



**2020-21 Parent Handbook**  
*Preschool*



# PRESCHOOL PARENT HANDBOOK

## 2020-2021

Printed August 2020

*The Capital Area Intermediate Unit shall maintain an educational and work climate free from discrimination based on race; color; religious creed; ancestry; age; sex; national origin; non-job related handicap or disability; use of a guide or support animal because of blindness, deafness or physical handicap; marital status or sexual orientation, as required by Title VI of the Civil Rights Act of 1964, Title IX of the 1972 Educational Amendment, Section 504 of the Rehabilitation Act of 1973, and the Pennsylvania Human Relations Act of 1955 as amended, should be sent to the following individuals:*

*Inquiries related to program/activities: Alicia M. McDonald, Director of Student Services  
CAIU, 55 Miller Street, Enola, PA 17025-1640.*

*Inquiries related to employment: Irma Baughman, Human Resources Manager  
CAIU, 55 Miller Street, Enola, PA 17025-1640.*

## FOREWORD

Dear Parents,

Welcome to the 2020-2021 school year. We are looking forward to providing educational services to your child and seeing the learning and growth that takes place over the course of the year.

To address some of the new requirements and expectations related to the Covid-19 Pandemic, our Health & Safety Planning and our preparations for possible transitions from in-person to virtual instructional environments, additional information has been added throughout this handbook. New information related to Covid-19 is in **RED** throughout the document. It is very important to us that we do everything we can to provide a safe and dependable learning environment for your children, our staff, and you.

Please take a few moments to review all of this carefully and reach out to your child's teacher, program supervisor, or me with any questions.

This Handbook has been prepared to help you with the important task of ensuring that your child has a successful educational experience with the Capital Area Intermediate Unit.

We hope this information provides answers to your questions and helps you participate in your child's education. If you have any feedback about how we can make this Handbook more useful, please do not hesitate to contact us.

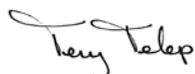
We would like you to familiarize yourself with the contents of this Handbook. It should answer most of the questions you have about the various policies and procedures of the Capital Area Intermediate Unit. If you have any questions about this Handbook or about your child's program or services, please feel free to contact your child's teacher, therapist, program supervisor, or our office. We look forward to working closely with you throughout the coming school year.

Best wishes for a successful preschool year!

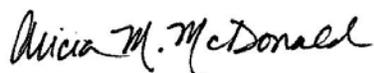
Sincerely,



Eric Bostick, Preschool Program Supervisor



Terry Telep, Preschool Program Supervisor



Alicia M. McDonald, Director of Student Services

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## CAIU and District Policies

Some Intermediate Unit classes are placed in school district buildings, and the CAIU and district policies are followed. You may review Capital Area Intermediate Unit policies upon request by calling Ms. Alicia M. McDonald at the Enola location: 732-8400, ext. 8512.

## Educational Records

The CAIU is required by law to maintain educational records of all children we serve and to protect the confidentiality of those records. Education records are those records that are directly related to the child, including computer media and videotape, which are maintained by the CAIU or by a party acting for the CAIU.

The CAIU views the confidentiality of your child's educational records as a solemn responsibility. You have a number of legal rights related to access, disclosure, and destruction concerning your child's educational records. Records, hard copy or digital format, will be destroyed seven (7) years after ending date of service. To access your rights or child's educational records, contact Alicia M. McDonald at 717-732-8400, ext. 8362 or submit your request in writing to the CAIU address on the first page.

*CAIU Board Policy 216*

## Withdrawals and Transfers

When a child is to be withdrawn due to a family move, parents should notify the child's Intermediate Unit teacher with the following information two weeks before the move. Please notify the teacher with:

- exact date of the withdrawal.
- new address.
- the name of the school district or intermediate unit the student will enter.

## Moving

If the family moves but the child remains in the Capital Area Intermediate Unit, please notify your child's teacher at least two weeks in advance of your move.

## Emergency Information

Your child's teacher and bus driver will ask you to complete an *INFORMATION FORM* at the beginning of the school year. Please return this form immediately. This information is needed so that you can be notified if your child becomes ill or is involved in an accident. Be sure to note if your child has any allergies to food, medicine, insect bites, etc., and also note how to care for any allergies. The family is responsible for notifying the school as soon as any information on the form changes. **Also, please be aware that in the event an emergency occurs that requires your child to be transported to a hospital by ambulance, the CAIU is not responsible for the cost of ambulance services.**

Please make sure to regularly update emergency contacts and numbers. If a student shows symptoms of Covid-19 during the school day, they will be isolated, you will be contacted, and expected to immediately arrange to pick-up and transport your child home or to your medical provider.

Anyone other than the parent or legal guardian who has the parent/guardian written permission to

remove the student from school grounds must be age 18 or older and will be required to show additional identification before the student will be released to them. If a request is called in, the parent or guardian must supply the name of the person picking up the student and verify the name by phone. This procedure is for the safety and protection of all of our students.

## Publicity

The Capital Area Intermediate Unit (CAIU) likes to celebrate the achievements of our students and staff. Throughout the year, authorized school personnel may take photographs of or digitally record students and school activities for use in various CAIU materials including, but not limited to, the CAIU website and other social media, newsletters, yearbooks, brochures, and calendars. The CAIU, at times, may also publicize student work. Additionally, these images may be used within the CAIU for educational purposes and/or used outside of the CAIU for teacher training by colleges, other Intermediate Units, School Districts or other educational, service, or support agencies. The CAIU will not disclose personally identifiable information when publishing student photographs or digital recordings for the purposes described above.

Parents/guardians who **do not** want their child's photographs or digital recordings used must complete the opt-out form on an annual basis.

## Parent Involvement

Parent participation in meetings (e.g., evaluation team or IEP team meetings) and ongoing parent-school contact are critical to your child's success in school. We encourage you to maintain regular communication with your child's teacher. To prepare for meetings about your child, it is helpful if you review and bring with you information from school, medical information, or information from other agencies about your child.

Never hesitate to ask questions about your child's program. Also, please let your child's teacher or program supervisor know if you need assistance preparing for or attending meetings, access to records, contact with CAIU staff, or other support to ensure your active and meaningful participation in your child's educational program.

## Parent Request to View Instructional Materials

Upon written request to the building/program supervisor, the CAIU will make existing information about curriculum, academic standards, materials and assessments available for parental review. Please contact your child's program supervisor via email or in writing to detail the specific nature and focus of your request. For more information, see *CAIU Board Policy 105.1*.

## Visitation

**During the Covid-19 pandemic period, visitors are not allowed in our buildings or classrooms. If you have a visitation need or request, please contact your child's program supervisor to work to create alternate opportunities for communication and sharing.**

Parents are most welcome and are urged to visit their child's school. We ask, however, that you contact your child's teacher at least one day in advance of making a visit. All visitors, other than staff personnel, must give advance notice of their intent to visit and first have permission from the program supervisor. The program supervisor will make arrangements with the teacher prior to the visit.

Visitors to Capital Area Intermediate Unit centers must sign in and out of the building in the visitor's registry at the building office. A visitor to a classroom housed in a district building must sign a visitor's registry kept in the school's office.

During a visit, if you have questions about the class or about your child's education, please wait until the school day is over or schedule a parent-teacher conference. This will avoid disrupting the educational program.

*CAIU Board Policy 907*

## **Emergency Procedures**

The CAIU has developed extensive emergency procedures to provide for the safety and welfare of all children and staff in various situations. These include specific preventative measures and responses (such as evacuation) to crises such as weather events, earthquakes, bomb threats, intruders, radiological emergencies, fire, and a number of other situations. Procedures are in written manuals as well as in quick reference flip charts available in each classroom and school, and in emergency preparedness software.

At any time during an emergency, you may obtain information about your child's class by phoning the Enola Office at 717-732-8400. If you would like a copy of or more information about emergency procedures, contact Dr. Andria Saia, at 717-732-8400, ext. 8633.

If you would like specific information about our Covid-19 Health & Safety Planning, please go to <https://www.caiu.org/coronavirus> to review the CAIU or Programmatic Plans. If you have any questions, please contact your child's program supervisor.

## **School Closings and Early Dismissal**

In the event that a classroom or building is required to close due to Covid-19, you will be contacted via our Emergency Outreach automated call and texting system. You may also be contacted by other CAIU staff to confirm receipt and information. If a classroom or building has to close due to Covid-19, we will shift from in-person learning to virtual instruction and you will receive details from your child's teacher.

In the event of a weather emergency, listen to local radio and TV stations for the school district announcement where your class is located/assigned (refer to the Emergency Weather Procedure Letter). If you are unsure of the school district, please refer to the school calendar you received with your child's assignment letter prior to the start of school. Contact your child's teacher if you have any questions about which district announcement you follow. Only in the case of an extreme or unusual emergency will you hear an announcement regarding CAIU transportation or classes.

If weather and road conditions are a problem in your local area but not a problem in other areas, you will be contacted by your child's bus driver and told that transportation for the day is delayed or canceled.

### ***Delays***

Please note the following procedures that will apply in the event of a weather emergency requiring a delay in the opening of the school day.

1. Parents who are transporting their child(ren) are asked not to bring the child(ren) to school before the time designated for the delay.
2. CAIU students who attend school only in the AM will not be transported to their AM classes.

### ***Emergency School Closing During the Day***

In all cases of an emergency closing during the school day, notification will be forwarded from the Enola office. For this reason, it is critical that your child's teacher have current phone numbers should you need to be reached at any time during the day.

### ***Make-up Days***

Make-up days are only scheduled when an entire school day has been canceled. Your child's teacher or therapist will inform you when make-up days are scheduled.

### ***Early Dismissal***

Our general policy is that we do not dismiss CAIU classes early, even if the district to which a CAIU class is assigned does so. We must ensure as much instructional time for students as possible. Remember, most classes have students from multiple districts, who may or may not be dismissing early on any given day.

The exception to the above rule is for safety; for example, if a district will be dismissing all students and staff from a building, we will dismiss CAIU classes in that building as well. This typically happens before a holiday.

## **Transportation**

CAIU staff work with your school district to try to determine the most appropriate means for each student to get to and from school.

If your child is transported by the CAIU, the driver will contact you prior to the start of school with your child's pick up and drop off times. If your child's transportation is provided by your home district, please contact your district transportation office for information.

1. Have your child ready to board the bus on time. The vehicle may arrive 10 minutes before and up to 10 minutes after your scheduled time, depending upon traffic conditions.
2. The driver will give you contact phone numbers to call when your child is unable to attend school. Please contact your driver or his/her supervisor at one of these numbers each day your child is unable to attend. If you are unable to contact them, you are urged to contact the transportation office. The transportation office hours are 6:45 a.m. to 3:30 p.m. There is a 24-hour answering system at which you may leave a message. Transportation can be reached at 1-800-244-2425, ext. 8410 or 8411 or locally at 732-8410 or 8411.
3. Due to the physical or emotional challenges of some of the children transported by the CAIU, it is important that a dependable person (parent/guardian) be home when the vehicle arrives in the morning and in the afternoon.
4. Your child must be careful when approaching the vehicle. He/she should wait until the vehicle is completely stopped before boarding. If he/she cannot walk, the parent/guardian must assist him/her to and from the vehicle. Siblings and pets should stay away from the vehicle.
5. Keep your driver informed of any physical or emotional problems your child may have that may warrant extra precaution or special attention. Keep the driver informed of any change during the year that may affect your child's behavior.
6. Help the driver by informing your child on the importance of good behavior while riding in the

vehicle.

7. Parents will be required to pay for damages intentionally caused to the vehicle by their child.
8. Transportation is a privilege. When it is decided that your child's behavior is detrimental to the health and safety of himself/herself, other students, and/or the driver, his/her privileges could be lost.
9. If seat belts are available in a vehicle they must be worn at all times while the vehicle is in motion.
10. Car seats and booster seats are provided by the CAIU transportation department.

### ***Transportation Rules***

Drivers are responsible for vehicle and passenger safety. Students should behave in a way that encourages the well-being and safety of all. The vehicle that transports a student to and from school is considered an extension of the classroom. As such, the good behavior expected in the classroom is also expected during their ride to and from school.

### ***Routing and Scheduling***

Each child's transportation will begin and end at the same location each day of the week. Exceptions to this must be arranged through the transportation office. An exception will be considered if the parent/guardian has arranged for an alternate stop to a sitter or latch-key program in the morning and/or afternoon. The alternate stop must be for each day of the week and within a reasonable distance of the child's regular route. The transportation supervisor will determine what constitutes a "reasonable distance" based on an examination of all factors involved. Questions concerning bus routes and schedules should be directed to the CAIU Transportation Office.

### **Educational Trips**

Educational trips are permitted by the Capital Area Intermediate Unit to supplement the child's classwork. Your written permission is necessary for your child to participate in educational trips.

### **Know Your Rights**

You and your child have a number of rights under both federal and Pennsylvania statutes and regulations, especially if your child has a disability. If your child is protected under special education statutes and regulations, you will receive copies of a document called "Procedural Safeguards Notice." This document describes your special education rights in a comprehensive manner and provides agency contacts if you need assistance. It is very important that you understand and take advantage of the statutory and regulatory protections available to you and your child in order to ensure that he or she receives the necessary educational programs and services.

Your child's teacher or the supervisor of your child's program can explain your rights to you. Copies of relevant statutes and regulations are available from the CAIU Preschool Program office at 717-732-8400, ext. 8619.

### **Child Find**

Each school district (for school age children) and the CAIU (for preschool age children) must establish procedures to make sure that all children with disabilities are located, identified, and evaluated. These procedures are generally known as "child find." Parents who suspect that their school age child may

have a disability (or disabilities), and therefore needs special education, should contact their district of residence and request a multidisciplinary evaluation. Parents who suspect that their preschool age child (3 to school age) may have a disability (or disabilities), and therefore needs special education, should contact Eric Bostick, CAIU Preschool Supervisor, at 717-732-8400, ext. 8619.

## Surrogate Parents

A surrogate parent is someone who may assume the responsibilities in matters relating to the **identification, evaluation, and educational placement** of students for whom no parent or guardian can be identified, if their whereabouts are unknown, or if the child is a ward of the state. Surrogate parents are volunteers who are trained by the intermediate unit to serve in this capacity. To qualify as a surrogate parent you must meet the following qualifications:

- Be a volunteer.
- Be a person of good character.
- Be at least 18 years old.
- Possess reasonable abilities to make a decision concerning a student's educational needs.
- Be committed to acquaint yourself with the person's educational needs and with the Pennsylvania educational system.
- Have no vested interest that would conflict with the primary allegiance to the child you would represent.

Duties of a surrogate parent include becoming familiar with special education regulations, being involved in the MDE/IEP process, and receiving notifications regarding evaluation and/or placement of the student. If you or someone you know has an interest in serving as a surrogate parent, contact Margaret Taylor-Makuch at 732-8400, ext. 8336, for additional information.

## Health Insurance

Students eligible for Supplemental Social Security Income (SSI) are automatically eligible for a medical assistance card. In addition, students who meet SSI requirements for disability but exceed family income limits can qualify for a Medical Assistance (M.A.) card based on their own income. Contact Rosemary Braught, 732-8400, ext. 8514, for more information.

Free health insurance is available for children ages 0-13 to families whose income is up to 185% of the federal poverty guidelines. Low cost insurance is available for children ages 0-6 when family income is up to 235% of the poverty guidelines. Contact Vickie Armstrong, 732-8400, ext. 8512, for further information.

## Preschool School Health Services

### **General School Health Guidelines**

Please see Covid-19 specific guidance for information about daily monitoring and screening for your child. We ask that you check your child's temperature, possible Covid-19 exposures, and symptoms DAILY before sending him or her to school.

If your child meets any of the following criteria, **please DO NOT send your child to school.** Please call to inform the school of the absence and seek any appropriate medical treatment.

- Temperature greater than 100.4 °F
- Exposed to someone with Covid-19
- One or more of the following symptoms: Fever (100.4 or higher), Persistent cough, Shortness of breath, Difficulty breathing.
- Two or more of the following symptoms: sore throat, runny nose/congestion, chills, new lack of smell or taste, muscle pain, nausea or vomiting, headache, diarrhea

Unless there is a documented medical reason, your child is required to wear a face covering on transportation and in school. Please send TWO masks or face coverings with your child each day. We will have masks and face coverings available in school should they be needed.

Parents should **not** send a sick child to school. If your child shows any of the following symptoms: fever, diarrhea, upset stomach, nausea, vomiting, earache, questionable skin rashes, inflamed eyes or severe head or chest cold, please keep him/her home. If a child becomes sick during the school day and must return home, parents are expected to provide or arrange for transportation from the school to home. **The child should not return to school until they have been symptom free without the use of fever reducing medications for 24 hours.**

- A. Any child suspected of suffering from a contagious condition such as impetigo, pink eye, or scabies, ring worm, or any questionable rash will be excluded from school until written notification of treatment and clearance to return to school is provided by his/her physician.
- B. Any child with nits or head lice will be sent home from school and is permitted to return only after successful treatment. Upon returning to school, the child needs to be transported to school by the parent and checked by the school nurse and/or designated staff prior to reentry to his/her classroom. The child will be readmitted to school and transportation services when he/she has been cleared for reentry by the school nurse or designated staff.
- C. If your child is absent due to illness for more than three days, a doctor's excuse is required.

#### **Medication Policy** CAIU Board Policy 210

- A. To the extent possible, school personnel encourage parents to administer medication at home before school, immediately after school, and at bedtime, unless otherwise specified by the physician.
- B. If medication needs to be administered in school, it will be administered by the direct written order of the physician and the written request of the parents/guardians.
- C. The physician's direct written order must appear on the CAIU Authorization for Medications Form, CAIU IHP Form, physician's letterhead or physician's prescription form indicating:
  1. The name of the student.
  2. The name of the medication.
  3. The dosage of the medication.
  4. The time at which or special conditions under which the medication shall be given.
  5. The period during which the medication can be given, if indicated.
- D. The medication must be in an original pharmacy container labeled with the student's name, name of medication, instructions for administration, and physician's name.
- E. Parents/guardians must have provided permission to administer medication via the STUDENT INFORMATION FORM (provided at enrollment).

- F. A parent/guardian is responsible for ensuring that the CAIU/school district nurse receives the medication and/or appropriate equipment necessary for implementing the administration/procedure prescribed by physician. The parent/guardian may enlist a responsible adult to assist with the delivery of said items to the Intermediate Unit/school district nurse. At the conclusion of the school year, unused medication and/or equipment shall be returned to the student's parent/guardian. The CAIU/school district nurse will contact the parent/guardian to determine how this will occur.

## **Drug and Alcohol Policy**

Within the Capital Area Intermediate Unit, prevention and/or prohibition of drug use and possession occur through a three-faceted program, including (1) education, (2) prevention in school climate, and (3) intervention. The guidelines incorporated in this policy have been formulated for the effective enforcement of this policy in a fair and consistent manner. Early intervention and referral of a student evidencing a problem with chemical abuse or dependency will be the primary goals. Discipline procedures will be administered with the best interests of the student and student body in mind.

The following shall constitute a violation of this policy: possession and/or intent to distribute any illegal, controlled or mood-altering substance, drug, chemical, medication, abuse chemical, or look-alike thereof, or drug paraphernalia not approved by the health office, on school property, at or during any school or school-sponsored activity or event, on school buses and enroute to and from school by any mode of travel. Discipline procedures will vary depending on the offense, but in all cases when a student is caught in the possession of drugs or paraphernalia or is selling or dispensing a drug, the law enforcement authorities will be contacted and presented with all evidence and circumstances pertaining to the incident.

## **Possession of Tobacco**

Possessing or using tobacco products on school property is prohibited by CAIU Policy and Pennsylvania law. This includes any time at or during any school-sponsored or school-related function, activity or event. School property includes school buildings, school buses, property owned by, leased by, occupied by, or under the control of the the Capital Area Intermediate Unit. Tobacco includes a lighted or unlighted cigarette, cigar and pipe; other lighted or unlighted smoking product; electronic cigarettes; vapor producing instruments; and smokeliess tobacco in any form. Violation may result in in-school suspension, out-of-school suspension, or prosecution before a district justice resulting in a fine up to \$50 plus court costs.

*CAIU Board Policy 222*

## **Discipline**

The Capital Area Intermediate Unit Board of Directors has adopted a student discipline policy which provides guidelines for suspension and exclusion from school. The safety of children, staff, and other personnel is a primary concern of the Capital Area Intermediate Unit. All students are entitled to the opportunity to learn in a safe and secure environment. Rights regarding student discipline and suspension are outlined in the *Procedural Safeguards Notice* parents receive when Multidisciplinary Evaluations or IEP Meetings are held, as well as in the CAIU policy regarding discipline. This policy is available to all parents upon request from the CAIU Student Services office, 732-8400, ext. 8382 or 8585.

*CAIU Board Policy 218*

Although, in most cases, children cannot have their placement changed without parental consent, the

following exceptions exist:

- If a student brings a weapon to school (or utilizes an object as a weapon).
- If a student knowingly possesses or uses illegal drugs at school or at a school function or knowingly sells or solicits illegal drugs/controlled substances at school or at a school function. In these cases, the appropriate school official may remove the student to an alternative setting for up to 45 days, during which time the IEP team must decide a future course of action.

**Restraint** - The CAIU staff is trained and certified to use restraint techniques in **Safety Care Training** to respond to/control acute or episodic aggressive behavior only when the student is acting in a manner as to be a clear and present danger to himself/herself, to other students or to staff, and only when less restrictive measures and techniques have proven to be less effective. Should restraint techniques be used, the CAIU will notify the child's parents and set up a meeting time with the IEP team.

## Damage or Destruction of School Property

In the event a student intentionally destroys or damages Intermediate Unit property, financial liability may be imposed on the parent or guardian of any student under the age of eighteen (18) to pay the reasonable cost of either repair or replacement of said property.

*CAIU Board Policy 224*

## Sexual Harassment - Students

It is the policy of the Capital Area Intermediate Unit that all students should enjoy a learning environment free from all forms of discrimination, including sexual harassment. No student, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Any student who thinks he/she is the victim of sexual harassment from another student should report the incident immediately to his/her teacher, head teacher, social worker, or school psychologist.

If a student thinks that he/she is the victim of sexual harassment from an employee of the Capital Area Intermediate Unit, the incident should be reported by the student or student's parent/guardian to one of the persons noted above or to Irma Baughman, Human Resources Manager, 717-732-8455, at the Enola Office.

*CAIU Board Policy 248*

## Confidentiality

All records that are directly related to an individual child are called educational records and are maintained by the local school district. Information contained in these records such as the child's name, the name of the child's parents or other family member, the address of the child or his/her family, a personal identifier such as social security number, or a list of characteristics or information that would make the child's identity easily traceable is called *personally identifiable information*.

Each school district, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and other applicable federal and state laws, protects the confidentiality of *personally identifiable information* regarding students that are identified as children with disabilities and eligible for special education services and as protected handicapped students. The school district protects the personally identifiable information by having one school official being responsible for ensuring the confidentiality of the records, training being provided to all persons using the information, and maintaining for public inspection a

current list of employees' names and positions who may have access to the information. The school district will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at the request of the parent, however general information such as your child's name, address, phone number, grades, attendance record, classes attended, and grade level completed may be maintained without time limitation.

Parents have a number of rights regarding the confidentiality of your child's records; for example, the right to inspect and review any educational records related to your child that are collected, maintained, or used by the school district. The school district will comply with a request for you to review the records without unnecessary delay and before any meeting regarding planning for your child's special education program (called an IEP meeting), before a hearing should you and your school district disagree about how to educate your child who needs special education, and will in no case, take more than 45 days to furnish you the opportunity to inspect and review your child's records.

You have the right to be provided copies of the records, an explanation and interpretation of the records, and the right to have a representative inspect and review the records.

Upon your request, the school district will provide you with a list of the types and locations of educational records collected, maintained, or used by the agency. Additionally, the school district may charge a fee for copies of records made in response to your request for copies; however it will not charge a fee if doing so will prevent you from inspecting and reviewing your child's records. The district will not charge a fee to search or retrieve information.

You have the right to request the amendment of your child's educational records that you believe are inaccurate, misleading, or violate the privacy or other rights of your child. The school district will decide whether to amend the records within a reasonable time of receipt of your request. If the school district refuses to amend the records, you will be notified of the refusal and of your right to a hearing. At that time, you will be given additional information regarding the hearing procedures and, upon request, the district will provide you a records hearing to challenge information in your child's educational files.

Parental consent is required before *personally identifiable information* contained in your child's education records is disclosed to anyone other than officials of the school district collecting or using the information for purposes of identification of your child, locating your child and evaluating your child, or for any other purpose of making available a free appropriate public education to your child. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Additionally, the school district, upon request, discloses records without consent to officials of another school district in which your child seeks or intends to enroll.

School districts may establish a policy for disclosure of some types of student information known as *directory information*. *Directory information* is not subject to access or disclosure rules under FERPA. *Directory information* is that portion of an educational record which would not generally be considered harmful or an invasion of privacy if disclosed. This information may include, but is not limited to, the student's name and school activities; local and permanent address; family members' names, addresses, and telephone numbers; major fields of study; names of previous school attended; and enrollment status. Parents may refuse to allow the school district to designate any or all of their child's record as *directory information*. Parents should contact their local school district if they do not want directory information released about the child.

When a child reaches age 18, the rights of the parent with regard to confidentiality of *personally identifiable information* is transferred to the student.

A parent may file a written complaint alleging that the rights described in this notice were not provided (refer to Procedural Safeguard Notice).

## Parent Resources and Community Agencies

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*There are many community agencies that offer a variety of services and activities that may benefit your child.  
Consult the "Guide to Human Services" in the blue pages of your telephone book for specific agencies.  
Some agencies are listed on these pages.*

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### *ARC of Dauphin & Lebanon Counties*

2569 Walnut Street  
Harrisburg, PA 17103-1760  
920-2727

[www.arcofdc.org](http://www.arcofdc.org)

### *Diakon Lutheran Social Ministries*

1022 N. Union Street  
Middletown, PA 17057  
1-877-342-5667

[www.diakon.org](http://www.diakon.org)

### *ARC of Cumberland & Perry Counties*

71 Ashland Avenue  
Carlisle, PA 17013  
249-2611  
cparc.org

### *Disability Rights Network-PA*

1414 N. Cameron Street  
Harrisburg, PA 17103  
236-8110  
1-800-692-7443

### *ARC of York County*

497 Hill Street  
York, PA 17403  
846-6589

[www.thearcofyorkcounty.org](http://www.thearcofyorkcounty.org)

### *Geisinger Holy Spirit Hospital Behavior Health Center*

503 N. 21st Street  
Camp Hill, PA 17011-2288  
763-2219

[www.geisinger.org](http://www.geisinger.org)

### *Aurora Social Rehabilitation Services*

401 Division Street  
Harrisburg, PA 17110  
232-6675

[www.auroraservices.org](http://www.auroraservices.org)

### *Keystone Human Services*

3700 Vartan Way  
Harrisburg, PA 17110  
541-8322

[www.keystonehumanservices.org](http://www.keystonehumanservices.org)

### *Catholic Charities*

4800 Union Deposit Road  
Harrisburg, PA 17111  
657-4804

[www.cchbg.org](http://www.cchbg.org)

### *Merakey*

33 State Avenue  
Carlisle, PA 17013  
243-6033

[www.merakey.org](http://www.merakey.org)

### *CMU*

1100 S. Cameron Street  
Harrisburg, PA 17104  
232-8761

[www.cmu.cc](http://www.cmu.cc)

### *Office for the Deaf and Hard of Hearing*

1521 N. 6th Street  
Harrisburg, PA 17102  
1-800-233-3008 (PA only)  
783-4912

[www.dli.state.pa.us/odhh](http://www.dli.state.pa.us/odhh)

### *Cumberland-Perry MH.IDD Program*

Human Services Building  
16 W. High Street, Suite 301  
Carlisle, PA 17013  
240-6320 or 1-800-697-0371, x6320

[www.ccpa.net](http://www.ccpa.net)

### *OVR Blindness & Visual Services*

Department of Labor & Industry  
8th Floor, 555 Walnut St.  
Harrisburg, PA 17101  
787-7500 or 1-866-375-8264

## Parent Resources and Community Agencies

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*PA Psychiatric Institute Clinic*  
Children & Adolescent Services  
2501 N. Third St.  
Harrisburg, PA 17110  
782-6420  
[www.ppimhs.org](http://www.ppimhs.org)

*PerformCARE*  
8040 Carlson Road  
Harrisburg, PA 17112  
671-6500 or 888-700-7370  
[www.performcare.org](http://www.performcare.org)

*Pinnacle Health Infant Development Program*  
Community Health Center  
2nd Floor, 2645 N. 3rd St  
Harrisburg, PA 17110  
782-6880  
[www.pinnaclehealth.org](http://www.pinnaclehealth.org)

*Pressley Ridge*  
121 Locust Street  
Harrisburg, PA 17101  
238-8118  
[www.pressleyridge.org](http://www.pressleyridge.org)

*United Cerebral Palsy of Central PA*  
55 Utley Drive  
Camp Hill, PA 17011  
737-3477 or 1-800-998-4827  
[www.ucpcentralpa.org](http://www.ucpcentralpa.org)

*Vision Resources of Central PA*  
1130 S. 19th Street  
Harrisburg, PA 17104  
238-2531  
[www.vrocp.org](http://www.vrocp.org)  
[info@vrocp.org](mailto:info@vrocp.org)

*York-Adams County MH/IDD*  
County Government Center  
100 W. Market St., Suite 301  
York, PA 17401  
771-9618  
[www.yorkcountypa.com](http://www.yorkcountypa.com)

## Administrative Offices

55 Miller Street  
Enola, PA 17025-1640  
(717) 732-8400 1-800-244-2425 TTY (717) 732-8422

### CAIU Board of Directors

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<b>President</b> , Ms. Jean M. Rice	<i>West Perry School District</i>
<b>Vice President</b> , Ms. Judy Crocenzi	<i>West Shore School District</i>
<b>Secretary</b> ( <i>non-voting member</i> )	<i>Mrs. Rennie Gibson, CAIU</i>
<b>Treasurer</b> ( <i>non-voting member</i> )	<i>Mr. Daren Moran, CAIU</i>
Mrs. Paula Bussard	<i>Carlisle Area School District</i>
Mr. Brian Carter	<i>Harrisburg School District</i>
Mr. Terry Cameron	<i>Greenwood School District</i>
Mrs. Barbara Geistwhite	<i>Cumberland Valley School District</i>
Ms. Emily L. Hoffman	<i>Halifax Area School District</i>
Mr. Dennis Helm	<i>East Pennsboro Area School District</i>
Ms. Elizabeth Knouse	<i>South Middleton School District</i>
Dr. Layne Lebo	<i>Mechanicsburg Area School District</i>
Mr. Christopher Lupp	<i>Middletown Area School District</i>
Dr. John Mallonee	<i>Newport School District</i>
Mrs. Tricia Steiner	<i>Derry Township School District</i>
Mr. Eric M. Samples	<i>Lower Dauphin School District</i>
Ms. Patricia Schaffer	<i>Northern York Co. School District</i>
Mr. William Swanson	<i>Big Spring School District</i>
Mr. Ford Thompson	<i>Central Dauphin School District</i>
Ms. Ilacia Voughs	<i>Susquehanna Township School District</i>
Mr. J. Bruce Walter	<i>Millersburg Area School District</i>

### Administrative Staff

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Executive Director	Dr. Andria Saia
Assistant Executive Director	Dr. Thomas Calvecchio
Director, Student Services	Alicia M. McDonald
Director, Educational Services	Brian Griffith
Director, Technology Services	David Martin
Director, Business and Operations	Daren Moran

## Student Services Supervisors

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### **Preschool:**

***Eric Bostick, ext. 8619***

Preschool, Early Intervention

***Kathy Gottlieb, ext. 8543***

Occupational & Physical Therapy

***Jennifer Lyden, ext. 8254***

Preschool Speech and Language Support

***Meghan Harvey, ext. 8102***

Asst. Supervisor, Preschool Speech and Language Support

***Terry Telep, ext. 8539***

Preschool, Early Intervention

### **School Age:**

***Dr. Andrew McCrea, Assistant Director, ext. 8313***

Central File, Coaches, Psychologists

***Dr. Timothy Dorsey, ext. 8614***

Audiology, Blind & Visually Impaired, Deaf/Hard of Hearing Support, Equitable Participation, School-age Speech and Language Support, Sign Language Interpreters, Hospital Programs

***Kathy Gottlieb, ext. 8543***

ELECT, Occupational & Physical Therapy, School-Based ACCESS Program (SBAP)

***Rachel Montiel, ext. 8019***

Assistant Principal, Hill Top Academy, Diagnostic Classroom, Art, Physical Education, Safe Crisis Management, Food Services

***Chad Pellman, ext. 8504***

Autism Support, Direct Education, Multiple Disabilities Support, Nurses, ESY, Project SEARCH, Transition

***Irene Reedy, ext. 8069***

Project Supervisor, New Initiatives and Special Projects, Rapid Response Team, Ready for School/Ready to Succeed

***Dr. John Thompson, 732-8484***

Principal, Hill Top Academy, Emotional Support, Capital Area Therapeutic Educational Services

***Keith Watson, ext. 8376***

Capital Area Mental-health Program (CAMhP), Center Point Day Program, Social Workers

## Title IX Nondiscrimination Notification

The Capital Area Intermediate Unit affirms that no person shall, on the basis of sex, disability, race, color, age, creed, religion, sexual orientation, gender identity, national origin, ancestry, veteran's status, or genetic information be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program or activity. In addition, no person shall, on any of these bases, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment, or recruitment, or consideration, or selection, therefore, whether full-time or part-time, under any educational program or activity operated by the Intermediate Unit.

### ***Designated Title IX Coordinator***

In compliance with Title IX of the Education Amendment Act of 1972, the CAIU has a designated Title IX Coordinator. The CAIU's Title IX Coordinators should be contacted regarding any inquiries as to the application of Title IX or filing a harassment complaint.

#### ***Title IX Coordinator***

Dr. Thomas M. Calvecchio  
Assistant Executive Director  
55 Miller Sr.  
Enola, PA 17025-1640  
Email: [tcalvecchio@caiu.org](mailto:tcalvecchio@caiu.org)  
Phone: 717-732-8487

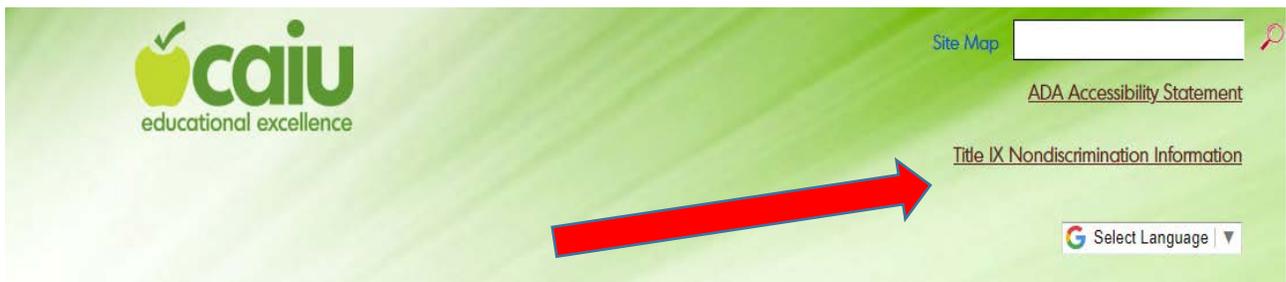
#### **Title IX Core Team Members (Various Roles):**

Dr. Andria B. Saia, Executive Director, [asaia@caiu.org](mailto:asaia@caiu.org)  
Dr. Andrew McCrea, Assistant Director, Student Services, [amccrea@caiu.org](mailto:amccrea@caiu.org)  
Irma Baughman, Human Resources Manager, [ibaughman@caiu.org](mailto:ibaughman@caiu.org)  
Ami Healy, Education Services Supervisor, [ahealy@caiu.org](mailto:ahealy@caiu.org)  
Rachel Montiel, Student Services Supervisor, [rmontiel@caiu.org](mailto:rmontiel@caiu.org)

### ***Submitting a Complaint***

In addition to contacting the Title IX Coordinator, all students and parents may report allegations of harassment directly to the applicable building principal or administrator. Additionally, all CAIU staff, being mandated reporters, may field a complaint at any time, and submit to their supervisor.

Please refer to the CAIU website homepage [www.caiu.org](http://www.caiu.org) for additional information (See below)



# Weather Emergency Procedures

August, 2020

Dear Parents/Guardians:



I am writing to inform/remind you of our weather emergency procedures for the 2020 – 2021 school term. Please read carefully, and always feel free to ask if you have questions about the information provided below.

## Announcements of Delays/Closings

In the event of a weather emergency, school announcements for classes operated by the CAIU are made according to where the class is located. Please refer to the list below to find the **school district** schedule your child's class follows for weather emergencies. Only in specific unusual emergency situations will you ever hear an announcement regarding CAIU transportation or classes. Districts that transport their own students to CAIU classes are required to follow the CAIU delays and closings policy. Districts are not to transport students to these programs until the appropriate times. If a home district delays or closes, but the student's CAIU class or program does not, the home district may not transport your child due to unsafe road conditions in your area.

If circumstances require delaying or canceling CAIU class(es) in a localized area, the supervisor will contact classroom staff. Parents/guardians will be notified of the delay/cancellation by the program secretary. In the event a vehicle originates from a district which is on a delay and the CAIU driver feels it is not safe to transport until later, the driver may delay the start of their run. If this action is taken the CAIU driver **MUST** contact the Transportation Office and each parent, concerning the delay. **NO** driver may cancel a run without consulting the Transportation Office and receiving authorization.

Please be aware that your child may be en route to school when a decision to cancel is finalized. We work with our districts and transporters to attempt to avoid this, however this situation may occur.

<b>Big Spring</b>	<b>Oak Flat Preschool</b>
<b>Central Dauphin</b>	<b>Calvary Site, Follow Me Early Education Center, Middle Paxton</b>
<b>Cumberland Valley</b>	<b>Aldersgate, Delbrook Preschool, Enola, Lemoyne Preschool, Middlesex Elementary, Willow Mill Preschool, St. Paul's site</b>
<b>Derry Township</b>	<b>Derry Preschool, Hershey Primary Elementary</b>
<b>Harrisburg</b>	<b>Foose School</b>
<b>Lower Dauphin</b>	<b>Conewago Elementary, Londonderry Elementary, Zion Site</b>
<b>Northern York</b>	<b>South Mountain Elementary</b>
<b>West Perry</b>	<b>Carroll Elementary</b>
<b>West Shore</b>	<b>Fishing Creek Elementary</b>

## **Morning Delays**

In the event of a weather emergency requiring a delay of one hour or more, the morning class is cancelled.

Except for **Fishing Creek Elementary (Joyce Shellem's class)**, which will have an hour or two hour delay. Parents who are transporting their child(ren) are asked not to bring the child(ren) to school before the time designated for the delay.

## **Emergency School Closing During the Day**

In the event of school closing during the day, notification will be forwarded from the Enola office to the classrooms. Parents/guardians will be called on the telephone. For this reason, **it is critical that your child's teacher have current phone numbers where you can be reached during the day.**

## **Make-up Days**

Please note that when a full day is cancelled, the day will be made up according to the schedule on the Preschool calendar. When a morning class is cancelled due to a delay, the class will not be made up. When an afternoon class only is cancelled it will not be made up.

## **Emergency Evacuation Plan**

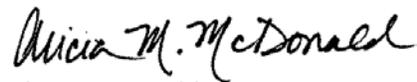
In case of an area emergency, all students attending classes within the geographic area of the Capital Area Intermediate Unit will be bused home or to a designated reception area as directed by County Emergency Personnel. The children will be cared for by CAIU staff until parents can pick them up. In some situations the CAIU Enola Office Center may be used as a reception center. If such an emergency arises, schools will be given specific instructions by Emergency Management Personnel. Parents should listen to local radio or TV for information.

Parents can obtain further information about emergency planning by contacting their child's teacher or by calling CAIU Executive Director, Dr. Andria Saia at (717) 732-8400, ext. 8488.

If you have any questions regarding the above information, contact your child's teacher or my office at 732-8400, extension 8512.

Thank you for your time and cooperation. Let's all hope for a mild winter and an early spring!

Sincerely,



Alicia McDonald  
Director of Student Services

Cc: Dr. Andria Saia  
Supervisors/Principals  
CAIU Staff  
Transportation Office