, chew with mouth closed)</li> <li>-Be respectful of others</li> </ul>	<ul style="list-style-type: none"> <li>-Shows kindness and PAWS behaviors</li> <li>-Claps for and thanks presenter</li> <li>-Be respectful of others</li> </ul>	<ul style="list-style-type: none"> <li>-Be respectful of others</li> <li>-Smile and be polite to co-workers and customers</li> <li>-Cooperate with co-workers</li> </ul>	<ul style="list-style-type: none"> <li>-Greet your driver/monitor and friends</li> <li>-Hands/feet/objects to self at all times</li> <li>-Be respectful of others</li> <li>-Follow bus safety rules</li> </ul>
Attentive	<ul style="list-style-type: none"> <li>-Report immediately to assigned location(s)</li> <li>-Follow adult directions</li> <li>-Be aware of surroundings</li> </ul>	<ul style="list-style-type: none"> <li>-Focus on teacher and follow directions</li> <li>-Be a good listener</li> </ul>	<ul style="list-style-type: none"> <li>-Be prepared to move with adults when bell rings</li> <li>-Have all materials needed for next class</li> <li>-Be aware of surroundings and other people</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive with class</li> <li>-Listen to cafeteria staff when making food choices</li> <li>-Be a good listener when sitting with your friends</li> <li>-Eat in a careful way</li> </ul>	<ul style="list-style-type: none"> <li>-Focus on presenter (listening ears, watching eyes)</li> </ul>	<ul style="list-style-type: none"> <li>-Listen to your teacher/WBLC</li> <li>-Pay attention to the details of the job</li> </ul>	<ul style="list-style-type: none"> <li>-Report immediately to bus when called</li> <li>-Follow adult directions</li> <li>-Be aware of surroundings</li> </ul>
Work Hard	<ul style="list-style-type: none"> <li>-Get to assigned location promptly</li> </ul>	<ul style="list-style-type: none"> <li>-Complete assigned work</li> <li>-Actively participate in class</li> <li>-Use time wisely</li> </ul>	<ul style="list-style-type: none"> <li>-Treat lockers/hall displays with care</li> <li>-Get to class on time</li> </ul>	<ul style="list-style-type: none"> <li>-Work on communication skills with peers</li> <li>-Focus on good eating habits</li> </ul>	<ul style="list-style-type: none"> <li>-Actively participate when requested</li> </ul>	<ul style="list-style-type: none"> <li>-Follow the expectations of the job/CBI</li> </ul>	<ul style="list-style-type: none"> <li>-Get to assigned bus promptly</li> </ul>
Self-Control	<ul style="list-style-type: none"> <li>-Remain on bus until staff come out of building</li> <li>-Walk quietly into the building using safe hands/feet</li> </ul>	<ul style="list-style-type: none"> <li>-Remain in assigned area for entire period</li> <li>-Hands/feet/objects to self at all times</li> <li>-Respect school/teacher property (furniture equipment, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>-Remain with class during class change</li> <li>-Stay to the right side of the hallway</li> <li>-Walk at all times</li> <li>-Respect personal space/property of others</li> </ul>	<ul style="list-style-type: none"> <li>-Remain at assigned table during the entire lunch period</li> <li>-Hands/feet/objects/Food to self at all times</li> <li>-Use your inside voice</li> </ul>	<ul style="list-style-type: none"> <li>-Remain in assigned area for entire presentation/period</li> <li>-Hands/feet/objects to self at all times</li> <li>-Listen to the presenter</li> </ul>	<ul style="list-style-type: none"> <li>-Remain with instructor during entire activity/period</li> <li>-Hands/feet/objects to self at all times</li> <li>-Listen to your supervisor/teacher and accept constructive criticism</li> </ul>	<ul style="list-style-type: none"> <li>-Remain in area until bus is called</li> <li>-Walk quietly out of the building and onto the bus using safe hands/feet</li> </ul>



## Sunrise Eagles SOAR Behavior Matrix

	Arrival	Classroom	Hallways	Cafeteria	Activities/ Assemblies	Outings/Work	Dismissal
Stay Safe	<ul style="list-style-type: none"> <li>-Remain on bus until staff come out of building</li> <li>-Walk into the building</li> <li>-Report unsafe/bullying behavior to an adult</li> </ul>	<ul style="list-style-type: none"> <li>-Remain in assigned area for entire period</li> <li>-Hands/feet/objects to self at all times</li> <li>-Respect school/teacher property (furniture equipment, etc.)</li> <li>-Report unsafe/bullying behavior to an adult</li> </ul>	<ul style="list-style-type: none"> <li>-Remain with class during change</li> <li>-Stay to the right side of the hallway</li> <li>-Walk at all times</li> <li>-Carry hall pass when not with group</li> <li>-Respect personal space/property of others</li> <li>-Report unsafe/bullying behavior to an adult</li> </ul>	<ul style="list-style-type: none"> <li>-Remain at assigned table during the entire lunch period</li> <li>-Hands/feet/objects/food to self at all times</li> <li>-Report unsafe/bullying behavior to an adult</li> </ul>	<ul style="list-style-type: none"> <li>-Remain in assigned area for entire presentation/period</li> <li>-Hands/feet/objects to self at all times</li> <li>-Report unsafe/bullying behavior to an adult</li> </ul>	<ul style="list-style-type: none"> <li>-Remain with instructor during entire activity/period -</li> <li>Hands/feet/objects to self at all times</li> <li>-Report unsafe/bullying behavior to an adult</li> </ul>	<ul style="list-style-type: none"> <li>-Remain in area until bus is called</li> <li>-Walk directly out of the building to bus it called</li> <li>-Report unsafe/bullying behavior to an adult</li> </ul>
On Time / Prepared	<ul style="list-style-type: none"> <li>-Report immediately to assigned location(s)</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive with class</li> <li>-Focus on teacher and follow directions</li> <li>-Complete assigned work</li> </ul>	<ul style="list-style-type: none"> <li>-Be prepared to move with adults when bell rings</li> <li>-Have all materials needed for next class</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive with class, accompanied with an adult</li> </ul>	<ul style="list-style-type: none"> <li>-Arrive with class, accompanied with an adult.</li> <li>-Attention on presenter</li> </ul>	<ul style="list-style-type: none"> <li>-Report to assigned location</li> </ul>	<ul style="list-style-type: none"> <li>-Report immediately to bus when called</li> </ul>
Accept Responsibility	<ul style="list-style-type: none"> <li>-Follow staff directions the first time given</li> <li>-Accept redirection without arguing</li> </ul>	<ul style="list-style-type: none"> <li>-Follow staff directions the first time given</li> <li>-Accept redirection without arguing</li> <li>-Actively participate</li> </ul>	<ul style="list-style-type: none"> <li>-Follow staff directions the first time given</li> <li>-Accept redirection without arguing</li> </ul>	<ul style="list-style-type: none"> <li>-Follow staff directions the first time given</li> <li>-Accept redirection without arguing</li> <li>-Keep area clean</li> <li>-Eat a healthy lunch</li> </ul>	<ul style="list-style-type: none"> <li>-Follow staff directions the first time given</li> <li>-Accept redirection without arguing</li> </ul>	<ul style="list-style-type: none"> <li>-Follow staff directions the first time given</li> <li>-Accept redirection without arguing</li> </ul>	<ul style="list-style-type: none"> <li>-Follow staff directions the first time given</li> <li>-Accept redirection without arguing</li> </ul>
Respect Students/Staff	<ul style="list-style-type: none"> <li>-Use quiet voice</li> <li>-Use respectful language</li> </ul>	<ul style="list-style-type: none"> <li>-Allow others to learn</li> <li>-Use respectful language</li> <li>-Listen while others are speaking</li> </ul>	<ul style="list-style-type: none"> <li>-Use quiet voice</li> <li>-Respect school displays (art work)</li> <li>-Use respectful language</li> </ul>	<ul style="list-style-type: none"> <li>-Use quiet voice</li> <li>-Use respectful language</li> </ul>	<ul style="list-style-type: none"> <li>-Allow others to learn</li> <li>-Use respectful language</li> <li>-Actively listen</li> <li>-Respect speaker</li> </ul>	<ul style="list-style-type: none"> <li>-Allow others to learn</li> <li>-Use respectful language</li> </ul>	<ul style="list-style-type: none"> <li>-Remain quiet during bus announcements</li> <li>-Use respectful language</li> </ul>

# Allegheny Intermediate Unit - Special Education Schools

## 2024-2025 School Calendar

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					4	4

September 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
					20	24

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
					23	47

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					16	63

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
					15	78

January 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
					21	99

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
					18	117

March 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31				21	138

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
					19	157

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
					20	177

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
					4	181

Student Arrival 8:20 AM (8:30 AM MV)  
 Student Dismissal 2:30 PM (2:40 PM MV)

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Staff Hours 8:00 AM to 3:30 PM

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**Open House Times: 5:00 to 7:00 PM**

**Open House Dates:**  
 Mon Valley: September 24  
 Pathfinder: September 25  
 Sunrise: September 26

- School Closed - Students and Staff
- IEP Writing Day (No Students)
- Clerical Day (No Students) (No PCAs)

- Professional Development Day (No Students)
- 2-Hour Delay for Students (Start 10:30 AM)
- School Closed

- Student First Day/Last Day
- End of Grading Period

- August 21, 22, and 23 - Professional Development (No Students)
- August 26 - Clerical Day (No PCAs)
- September 2 - School Closed (Labor Day)
- September 25 - 2-Hour Delay for Students/Prof. Dev. For Staff
- October 23 - 2-Hour Delay for Students/Prof. Dev. For Staff
- November 4 - IEP Writing Day (No Students) (No AIU FT Paras/WBLCs/PCAs)
- November 5 - Clerical Day (No Students) (No PCAs)
- November 27, 28, and 29 - School Closed (Thanksgiving Break)
- December 23 through January 1 - School Closed (Winter Break)
- January 20 - School Closed (MLK Day)

- January 29 - 2-Hour Delay for Students/Prof. Dev. For Staff
- February 17 - School Closed (Presidents Day)
- February 18 - Professional Development (No Students)
- March 5 - 2-Hour Delay for Students/Prof. Dev. For Staff
- April 17, 18, and 21 - School Closed (Spring Break)
- May 20 - IEP Writing Day (No PCAs)
- May 26 - School Closed (Memorial Day)
- June 3 - Sunrise Graduation
- June 2 - Mon Valley Graduation     June 4 - Pathfinder Graduation
- June 6 - Clerical Day (No PCAs)



## Antidiscrimination Statements

### **For Students:**

The AIU Board of Directors declares it to be the policy of the Intermediate Unit to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered by the Intermediate Unit without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, gender identity or expression, ancestry, place of birth, national origin, marital status, familial status, pregnancy, handicap/disability, the use of a guide or support animal because of blindness, deafness or physical handicap, or status as a handler or trainer of support or guide animals. The Board also declares it to be the policy of this Intermediate Unit to comply with federal law and regulations under Title IX of the Education Amendments of 1972 that prohibit sexual harassment, which is a form of unlawful discrimination on the basis of sex. Inquiries regarding the application of Title IX to the Intermediate Unit may be referred to the Title IX Coordinator/Compliance Officer, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The Intermediate Unit is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students admission, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including sexual harassment as defined by Title IX. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the Intermediate Unit and is prohibited at or, in the course of, Intermediate Unit-sponsored programs or activities, including transportation to or from school or school-sponsored activities. Violations of this policy, including acts of retaliation, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.

A complete copy of AIU Board Policy 103, Discrimination/Title IX Sexual Harassment Affecting Students, is available at [aiu3.net/discrimination](http://aiu3.net/discrimination). Policy 103 includes information about the AIU's grievance procedures and grievance process, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the AIU will respond.

Any person may report discrimination, including sex discrimination and sexual harassment as defined by Title IX, in person, by mail, by telephone, or by electronic mail, at any time (including during non-business hours), to the AIU's Title IX Coordinator/Compliance Officer:

Erin Koebel  
Director of Human Resources and Labor Relations, Title IX Coordinator  
Allegheny Intermediate Unit  
475 East Waterfront Drive  
Homestead, PA 15120  
412-394-5957  
[compliance@aiu3.net](mailto:compliance@aiu3.net)