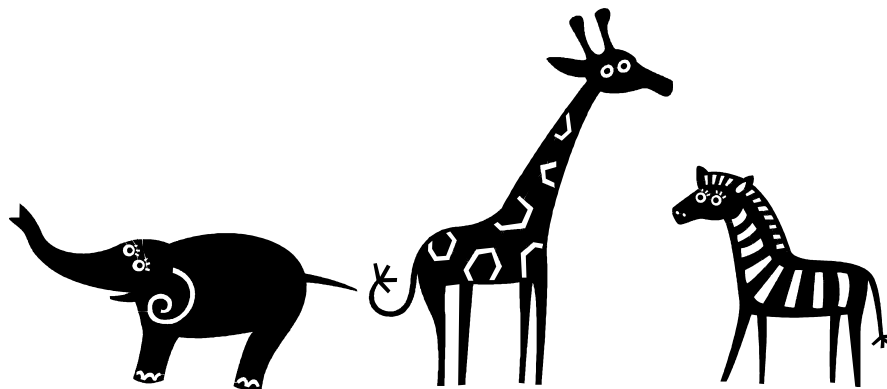


Parent and Student Handbook

Centennial School of Lehigh University

2010-2011



**2196 Avenue C
Bethlehem, PA 18017
610-266-6500
610-266-7126 (fax)**

<http://www.lehigh.edu/centennial>

Dear Parents and Guardians:

Welcome to Centennial School of Lehigh University, a nationally recognized special education program for students with a history of persistent behavior problems in school. Our steadfast goal is to teach students how to improve their school and classroom behavior and to acquire the skills that will allow them to achieve success in their futures.

Progress in the academic curriculum is an important goal for Centennial students. Centennial School of Lehigh University adheres to the curriculum standards established by the Commonwealth of Pennsylvania and federal law that govern the provision of special education services to children and youth with disabilities.

We are confident in our ability to provide a high quality education program for our students. We promise our students that if they come to school every day and work hard to complete their assignments, they will become better at reading, writing, spelling and math. Moreover, if they work with us, we promise they will learn new and more helpful ways of managing their anger, organizing their lives, and making decisions that will benefit them now and in the future.

Cultivating students' motivation and sustaining their efforts are key aspects of our jobs at Centennial and areas in which we like to work closely with our parents and guardians. Research shows clearly that when parents and school officials work together, children are more successful in school. We invite you to join us in helping your children have the best year they've ever had in school.

We hope your experience with Centennial School of Lehigh University is a positive and memorable one. You should always feel free to contact us if you have any questions or concerns about your child's education. We look forward to working with you on behalf of your child.

Sincerely,
Michael George, Ed.D.
Director

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Mission Statement

Centennial School of Lehigh University provides a safe, nurturing, encouraging, and affirming environment for students and their families. Within the context of current research-based strategies, Centennial School helps students achieve the academic, technical, vocational, social, and emotional skills necessary for success in regular school environments, the community at large and the world beyond. Centennial School of Lehigh University also assists in the preparation of aspiring special education teachers and related personnel.

Directory Information

Michael George, Ed. D.	Director
Kelly Price, M. Ed.	Program Coordinator, Elementary
Scott Ware, M. Ed.	Program Coordinator, Middle School
Alicia Wolfe, M. Ed.	Program Coordinator, High School
Julie Fogt, Ed. D.	School Psychologist
Catherine Moyer	Administrative Clerk/Attendance
Donna Edwards	Business Manager

Introduction

The policies adopted by the Centennial School of Lehigh University conform to guidelines of the Commonwealth of Pennsylvania. They represent the basic expectations for student conduct in the school setting and describe the procedures that are used to guarantee certain fundamental student rights.

Policies and procedures are in place to insure that students are ready and able to benefit fully from their day at school. Our goal is to make Centennial School a place where students, parents, faculty and staff want to be and where our students can learn new skills for leading productive lives. By working together and adhering to the policies and procedures we have in place, we believe we can make this happen.

Student Responsibilities

Students' responsibilities include regular school attendance, conscientious effort, and conformance to school rules and regulations. Every student shares the responsibility with school staff for maintaining a safe school environment that is conducive to learning and living.

It is the responsibility of every student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner. It is also the responsibility of students to conform to the following:

1. Know and understand the rules and regulations for student conduct.
2. Volunteer information in matters relating to their health, safety, and welfare.
3. Dress and groom to meet fair standards of safety and health.
4. Assist the school staff in operating a safe school for all students.
5. Comply with Federal and Commonwealth of Pennsylvania laws.
6. Exercise proper care when using public facilities and equipment.
7. Attend school daily and be on time for all classes.
8. Come prepared with necessary materials to class.
9. Make arrangements for making up work when absent from school.
10. Pursue the course of study prescribed by the Commonwealth, Centennial School and the local school district.

Academic Curriculum

As a special education program for pupils with behavioral and learning disabilities, Centennial School provides alternative approaches for achieving the curriculum standards contained in Chapter 4 of the Pennsylvania School Code. Centennial's designation as an alternative school rests in its use of various teaching methodologies and strategies for promoting the acquisition of social and academic skills. The standards for academic success, however, remain the same as those erected by the Commonwealth of Pennsylvania for all children. The faculty and staff at Centennial School accomplish this by implementing students' Individualized Education Programs (IEPs) that include specially designed instruction deemed necessary by the IEP team for allowing the children to progress in the curriculum.

Centennial School ascribes to the belief that a rich, engaging, and academically-focused curriculum helps prevent the occurrence of problem behavior and best prepares students for reintegration to home school environments. To that end, Centennial teachers are taught to use research-based teaching practices that includes matching curriculum to students' functioning levels, systematic analyses of students error patterns, positive error correction, frequent feedback, high rates of active engagement and praise, systematic progress monitoring and a tenacious pursuit of mastery learning.

Because it is a special education program, the general education curriculum is modified for every child. Common modifications to the curriculum include but are not limited to small group instruction, task-analysis of content, individual pacing through curriculum, altering the length of assignments, extended deadlines for completion, pre-correction strategies, classroom agendas, clear expectations for performance, one-to-one assistance, peer tutoring, and cooperative learning. Students are provided frequent opportunities for practice until they reach mastery of their IEP goals.

Students who display frustration during academic periods are taught the "take time" procedure. Taking time allows students to voluntarily remove themselves temporarily from instruction, regain composure, and try again. Students are reinforced verbally for doing so. Students who experience great difficulty in completing academic assignments are supplied with modified work schedules that include additional breaks throughout the school day.

Student academic progress is tracked routinely using curriculum-based monitoring. Students who “stall” or fail to make anticipated progress are provided with additional supports and alternative strategies. Most instructional decisions are left to the classroom teacher; however, when students present particular challenges, a staffing that consists of multiple people with knowledge about the child is convened to problem-solve solutions.

ADA and Section 504 Protections

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. Section 504 defines a person with a disability as anyone who (a) has a mental or physical impairment which substantially limits one or more major life activities such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; (b) has a record of such impairment; or (c) is regarded as having such an impairment.

Centennial School of Lehigh University acknowledges its responsibility under Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act (ADA) to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability shall knowingly be permitted in any program or practices in the school.

The 504/ADA compliance officer of Centennial School shall be the director of the school. All complaints, formal and informal, regarding Section 504 of the Rehabilitation Act of 1975 and the American with Disabilities Act of 1990 shall be forwarded to the director for investigation and resolution.

After School Study Hall

Academic progress is an important goal for Centennial students. When students fail to complete their academic assignments, they jeopardize their success in school. To assist students in this important area, Centennial School allows students who are behind in their academic work to participate in After School Study Hall.

After School Study Hall is a supervised learning experience that gives students the opportunity to remain current in their academic studies and maintain their

progress in school. After School Study Hall is arranged in conjunction with our parents and with prior parent permission.

Attendance Policy

Punctual and regular attendance helps students develop habits of responsibility and promotes school success. We expect our students to attend school every day and remain in school during the specified hours. Absences are excused only for illness or injury. For extended illnesses that result in absences over five days, we may require a written note from your physician.

When your child is absent from school, please call the school office to notify us that your child will be absent that day and the reason for the absence. When your child returns to school, please send a written note stating the reason your child missed school.

- If we have not heard from you about your child's absence from school, we will attempt to contact you by phone to notify you that your child is absent from school.
- If we have not received a note or a phone call about your child's absence, we must mark your child as "truant" in accordance with Pennsylvania law.
- If your child is absent for *3 consecutive days* without a written excuse from you, the administrative coordinator is required by law to notify your child's home school district and place evidence of this notification in the student's file.
- After 20 absences, a meeting may be called to review the appropriateness of your child's placement at Centennial School.

Tardiness. Students are expected to arrive at school on time. Tardiness is recorded on the attendance record and reported to the parents or guardians. When students arrive late to school, they should sign in at the front desk. If it is necessary for your child to arrive late to school, please call the office to let us know.

Early Dismissal. Students who leave school early must have written permission from their parents or guardians. The note should state the reason for leaving early, the time of departure, the mode of transportation, and the name and relationship of the person providing transportation. When picking the student up before the end of the school day, the person supplying transportation must report to the office and sign the student out. Please contact your school district's transportation office and inform them when your child will not be riding the bus as usual that day.

Award Ceremonies

Students at Centennial celebrate their classroom and school success through award ceremonies. Award ceremonies are open to parents and other invited guests. During the award ceremonies, students receive social recognition for academic growth, and behavioral competence, and improved social development.

Students must be present to receive an award, unless they are excused because of other school business, such as transitioning to their home schools. Criteria for attendance at the ceremonies are established by the program coordinator.

Award ceremonies generally follow the agenda like the one below:

- Welcome
- Announcements
- Review of expectations
- Positive statements and acknowledgements
- Presentation of awards
- Closure statements and encouraging remarks

Breakfast Program

Centennial School provides breakfast at no cost for its students. Breakfast usually consists of cereal, milk, and juice. Students who desire additional helpings purchase them with points. Breakfast is served daily from 7:45 to 8:35 a.m.

Bullying Prevention

Centennial School students have a right to learn in a safe and civil learning environment. Students who fear for their safety from bullying cannot learn effectively. Bullying is not permitted at Centennial School. Bullying is defined as a low-level form of violence that is inflicted repeatedly on other, usually weaker students. Bullying may consist of verbal remarks or gestures that are meant to intimidate and gain power over a victim and can include threats of bodily harm, weapon possession, extortion, civil rights violations, gang activity, and behaviors up to and including assault and battery, threat of attempted murder and murder. Sexual harassment is also a form of bullying.

Faculty and staff at Centennial School respond to bullying behaviors through close supervision, recognition of appropriate student behavior, social skills instruction, peer conflict mediation, problem solving, and consequences such as loss of school privileges, and other disciplinary actions including suspension. Serious incidents of bullying behavior may be referred to local law enforcement officials.

Centennial's Take Five Program

Centennial School's Take Five Program is modeled after the nationally recognized High Five Program of Fern Ridge Middle School in Veneta, Oregon. The program offers a positive approach to school discipline. The Take Five Program alerts students to five basic rules that lead to successful school experiences:

- Be There - Be Ready
- Be Responsible
- Be Respectful
- Keep Hands and Feet to Self/Personal Space
- Follow Directions

Each of the Take Five expectations is defined according to the specific setting of the school. Students are taught the expectations and rules and recognized with the use of Take Five tickets for adhering to them. Take-Five tickets are worth two points and can be used to purchase items at the school store.

Chemical Dependency

Chemical dependency, including drug and alcohol abuse, has become a major health problem in this country. Drug and alcohol abuse in schools and our community is a threat to the health and welfare of the general population, especially children and youth. We believe that chemical dependency is a treatable health problem that is primarily the responsibility of home and community. Centennial School shares in that responsibility because we believe that problems of chemical dependency often interfere with appropriate school behavior, student learning, and the healthy development of the student. Centennial School officials are committed to helping parents identify and work with community agencies.

The Centennial School Drug and Alcohol Policy states that a student shall not knowingly and willingly possess, use, transmit, sell, or be under the influence of any chemical or alcoholic beverage of any kind on school grounds before, during, or after school or off school grounds at a school activity, function, or event, or on school buses or rented carriers or private vehicles during school hours or any school sponsored activity, with the exception of a student who is taking prescription medicine under a doctor's direction.

Students who violate this policy are subject to disciplinary action, including a referral to law enforcement officials when appropriate.

Child Abuse and Neglect Policy

According to the Pennsylvania Child Protective Services Act, child abuse includes serious physical or mental injury that is not accidental, sexual abuse, or physical neglect of children under the age of 18 that is caused by acts or omissions of a perpetrator. As mandated reporters, school administrators and teachers must report any *suspicion* of abuse or neglect within 48 hours to the county where the child resides.

Classroom and School Expectations

Students are expected to be in their assigned classrooms throughout the day. Students may not enter other classrooms, school offices, workrooms, or other areas without permission from school personnel. At Centennial School students are expected to do the following:

- Treat teachers, staff, and other students respectfully
- Use polite and appropriate language
- Participate in class activities
- Follow school and classroom rules
- Interact positively with others
- Exercise care when using school property

Closures Due to Inclement Weather

When school is closed due to inclement weather, announcements are made on a number of radio stations. Listen to any one of the radio stations listed below to learn if school is closed or delayed that day. *Remember, when the Bethlehem Area School District is closed so is Centennial School.* If your resident district is closed due to severe weather and Centennial School remains open, your child will not have transportation to Centennial School and is excused on that day.

To find up to minute information about the weather in our area, you can call the Channel 69 News Weather Line at 610-797-5900, or check on the World Wide Web at www.wfmz.com. You may also tune to the following radio or television stations:

Bethlehem: WLEV 100.7 FM; WCTO-CAT COUNTRY 96.1; WEST 1400 AM; WFMZ CHANNEL 69; WNEP-TV-16; WWW.WFMZ.COM; WGPA 1100 AM; WDIY 88.1 FM
 Allentown: WAEB 790 AM; WHOL 1500; WZZO 95.1 FM; WAEB-FM B104 FM; WTKZ 1320; Soft Rock 100.7; WKAP Oldies 1470
 Easton: WODE 99.9 FM; WEST 1400; WEEX 1230
 Reading: WRFY 102.5; WEEU 830 AM

Sometimes school is closed for one or two hours only. Buses will be delayed on those days but school will be held.

Communication Books

Communication books are used to share information with parents and guardians of students having life skills needs. The communication book is just what the name implies; a small notebook sent home every day by the classroom teacher or case manager and returned to school the following morning by the parents and guardians. Through the communication book, parents and guardians are able

to share important information with the school about events at home that may influence the child's performance at school, and the teachers can share information about the student's day at school that might affect his or her evening at home.

Computer Usage

Centennial School supports the use of computers, networks, and internet to facilitate learning and teaching. It is the students' responsibility to use the computers, network resources, and internet according to the direction of their teachers and guidelines below. It is the teachers' responsibility to provide clear guidelines, directions, and supervision for the use of the computers, network, and internet with their students.

Students are expected to act in a responsible, ethical and legal manner in accordance with Centennial's computer policy and federal and State laws. Students are prohibited from engaging in the following activities:

1. Using school computers for non-educational purposes inconsistent with the objectives of the school.
2. Attempting to modify, harm or destroy data of another user or to modify, harm or destroy computer hardware, software or configuration.
3. Attempting to defeat or bypass virus protection or security software on any school computer or network.
4. Accessing, disclosing, or posting confidential student or staff information.
5. Harassing others or infringing upon their rights by sending annoying, profane, offensive, inflammatory, threatening, or libelous messages.
6. Violating intellectual property rights by illegal copying, retrieving, or sending copyrighted material, or violating software licensing agreement and copyright laws.
7. Using the network to access obscene or pornographic material.
8. Loading or use of unauthorized games, programs, or files.

Conduct

Centennial School provides a safe and civil learning environment for students. We recognize that students do best when expectations for conduct are clear. Students who make poor choices and exhibit unsafe and potentially dangerous behaviors, such as fighting, unsafe behavior on the bus, leaving school grounds without permission, possessing alcohol, drugs or weapons, or destroying school property shall be subjected to serious disciplinary action which may include suspension from school or referrals to local law enforcement agencies.

Confidential Communications between Staff and Students

Confidential communications from students generally remain private. However, in accordance with Pennsylvania law, information received in confidence from a student may be revealed to the student's parents, the director of the school or other appropriate authority when the health, welfare, or safety of the student or others are clearly in jeopardy.

Curriculum and Instruction

Centennial School follows the standards established by the Pennsylvania Department of Education as outlined in Chapter 4 and federal law governing the education of children and youth with disabilities as outlined in the Individuals with Disabilities Education Act.

Discrimination

Consistent with the Pennsylvania Human Relations Act (43 P.S. 951-963), no student shall be denied access to a free and appropriate education on account of race, religious creed, color, sex, sexual orientation, age, socio-economic status, ancestry, national origin, or limited English proficiency.

Dispute Resolution

In the vast majority of instances, parents and school staff agree about the provision of special education services to a child or youth. Our goal at Centennial School is to serve you and your child in the best manner we know how. By working closely together your child will make greater progress. We also know that conflict and disagreement sometimes occur and are, in fact,

to be expected. What is important, however, is how we work through those difficult situations. When dealt with correctly, conflict can lead to positive and productive change and subsequent growth.

As a parent, when you are bothered by a situation, please feel free to contact your child's program coordinator to discuss your concern. We will be happy to talk with you and attempt to resolve the situation.

Informal Hearing. An informal hearing enables a student to meet with the appropriate school officials to explain the circumstances surrounding an event for which the student may be suspended or to show why the student should not be suspended.

1. The informal hearing is meant to encourage parents or guardians to meet with the program coordinator to discuss ways by which future offenses can be avoided.
2. The following due process requirements are observed during informal hearings:
 - a) Notification of the reasons for the suspension is provided in writing to the parents or guardian and to the student.
 - b) Sufficient notice of the time and place of the informal hearing is given.
 - c) Students have the right to question any witnesses at the hearing.
 - d) Students have the right to produce witnesses on their behalf.

Mediation. An alternative to a due process hearing is mediation. Mediation is a free, voluntary, and confidential procedure designed to help parents and school officials reach agreement about a child's program or provision of services. Mediation can take place any time during or before the due process cycle. Mediation is not a required process and therefore cannot be used to delay or deny parents the right to a due process hearing.

If you and school officials agree to mediation, the Office for Dispute Resolution will arrange for a neutral, specially trained mediator to meet with both sides separately and together, to hear points of view regarding the disagreement, and to better understand each position. Neither the school nor the parents may include a lawyer at a mediation session.

The mediator will not make a decision about the disagreement but will help both parties come to an agreement. The agreement will be put into writing and incorporated into the student's Individual Education Program after the IEP team meeting has been held.

You may request help in mediation from your child's resident school district, Centennial School, or by calling the Office for Dispute Resolution at 1-800-992-4334.

Special Education Hearing. Education is a fundamental right and students must be afforded the appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

At a formal hearing, the following due process requirements are observed.

1. Notification of the charges is sent by certified mail to the student's parents or guardian.
2. Sufficient notice of the time and place of the hearing is given.
3. The hearing is held in private unless the student or parent requests a public hearing.
4. Students have the right to be represented by counsel.
5. Students have the right to be presented with the names of witnesses against them and copies of the statements and affidavits of those witnesses.

6. Students have the right to testify and present witnesses on their own behalf.
7. A record is kept of the hearing, either by a stenographer or by tape recorder. Students are entitled, at their expense, to a copy of the transcript.
8. The proceeding is held with all reasonable speed.

Where the parent disagrees with the results of the hearing, recourse is available in the appropriate court of the Commonwealth of Pennsylvania. When it is alleged that a constitutional issue is involved, the student may file a claim for relief in the appropriate Federal District Court.

Dress Code

Students are expected to dress in a manner deemed appropriate by the school administration. Students should not be barefooted, wear midriffs, half-shirts, muscle-shirts or sleeveless shirts or clothing with explicit tobacco, drug, alcohol or sexual references. Upon entry into the building, students are expected to remove their hats, including bandanas or headbands, and coats and store them in their homerooms. Students are not allowed to wear sunglasses or *Heelys* shoes in the building. Moreover, for safety during P.E. classes, students are not permitted to wear jewelry, including earrings, watches and body piercing ornamentation. Violations of this policy may result in exclusion from classroom activities on the day in question. All instances of inappropriate attire are communicated to parents.

Emergency Behavioral Procedures

Centennial School strives to be a “hands off” facility, meaning that it relies on the use of positive methods for teaching students appropriate behaviors for dealing with anxiety and frustration. However, Centennial employees are trained according to the principles of Professional Assault Crisis Training (Pro-ACT) which provide a systematic approach for the prevention of serious misconduct and intervention during assault incidents. Staff may use physical interventions to control acute or episodic aggressive or self-injurious behavior when a student is acting in a manner as to be a clear and present danger to him or herself, to other students or to employees, or to school property and only when less restrictive

measures and techniques have proven to be ineffective. Parents will be contacted by phone subsequent to a physical restraint of their child at school and invited to attend an IEP meeting to review the plan in place and its effectiveness for eliminating the need for physical restraint in the future.

Feature Films and Videos

The showing of commercially produced and rated films and videos may have a legitimate purpose in a school program. Since the content of these is designed for general audience viewing, certain precautions are taken to ensure that the showing of a particular film or video is consistent with the educational values espoused by Centennial School of Lehigh University.

Prior approval from the Director of Centennial School or his designee must be obtained prior to showing any video or film that contains potentially objectionable and sensitive subject matter.

As a general rule, only films rated G or PG are permitted although students in grades six and above may occasionally view movies rated as PG-13. Instructors preview films and videos prior to showing them to students. Parents are allowed to preview a film or video when they request to do so and when it is practical for school staff to arrange the viewing.

Field Trips

On special occasions field trips are scheduled to supplement and enrich classroom activities. Parents or guardians are notified in advance and asked to sign a Field Trip Permission form that gives their permission for their child to attend the field trip.

Fire Drills

Under Pennsylvania law, Centennial School is required to conduct routine fire drills. Students are taught to leave the building quickly and in an orderly fashion. Students are expected to follow the procedures below:

1. Exit at the door designated by teacher.
2. Remain quiet during the drill.

- 3 Listen to and follow all directions given by the teacher.
4. Exit the room in single file and remain with the group.
5. Keep hands and feet to themselves.

For their safety, students *must* exit the building during fire drills. They should not re-enter the building until signaled by a teacher to do so.

First Aid and Emergency Treatment

In the event of accidents or sudden illnesses, first aid will be administered and the child's parents or guardian will be notified immediately. In emergency situations, students will be taken to the emergency room at St. Luke's Hospital, or Lehigh Valley Medical Center. In non-emergency situations, when further medical attention is required, we ask parents to provide transportation and care.

Free and Appropriate Education

All persons residing in the Commonwealth of Pennsylvania between the ages of 6 and 21 years are entitled to a free and appropriate education in the Commonwealth's public schools. Parents and guardians of children between the ages of 6 and 17 are required by the compulsory attendance law to ensure that their children attend an approved educational institution, unless they are legally excused.

Students may not be excluded from the school or extracurricular activities because of being married or pregnant.

Freedom of Expression

The right of students to freedom of speech was affirmed by the United States Supreme Court in the case of *Tinker v. Des Moines Community School District*, 393 U. S. 503 (1969). This right is qualified: students have the right to express themselves in any manner unless such expression directly interferes with the educational process, threatens immediate harm to the welfare of the school or community, encourages unlawful activity, or interferes with another individual's rights.

Students may use publications, handbills, announcements, assemblies, group meetings, buttons, armbands, and other means of common communication provided that the use of school communication facilities shall be in accordance with the regulations of authorities in charge of the school. Students have the responsibility to obey laws governing libel and obscenity and to be aware of the full meaning of their expression. Students have the responsibility to be aware of the feelings and opinions of others and to give others a fair opportunity to express their views.

Graduation

Students who complete their last year of high school at Centennial School receive a diploma from their resident school districts and may participate in their local high school graduation ceremonies.

Centennial School also holds a graduation ceremony for students who have successfully completed the required number of credits and for those students who have reached the age of 21 years old and have achieved the goals contained in their Individualized Education Programs.

Holiday and Birthday Parties

Holiday and birthday parties are permitted at school with the prior approval of the program coordinator. Birthday parties are usually planned as afternoon activities.

Homework

Homework is an important element of school success, counting for 10% of a student's overall grade at Centennial School. Homework is usually assigned in academic classes.

Students who are assigned homework usually have a study hall during the school day at which time they can work on their homework assignments with help from their teachers. Most students avail themselves of the opportunity to receive the intensive, individual assistance provided to them at that time. Whenever a child has homework to take home, teachers record the assignments on either the student's planner or point sheet. We encourage parents to check with their child in the evenings and remind them of their homework obligations.

Illness at School

If your child becomes ill at school, we will make every effort to contact you by telephone. We may have your son or daughter visit the school nurse. If your child is too ill to remain in school, we may ask you to come to school and pick your child up. Conditions that may lead to a request to have your child picked up and taken home may include, but are not limited to, the following:

1. Fever
2. Infected skin lesions, including pink eye
3. Rashes on skin or scalp
4. Presence of lice or nits
5. Severe sore throat
6. Nausea, vomiting, or diarrhea

Occasionally, a child returning to school after an illness may exhibit signs that clearly indicate that contagious conditions continue or have reoccurred, even after a visit to the doctor. In such instances, we will contact you and ask that you pick up your child immediately and keep him or her home until the contagious condition has passed so that other children and staff are safe from illness.

Immunizations

Pennsylvania law requires parents of students enrolled in grades K-12 to have their children immunized against various communicable diseases. Upon registering their children for school, parents should provide a record of exact dates of shots and boosters for DT, Polio, Measles, Mumps, Rubella (German Measles), and Hepatitis B, with three properly spaced doses.

Under revised Department of Health Immunization regulations, students not exempted from immunization for medical or religious reasons and who have not completed the full series of immunizations as required by law may not be admitted to school. However, school administrators may admit students who have received at least one dose of each of the required antigens. Students then have up to eight months to receive the remaining doses while they attend school. If after eight months these provisionally admitted students still have not received all the required doses, they may not attend school.

Leaving School without Permission

The Centennial School campus is a closed campus. Unless specifically authorized by school personnel, students must remain on campus from the time of arrival until classes are dismissed at the end of the school day. Students who leave school grounds without permission are considered truant. When students leave school property without permission from school officials, parents are called immediately. If the parents cannot be reached, school officials may inform local law enforcement authorities.

Lunch Program

Students have the choice of purchasing a lunch at school or bringing a lunch from home. The full cost of a school lunch is \$2.30. Centennial School participates in the federally funded lunch program that provides lunches free or at a reduced cost to qualified recipients. Applications for free and reduced priced lunches are available from Centennial School. Students who wish to participate in the free and reduced priced lunch program must have a newly approved application on file *each year*. The cost of a reduced priced lunch is 40 cents. The cost for extra milk is 40 cents per carton. The cost for an extra lunch is \$2.95.

Students may eat their lunches only during their scheduled lunch period. Students may not eat food brought from home during class or break times unless they have a teacher's permission to do so.

Medication

The school nurse may administer medications at school with permission from the child's parents or guardians. To protect the welfare of your child, we ask that you join us in abiding by the following procedures:

1. A medication form signed by a physician for the prescribed medication must be on file. This procedure is required for both prescription and over-the-counter medications.
2. Medications must be kept in individually labeled prescription vials and stored in a locked cabinet in the office of the school nurse.

3. A safe method for transporting the medication to Centennial School must be determined.
4. The school nurse is responsible for making sure a student has access to their medication at the prescribed times.
5. The school nurse dispenses the medications and logs the time and date when the medication was administered.
6. The nurse records the number of pills or tablets the child received and notes any deviation from the procedures (e.g., student refuses to take medication or discards or destroys the medication).

Please feel free to direct any questions you have regarding these procedures to the school nurse.

In the event your child requires acute medical care and admittance to a psychiatric hospital, Centennial School will work with hospital staff to ensure a smooth transition back to school. With your written permission, Centennial School staff will share pertinent information with the medical staff to enhance your child's treatment during the hospitalization. Psychiatric hospitalization often includes adjusting your child's medication(s). Please be sure to inform Centennial's school nurse of any medication changes upon your child's return to school.

Parent Conferences/Open House

Parents are invited throughout the year to participate in conferences about their child. These meetings lay the groundwork for productive relationships between you and our staff and can have a positive influence on your child's performance in school. Below are some suggestions to help you prepare for productive parent conferences with school personnel.

1. Make a list of things you want to tell the teacher about your child so that the teacher can understand your child better. For example, are there health concerns, interests, hobbies and such that would be beneficial for the teacher to know? Tell us about your child's attitudes towards school or about his or her homework habits.

2. Make a list of things you want to find out from the teacher. Such things might include grading, credits, discipline policies, homework policies, and academic and behavioral performance.
3. Decide what you would like to ask the teacher during the conference. Do you have any concerns or complaints that you would like clarified and answered?

Parent Volunteers

Centennial encourages parent participation in their child's education program and has identified a number of ways for that to occur. Some of the opportunities for greater involvement are listed below:

- Participation on school committees
- Parent Advisory Council
- Bullying prevention programs
- Fundraising
- Breakfast and lunch program
- Parent resource center
- Chaperone field trips
- Special events, like the Annual 5K Race, Talent Show, Carnival, Career Day, Honor Roll breakfasts, Open Houses, and graduation ceremonies.

Parking for Parents and Visitors

Parking is available in front of the building for parents, guardians and other guests. In the event parking spaces are filled, there is ample parking along the side and rear of the building.

Personal Property

Centennial School is not responsible for the loss of any personal items while the items are inside or on the premises of school property or vehicles. Students are not permitted to bring portable radios, skateboards, telephone pagers, cell phones, Gameboys, and so forth to school unless they first obtain permission from the program coordinator. Items brought to school without permission or items deemed to be dangerous or distracting to others will be confiscated and turned over to the parents at a later time. Centennial staff discourages students

from lending and borrowing items, especially money, from other students and from bringing valuable items from home.

Point Sheets

All students with the exception of those classified as Life Skills students are provided a point sheet upon their entry into the program. The point sheet allows faculty and staff to track students' performance throughout the day. The goals students are working to achieve are listed on the left-hand side of the point sheets. Typically, most goals are taken from the pupil's Individualized Education Program (IEP). A student's goals may change during the year as the student makes progress and demonstrates that new goals are warranted.

Students earn points for their performance throughout the entire day, including less structured activities such as break and lunch. The assumption is that points are earned with all students starting each period with zero points. Students may earn a maximum of two points for meeting expectations. Students earn a one for performing close to expectations. A zero indicates that the student performed below expectations.

Points are administered at the discretion of the teachers. However, teachers strive to make the awarding of points consistent across periods and students.

Progress Notes

The point sheet also serves as a daily progress note for parents and guardians. The point sheet contains a space for staff to write brief notes to parents and guardians and a space for them to respond to school staff. We encourage parents and guardians to use the point sheet as a communication tool. Students who return their point sheets with a parent signature to school the following day are awarded with bonus points that can be exchanged at the school store. Students who return their point sheets with a parent or guardian's signature and comment receive even more bonus points.

Report Cards

Report cards are sent home four times a year. Centennial School uses report cards as a way to communicate a child's progress to parents and guardians. Grades are comprised of four factors, weighted as follows: completed

assignments account for 30% of a pupil's grade; participation in class for 30%, assessments for 30% and homework for 10%. Grades may be lowered for poor attendance. For students to achieve success in school, we ask that they attend school daily, work hard to complete their daily assignments, and hand in their homework everyday.

Resources for Parents

Parents with children classified as having mental retardation or emotional disturbance are entitled under the Pennsylvania Mental Health and Mental Retardation Act of 1966 and the Pennsylvania Mental Health Procedures Act of 1976 to receive services for independent medical, psychological and educational evaluation to be performed by a state certified professional at no cost. To access these services, contact the MH/MR Base Service Unit in the county where you live. For your convenience, we have included below the names and addresses of the county units that serve Centennial School.

Bucks County

Division of Human Services
55 E. Court St.
Doylestown, PA 18901
(215)348-6000
www.buckscounty.org

Carbon County

141 North Street, Suite 3
Lehighton, PA 18235
(215)377-0773
www.cmpmhmr.cog.pa.us

Lehigh County

17 South 7th Street
Allentown, PA 18101
(610) 782-3200
www.lehighcounty.org

Montgomery County

364 Kings Street
Pottstown, PA 19464

Northampton County

520 E. Broad St.
Bethlehem, PA 18018
(610)974-7555

Warren County

Catholic Charities
(908)454-2074

Berks County

633 Court St. 15th Floor
Reading, PA 19601
(610) 478-3271
(610) 236-0530 (crisis)

Monroe County

720 Phillip St.
Stroudsburg, PA 18360
(570) 420-1900

There are many other resources that parents and guardians might find helpful for parenting their children. We have included contact information for a number of these agencies below:

Accessible PA

Online Disability Resources for Pennsylvanians
www.accessiblePAstate.PAus

Advocacy Alliance

570-342-7762
877-315-6855

Autism Society of America

7910 Woodmont Ave., Suite 300
Bethesda, MD 20814-3015
1-800-3Autism
www.autism-society.org

Local Chapters: Lehigh Valley 610-778-9212
 Berks County 610-736-3739
 Pocono Autism Society 570-421-2299

Bureau of Special Education Consultline

1-800-879-2301

Berks County Crisis Intervention

(610) 236-0530

Bucks County Crisis Intervention

1-800-499-7455

Connect Information Services

1-800-692-7288 (TT Accessible)

Education Law Center of Pennsylvania

801 Arch Street, Suite 610

Philadelphia, PA 19107

215-238-6970

Lehigh County Crisis Intervention

610-782-3127

Local Chapter of the Pennsylvania Association for Retarded Citizens

1036 North Godfrey Street

Allentown, PA 18013

610-434-8076

Northampton County Crisis Intervention

610-252-9060

Parent Education Network

1-800-522-5827

1-800-441-5028 (Spanish)

Parents Involved Network of Pennsylvania

Mental Health Association of Southeastern Pennsylvania

1211 Chestnut Street 11th Floor

Philadelphia, Pennsylvania 19107

www.pinofPA.org

215-751-1800

Parent to Parent of Pennsylvania

1-800-986-4550

www.parenttoparent.org

Pennsylvania Bar Association

Box 186

Harrisburg, PA 17108

Pennsylvania Department of Education

Bureau of Special Education

333 Market Street, 7th Floor

Harrisburg, PA 17126

Pennsylvania Special Education Mediation Services
1-800-992-4334

Pennsylvania Training and Technical Assistance Network (PaTTAN)
www.pattan.k12.PAus

Sports for Special Kids (Autism and Asperger's Syndrome)
610-791-5050

The Special Kids Network
www.health.state.PAus/skn
(570) 829-0519

U.S. Department of Education
Office of Special Education and Rehabilitative Services
Office of Special Education Programs
1-800-USA-LEARN or 1-800-872-5327

Valley Youth House
610-691-1200

If you cannot find the services you are looking for, please do not hesitate to call us at 610-266-6500 and we will do what we can to assist you.

School Bus

General Information. Transportation to and from Centennial School is arranged and provided by the resident school districts. Parents and guardians may grant permission for their child to walk, use public transportation, ride on another district's bus or drive to school. To arrange for alternative transportation to and from Centennial School, parents should make their request to the program coordinator in writing at least 24 hours prior to the event.

Difficulties or problems with your child's transportation should be reported directly to the resident school transportation department. Centennial staff is also available to assist you in resolving any transportation concerns or problems you might encounter. For your convenience, we have listed below the telephone numbers of the transportation departments that serve Centennial School and the private contractors who provide transportation services.

Transportation Departments' Telephone Numbers:

<u>District</u>	<u>Telephone Number</u>
Allentown – Laidlaw Transp.	(610) 709-0244
Bethlehem Area – Colonial IU	(610) 881-1805
Boyertown – New Rhoads	(610) 689-4849
Brandywine Hgts.– Gross Bus Serv.	(215) 683-9356
Catasauqua Area School Dist.	(610) 264-3192 x2
Central Bucks School Dist.	(267) 893-4004
East Penn – Carbon Lehigh IU	(610) 769-4111
East Stroudsburg School Dist.	(570) 424-8500 x1710
Easton – Colonial IU	(610) 881-1805
Fleetwood – Berks Cnty. IU	(610) 987-8550
Gov. Mifflin – Berks Cnty. IU	(610) 987-8550
Kutztown – Berks Cnty. IU	(610) 987-8583
LV Regional Charter – Colonial IU	(610) 881-1805
Muhlenberg – Berks Cnty. IU	(610) 987-8583
Nazareth – Jennings Transp.	(610) 759-7094
North Penn School Dist.	(215) 368-9807
Northampton – Colonial IU	(610) 881-1805
Palisades – First Student Transp.	(610) 847-2088
Pen Argyl School Dist.	(610) 863-9093
Pennridge School Dist.	(215) 453-2725
Pottsgrove – CMD Services	(610) 323-5020
Pottstown – CMD Services	(610) 323-5020
Quakertown – Levy Bus Co.	(215) 536-4567 x121
Reading – Berks Cnty IU	(610) 987-8550
Saucon Valley – Colonial IU	(610) 881-1805
Souderton – Transportation Serv.	(215) 723-4613
Tulpehocken School Dist.	(610) 488-9955 x104
Upper Perkiomen – Gross Bus Serv.	(215) 679-3411

Rules. Safety is the key word! When transported to and from school, parents and students should be aware that the driver is in charge. All students are required to board the vehicle appropriately, remain seated, refrain from putting head, hands or feet out the windows, treat other students and the driver respectfully, and keep the bus clean. Students may not cross bus traffic unless escorted. Any incidents of fighting, smoking, property destruction and/or use of profanity reported by

the drivers is documented and communicated to the parent or guardian and the resident school district. Severe or repeated infractions may result in suspension or other disciplinary actions, including referrals to local law enforcement agencies.

Centennial School has developed a program designed to help students follow bus rules. The program parallels the school-wide program and is called *Take Five on the Bus*. Students are taught and recognized for following the expectations listed below:

Be There - Be Ready

- Be prompt and on time
- Enter and exit the bus safe

Be Responsible

- Wear seat belt at all times

Be Respectful

- Use quiet voice
- Use appropriate language
- Refrain from horseplay

Personal Space

- Keep hands and feet to self
- Keep body parts inside the windows

Follow Directions

- Follow the driver's directions

School Bus Suspension. Suspension from the bus is the responsibility of the resident district in conjunction with Centennial School. If a suspension should occur, parents are encouraged to provide alternative transportation so that the student may attend school.

School Calendar

Centennial School operates on a 180-day calendar with classes beginning in August and ending in June. An annual school calendar that shows the days when school is in session is distributed to parents at the beginning of the school year and when they enroll their child. A list of school holidays and closings can be found on page 36 of this handbook.

School Hours

The school is in session from 7:45 a.m. to 2:30 p.m. everyday except Wednesdays when school dismisses for students at 11:45 a.m. Students are provided supervision whenever they are at school or engaged in school-sponsored activities and when traveling to and from school on the school bus.

During school hours, students will be released only into the custody of parents, guardians, persons in parental authority or other persons designated by the parents or guardians. In emergency situations, students may be released into the custody of medical personnel or in the case of law-violating behavior, into the custody of local law enforcement agencies.

School Property

Students are expected to exercise care in the handling of school property. Students who destroy school property or the property of others are held accountable and required to compensate Centennial School for the full cost of the items they destroy, deface, or otherwise damage. School property refers to furniture, books, paper, charts, apparatus, or other property contained in the school building or on the school grounds.

Parents and guardians are notified by letter of the damage caused by their child and the estimated cost of repair or replacement. School officials, as allowed by Pennsylvania Statute, reserve the right to file a formal complaint with local law enforcement officials when students damage or destroy school property.

Centennial School reserves the right to withhold grades and official transcripts until satisfactory restitution for damages to school property has been made.

School Store

The school store contains many items that students can purchase with the points they earn. Items include pencils, notebooks, paper, erasers, gift certificates, sodas, candy, chips, cookies, and small toys.

When visiting the school store, students should bring with them the following items:

- Escort or Hall Pass

- Point sheet that indicates the number of points available for purchasing store items

Only points can be used to purchase items in the school store. Students are permitted to purchase two items per day. If students have checks for additional points or other similar coupons, the checks and coupons do not increase the number of items that students may purchase.

Students, who receive an office referral or a bus citation on the day they are scheduled to use the school store do not earn their store privileges for the day.

Sexual Harassment

As a student at Centennial School, your son or daughter has the right to attend and learn in a safe educational environment. Centennial School of Lehigh University will not tolerate any verbal or physical behavior that constitutes sexual harassment of a student by any staff, supervisor, administrator or other students. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's learning environment.

Should your son or daughter be the victim of sexual harassment, you should do the following:

1. Record the events as described by your son or daughter.
2. Immediately contact the Director of Centennial School to describe the nature of your son or daughter's complaint, including (a) who did it, (b) when did it happen, (c) what did the person say or do, (d) what was your son or daughter's response, (e) did anyone else see or hear the incident, (f) what was the name of the witness, and (g) did anything like this happen before? If the Director cannot be reached, notify a program coordinator.

The Director or his designee will speak with you about the procedures that will be followed to conduct an investigation into the incident.

The Director or an appointed designee will also discuss the incident with your son or daughter. A person of the same sex as your son or daughter may be

present to create a more comfortable atmosphere.

You will be notified of the findings of the investigation and any corrective plan that is developed. Corrective actions may include a conference with the perpetrator of the sexual harassment, more vigilant supervision of the students in question, changing the schedules of the students involved, and other appropriate measures to resolve the situation up to and including a referral to local law enforcement officials.

Special Services

Many special services are available for students at Centennial School. Special services include pre-vocational education, speech and language therapy, art activities, computer instruction, adaptive physical education, library, individual and group counseling sessions, social skills education and drug and alcohol awareness programs. The IEP team makes decisions about which special and related services are appropriate for an individual student.

Staff-Student Relations

The relationship between Centennial School staff and students is one of mutual cooperation, understanding and respect. Every staff person has the responsibility to provide an atmosphere conducive to learning and one that motivates every student to perform to his or her capacity. Students are expected to show staff the same respect and courtesy they have a right to demand for themselves.

Student Insurance

Centennial School of Lehigh University does not provide health or accident insurance for its students. Accident coverage is usually available from the child's resident school district. If you are interested in purchasing group accident insurance for your child, please contact your home school district.

The Children's Health Insurance Program (CHIP) is Pennsylvania's program to provide quality health insurance for children of working families who otherwise could not afford it. Children qualify for CHIP coverage when their family's income is within certain limits. This income can be from jobs that do not provide insurance, from self-employment, from alimony or child support, from survivor benefits, or other sources. CHIP is administered by the Pennsylvania Insurance

Department, but the coverage is for quality medical services through regular health insurance programs.

Families of enrolled Centennial children are offered the CHIP program during their intake meeting. For those accepted into the CHIP program, students are guaranteed access to quality health care, including regular check-ups and immunizations, prescription drugs, emergency care, certain dental, vision, hearing, and mental health services, diagnostic testing, and up to 90 days of hospitalization in any year. Eligible children are covered from birth until their 19th birthday. To become eligible, children must be U.S. citizens or lawful aliens and have resided in Pennsylvania for at least 30 days, except for newborns.

Student Records

Student records are maintained on behalf of the resident school district in accordance with Pennsylvania law. Parents, guardians, and surrogate parents have the right to inspect their child's records. Students who have reached the age of 18 may inspect their own education records. Those wishing to review their child's education records should submit the request in writing to the administrative coordinator of Centennial School who will set up an appointment for you to review the records and have an administrator available to help you interpret them. Copies of student records are provided upon request at a reasonable charge for duplication and mailing. Education records are returned to the resident district when a child leaves Centennial School.

Supplies

Centennial School students, except those classified as having life skills needs, should bring a three-ringed binder (Middle and High School students) or folders (Elementary students), notebook paper, pencils and pens.

Suspension/Expulsion

Any disciplinary suspension or expulsion of a student for more than 10 consecutive school days or more than 15 cumulative school days in a school year is considered a change in educational placement requiring multidisciplinary evaluation, notice to the parents and a right to a hearing. When a suspension from school is deemed appropriate, a re-entry meeting with the parent or guardian is requested prior to returning the student to school.

Any disciplinary suspension/expulsion of a student with mental retardation is

considered a change in educational placement, and notice to the parents and a right to a hearing shall be afforded prior to the exclusion.

If a discipline problem is so severe as to warrant immediate action, the school district may exclude the student as long as notice is provided to the parents, parents are in agreement, and a due process hearing is scheduled as soon as possible.

Teacher-Parent-Student Contacts

Centennial School welcomes open communication between teachers and parents and guardians. Your first line of communication is the program coordinator. If the program coordinator is not available, you may leave a voice message on the answering machine and she or he will get back to you promptly. We ask students not to call staff at their homes.

Tobacco

The possession and use of tobacco products and related items, such as lighters and matches, are prohibited on Centennial School property. Under Pennsylvania Statute it is unlawful for any pupil to use tobacco in school buildings, school buses and on school property. Tobacco use includes smoking and the use of smokeless tobacco in any form. Students possessing or using tobacco products and related items on Centennial property will be directed to turn these materials over to school officials, and their parents will be notified. Possession and use of tobacco products and related items on school property will result in disciplinary action up to and including suspension from school. In addition, school officials may notify appropriate law enforcement agencies as prescribed by law.

Telephones

Students are allowed to use telephones in the school offices only when they have permission from their teacher to do so.

Transition to Adult Life

Transition services means a coordinated set of activities for a student with a disability that is designed within an outcome-oriented process that promotes movement from school to post-school activities, continuing and adult education,

adult services, independent living, or community participation. Services are based on the individual student's needs, taking into account the student's preferences and interests.

When a Centennial School student turns 14 years of age, the child's IEP includes a course of study and a statement of interagency responsibilities, such as the Office of Vocational Rehabilitation and any other linkages with agencies external to the school, that lead to transition.

The Centennial staff provides students and their families with practical skills and knowledge for making a successful transition to adult life. Examples of community living activities offered by Centennial School include (a) assisting students to develop monthly schedules, (b) visiting possible future living arrangements, (c) providing opportunities to familiarize students with service organizations for post-school membership, (d) assisting students with selective service registration, (e) providing classroom and community-based instruction in banking services, check writing, and account balancing, (f) visiting public library services and resources, (g) practicing the scheduling of appointments, (h) instructing students in the use of public bus-transportation and traveling by bus to specific community locations, and (i) instructing students in developing skills for self-advocacy and determination. Our efforts are founded on the belief that students with disabilities can achieve independent or nearly independent lives within the community when supplied with the requisite knowledge, skill, and support.

Visitors

Visitors are welcome at Centennial School. Guests are encouraged to make appointments in advance as a means of minimizing disruptions to the education program. Visitors are requested to report to the school office upon arrival, sign in and obtain a visitor's badge before entering the building.

We ask that former students of Centennial School who wish to visit their past teachers and school staff do so after 2:45 p.m. so as not to interrupt classes that are in progress during the school day.

Visits to Students' Homes after School

Sometimes students wish to arrange bus transportation to visit one another's homes after school. When students wish to do so, they need to have a written

note from their parents at least one day in advance of the proposed visit. Notes should be supplied from the parents of the student who is visiting and from the parents whose home will be visited. The written notes should be submitted directly to the respective bus companies. Once the bus companies have received both written permissions, they will contact the school to report that the transportation arrangements have been arranged. The final decisions in these matters rest with the bus companies.

Weapons and Suspected Illegal Substances

Weapons are forbidden at Centennial School. Weapons include but are not limited to firearms, knives, metal knuckles, straight razors, explosives, noxious, irritating or poisonous gases, poisons, or anything fashioned or used with the intent to do harm. Students may not bring, hold or conceal weapons and illegal substances on Centennial School property. Any such individual is subject to search by school staff upon reasonable suspicion, and where warranted, by the local law enforcement. Prohibited items will be confiscated as evidence and the violator will be subject to school discipline and, when appropriate, to criminal prosecution.

**Centennial School Calendar
2010-2011**

September 1	First Day of Classes
September 6	School Closed -- Labor Day
October 12	Open House & Scholastic Book Fair
October 19	School Picture Day
November 1	End of First Term
November 12	School Closed -- Teacher Inservice
November 25	School Closed -- Thanksgiving
November 26	School Closed -- Thanksgiving
November 29	School Closed -- Thanksgiving
November 30	School Reopens
December 24	School Closed -- Winter Break
December 27	School Closed -- Winter Break
December 28	School Closed -- Winter Break
December 29	School Closed -- Winter Break
December 30	School Closed -- Winter Break
December 31	School Closed -- Winter Break
January 3	School Reopens
January 17	School Closed -- Martin Luther King
January 24	End of Second Term
February 14	PASA Testing Begins
February 21	School Closed -- President's Day
March 14	PSSA Math and Reading Testing Begins
March 25	PSSA and PASA Math and Reading Testing Ends

March 28	PSSA Writing Testing Begins
March 30	End of Third Term
April 1	PSSA Writing Ends
April 4	PSSA Science Testing Begins
April 8	PSSA Science Testing Ends
April 21	School Closed -- Spring Break
April 22	School Closed -- Spring Break
April 25	School Closed -- Spring Break
April 26	School Reopens
May 2	PASA Science Testing Begins
May 10	Open House & Scholastic Book Fair
May 27	PASA Science Testing Ends
May 30	School Closed -- Memorial Day
June 08	End of Fourth Term Last Day for Students

If school is closed due to inclement weather or other emergencies that result in fewer than 180 days of instruction as mandated by state law, additional days will be added to the end of the school year.

