

Carbon Lehigh
Intermediate Unit #21



Helping Children Learn



2022-2023
Student Handbook
Enhanced Autism

Carbon County Enhanced Autism

770 Interchange Road

Lehighton, PA 18235

7:30 - 2:30

Main Office 610-769-1966

Fax 610-769-1964

Lehigh County Enhanced Autism

2881 Tycolia Court

Orefield, PA 18069

7:30 - 2:30

Main Office 610-769-1169

Fax 610-769-1189

CLIU #21 Enhanced Autism

The Carbon Lehigh Intermediate Unit #21 operates an Enhanced Autism Program in Carbon and Lehigh County. Both programs operate in the same way and are designed to effectively educate students with Autism who have not been successful in a typical school setting. The classrooms in the Enhanced Autism program contain a maximum of six (6) students and staffed by a certified special education teacher, an autistic support interventionist, and three instructional assistants. The programs also contain sensory rooms that are designed to meet the unique sensory needs of the students. All related services, such as occupational therapy, speech therapy, and physical therapy, are provided in the classroom or the school building as per the IEP. Each classroom attends community-based instruction trips a minimum of four times per year to assist the students with getting acclimated to their surroundings and the local community.

The small class size, individualized instruction, use of calm down areas, sensory rooms, coupled with evidence-based curriculum and teaching practices, and research-based behavior interventions allow the students to feel comfortable and safe. Students actively engage in learning in a manner which best suits their individual needs.

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Carbon County Enhanced Autism Phone List

(610) 769-1966 or (610) 769-4111

Susan Raiders, Program Supervisor 484-635-0327

Conference Room ext. 1501

Health Room

Sharon Gribb (Bayada)..... ext. 2917

Teachers

Elementary Room 1 ext. 1502

Middle School Room 2 ext. 1503

High School/Transition Room 4 ext. 1504

Occupational Therapists

Terri Bugelholll, OT ext. 1769

School Psychologist

Dan Curtis ext. 1642

Speech Therapist

Molly Coleman 610-769-4111

Social Worker

Amy Snyder 484-735-1724

Facilitator

Rebecca DeFeo..... ext. 1253

Training and Consulting

Vince Knecht ext. 1657

CCEA Fax..... ext. 610-769-1964

Jeanine D'Souza, Administrative Assistant (Main Office)..... 610-769-4111 ext. 1625

*In the event of an emergency evacuation,
parents will be notified as to the location for student pick-up.*



Lehigh County Enhanced Autism Phone List

(610) 769-1169 or (610) 769-4111

Jonathan Walter, Program Supervisor..... ext. 2407, ext. 1620 or 484-619-1731

Office..... ext. 2407

Health Desk..... ext. 2407

Teachers

Middle School/High School 1: Room 2 ext. 2414

High School 2: Room 4 ext. 2405

High School 3: Room 3 ext. 2402

Occupational Therapist

Lyn Wendling..... ext. 1823 or 2401

School Psychologist

Dan Curtis ext. 1642

Speech Pathologist

Murphy Lynch ext. 2401

Social Worker

Steve Hawkes 610-769-4111

Facilitator

Rebecca DeFeo..... ext. 1253

Training and Consulting

Vince Knecht ext. 1657

LCEA Fax..... 610-769-1189

Dana Davies, Administrative Assistant (Main Office)..... 610-769-4111 ext. 1639

*In the event of an emergency evacuation,
parents will be notified as to the location for student pick-up.*



Carbon County Enhanced Autism 2022-2023 Calendar

School Hours for Students: 7:45 to 2:00

First Student Day: Tuesday, September 6, 2022

Tentative Last Day: Friday, June 9, 2023

Month	Days Closed	Notes
September		
October	10	
November	9, 24, 25, 28	
December	23, 26, 27, 28, 29, 30	
January	2, 16	
February	13, 17, 20	
March		
April	6, 7, 10	
May	5, 29	
June		Additional snow make-up days will be added to the end of the school year.
	TOTAL Student Days 180	
Tentative Make-Up Schedule for School Closures	January 16 February 17 April 6	

CCEA Professional Development Early Dismissal 11:00	Lehighton Early Dismissal Days
September 21 October 19 January 18 March 15 April 19 May 17	November 23 December 22 April 5 Tentative June 8, 9
<p>Note: If a delayed opening occurs on a scheduled Early Dismissal Staff in-service day, the early Dismissal is canceled and CCEA will dismiss students at regular dismissal time.</p> <p>*Calendar subject to change.</p>	



Lehigh County Enhanced Autism 2022-2023 Calendar

School Hours for Students: 7:45 to 2:00
 First Student Day: Monday, August 29, 2022
 Tentative Last Day: Tuesday, June 6, 2023

Month	Days Closed	Notes
September	2, 5	
October	10	
November	24, 25, 28	
December	23, 26, 27, 28, 29, 30	
January	2, 16, 23	
February	17, 20	
March	10	
April	6, 7, 10	
May	29	
June		Additional snow make-up days will be added to the end of the school year.
	TOTAL Student Days 180	
Tentative Make-Up Schedule for School Closures	June 7, 8, 9, 12 April 10	

LCEA Professional Development Early Dismissal 11:00	Northwestern Lehigh Early Dismissal Days
September 28 December 14 February 8 April 26 Note: If a delayed opening occurs on a scheduled Early Dismissal Staff in-service day, the early Dismissal is canceled and LCEA will dismiss students at regular dismissal time. *Calendar subject to change.	November 23 May 26

Student Expectations and School Services

Attendance/Tardy Policy

School attendance is a child's right and a parent's responsibility. State Attendance Regulations mandate that a written excuse is on file for every absence. When a student is absent from school, it is the parents'/guardians' obligation to provide a written explanation as to the reason for the absence. If a note is not received within three school days, the absence will be reported to the home school district as illegal and/or unexcused. After 10 cumulative days absent, a note from a physician/court will be required, or the day will be recorded as illegal and/or unexcused.

Tardy Policy

- Parents/Guardians need to sign the student into the building and submit late notes.

Breakfast/Lunch Program

CLIU center programs offer breakfast daily from 7:45 a.m. to 8:15 a.m. Breakfast usually consists of cereal, milk, and juice. Enhanced Autism Centers offer lunch on full-days (not early dismissal days). Cost varies based on program location and free and reduced eligibility.

Bullying Prevention

Bullying is not permitted at CLIU. Bullying is defined as a low-level form of violence that is inflicted repeatedly on another, usually a weaker student.

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.

Cell Phone Devices/Video/Phones/Cameras/Electronics

CLIU forbids the use of cell phones during the school day, including texting, camera and/or videos, and music. CLIU is not responsible for lost or stolen cell phones or electronics. Furthermore, CLIU Faculty is NOT obligated to search and/or investigate lost/traded/stolen cell phones.

Cell phones with cameras or video may not be used to take pictures during and after school hours on school grounds, school transportation, or school district-sponsored events. Camera phones are strictly prohibited in the bathrooms. If a student is found taking any pictures at school or school-sponsored events, he/she will be referred to administration. If the content of the photographs taken is inappropriate, legal action will be taken.

Change of Address

All enrolled students must notify their prospective supervisor and teacher of any changes of address, telephone numbers, and/or parent/guardianship status.

Classroom Visitations

The Carbon Lehigh Intermediate Unit welcomes visits to our classroom programs by parents, guardians, or interested educators. To ensure order in our programs, and uphold the confidentiality requirements of The Family Educational Rights and Privacy Act (FERPA), it is necessary to establish guidelines governing such school visitations.

Procedure for Program Visitation

The Supervisor of Special Education, teacher, or building principal shall have the authority to prohibit entry of any person to any Intermediate Unit classroom unless the following procedures have been complied with:

1. Upon arrival at a program located in a school district building, a person visiting the school for any purpose shall register at the office of the principal before proceeding to any other location within the school building.

2. If the visit is for a parent or teacher-initiated conference concerning the parent or guardian's child, it must be scheduled in advance with the teacher.
3. If the visit is to observe the classroom program, such as before an intake, arrangements must be made in advance through the CLIU Supervisor and LEA representative will accompany the parent or guardian. The Supervisor and LEA representative will orient the parent or guardian to the classroom and answer any questions concerning the program or curriculum.
4. No visitor may confer with the teaching staff while instruction is being delivered during program time.
5. No visitor shall be allowed to photograph or videotape any person or any part of the program delivery or to tape-record any conversation of any kind without prior approval by the Supervisor of Special Education of the classroom and the LEA representative.
6. Because visitations by a person other than school employees, while a classroom is in progress, leads to disruption of the learning process, these visits shall be limited to no more than one visit per quarter. Each visitation shall not exceed 1 hour.
7. Visitors to the classroom shall refrain from any discussion or identification of any child other than the child under their guardianship, as this would be in direct violation of FERPA.

Closure Due to Inclement Weather

The following procedures will be used in case of delayed starts and early dismissals due to weather:

1. Listen for the notice that Carbon Lehigh IU #21 has delayed transportation. You will also need to make sure that the IU is not just delayed in one county. If we delay in Carbon County only, it will state "Carbon County Only."
2. If Carbon Lehigh IU #21 is not listed, but your child's school district is delayed, then CLIU transportation will follow that school district's delay.
3. If the district that you live in is delayed, but the school district that your child attends is not delayed, the CLIU will follow your home district's delay. This is for the child's safety.

4. If the school your child attends is dismissing early, the teacher will call you to let you know the dismissal time.
5. **CCEA follows the Lehigh SD schedule, and LCEA follows Northwestern Lehigh's schedule.**
6. **LCEA only - NWL has adopted a 3-hour delay. Please note that change in the schedule.**

Communicable Diseases & Immunization

A copy of the student's Immunizations and any other documents as required by the Pennsylvania Department of Health shall be submitted to the CLIU upon enrollment in the school.

Illness

When your student is ill the night before a morning of school, please keep him/her home. Students who run a fever of 100 degrees or higher, vomit, experience diarrhea, coughing, sore throat, or other cold/flu-like symptoms are not ready for a rigorous day at school. The student needs at least 24 hours to get his/her body's resistance back. Please call your student's school office to report the absence.

Exclusion

On occasion, a child may be suspected of having a health condition that may be contagious and warrant examination by the family doctor. In these instances, a note from the doctor will be necessary for re-admittance to school. To prevent the spread of contagious, infectious diseases, parents are to keep their child home when symptoms are first noticed. Also, the child must be fever free (less than 100 degrees) for 24 hours before returning to school. The following conditions are considered contagious by the State of Pennsylvania:

- Chicken Pox
- Ringworm
- Impetigo
- Measles
- Hand, Foot and Mouth
- Pink Eye
- Strep Throat
- Scabies
- Pertussis

Community-Based Instruction (CBI)

The Carbon Lehigh Intermediate Unit encourages CBI experiences for all exceptional children. CBI experiences are virtual options, walking excursions, or classroom simulations. CBI experiences expand the social, educational, and environmental experiences of children. They stimulate all the senses, allowing them to understand and relate to situations which they may not have had opportunities to experience previously.

Computer Usage

CLIU supports the use of computers, networks, and the internet to facilitate learning and teaching. It is the student's responsibility to use the computers, network resources, and the internet according to the directions of the teacher. Students are expected to act in a responsible, ethical, legal manner in accordance with the Carbon Lehigh Intermediate Unit's computer policy and federal and State Laws. The following are prohibited usage: non-educational purposes; efforts to modify, harm, or destroy hardware, software, network, and another user's data; accessing confidential information; harassing others; accessing obscene or pornographic material; loading any unauthorized media.

De-escalation and Response

The need for behavior management techniques shall be addressed before the development and during the writing of the IEP with parents, district representatives, IU staff, and the student, when deemed appropriate.

Positive techniques for the development and maintenance of selected behaviors shall be attempted before the use of more intrusive measures. Aversive behavioral techniques may not be used as a substitute for a behavior management program.

Physical interventions may only be implemented when a student is demonstrating the following crisis behaviors: continuous aggression, and/or continuous self-injury, and/or continuous high-magnitude disruptions, and only when less restrictive measures have proven to be

ineffective in preventing these crisis behaviors. Physical interventions may be used to control acute or episodic crisis behaviors. When and only when these conditions are met, program staff is to initiate physical de-escalation techniques in which they are trained.

Displays of Affection

Carbon Lehigh Intermediate Unit programs hold the firm opinion that school is not the appropriate place for displays of affection between students and therefore is prohibited.

Dress Code

Students are expected to dress in a manner deemed appropriate by the school administration. Students are not permitted to wear midriffs, muscle/sleeveless-shirts, or clothing revealing underwear, or cleavage. Also, clothing with tobacco, drug, alcohol, or sexual references is prohibited and must be replaced or concealed. Violations of this policy may result in exclusion from classroom activities and communication to parents/guardians. Jackets, coats, pillows, and blankets must be stored in places deemed appropriate by staff. The CLIU reserves the right to ask students to remove or confiscate items determined unsafe or that cause a disturbance to students during the academic day.

Drugs and Alcohol

Students/parents/guardians are reminded of the following: The CLIU policy on drugs and alcohol defines distribution as delivering, selling, passing, sharing, or giving any alcohol, drug, narcotics, marijuana, counterfeit chemical, an anabolic steroid, look-alike substance, mood-altering substance, or drug paraphernalia, as defined by the policy, from one person to another.

A student who possesses uses, and/or distributes any of the above named substances will be subject to the provisions of the CLIU Drug/Alcohol Abuse policy.

Random Searches

CLIU staff reserves the right to conduct reasonable searches at any time based on reasonable suspicion. Areas may include person, school locker, and personal belongings.

Emergency Evacuation Plan

In the case of an emergency evacuation, parents will be notified as to the locations in which they may be reunified with their children.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights concerning their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
2. Generally, schools must have written permission from the parent or eligible student in order to release any information

from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): School officials with legitimate educational interest; Other schools to which a student is transferring; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accrediting organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Feature Videos

The faculty is required to preview videos before showing them to students. As a general rule, only G or PG films are permitted to be viewed by elementary students, and PG-13 rated movies are permitted to be viewed by middle and high school students.

Graduation

Students eligible to receive their diploma have several options. All students receive a diploma from the resident school district based on that local education association's curriculum scope and sequence, required credits, and graduation guidelines. Students may participate in their local high school graduation ceremony. CLIU also holds a

multi-district ceremony for eligible graduates if a smaller venue is preferred.

Mandated Reporter

Pennsylvania law has identified a school employee as a mandated reporter. As such, mandated reporters must file a report with ChildLine, Pennsylvania's child abuse reporting hotline, when they have reasonable cause to suspect that a child is a victim of child abuse. Mandated reporters are not responsible for investigating suspected child abuse claims.

Medication

Whenever possible, the parent/guardian should notify the school nurse in advance that the child will need medication. Medication is defined as medicines prescribed by a physician and any over-the-counter medications. Medication will then be administered during school hours when the following conditions have been met:

1. A "**medication authorization**" form is completed and signed by both the parent and ordering physician.
2. All prescription medication must be provided in the original prescription container.
3. Whenever possible, medication needed for more than one day should be given before or after school hours.
4. Discontinuance of a medication will only occur with a doctor's order or written parent notification.
5. Prescription medication **must be delivered to the school by a guardian and given to the nurse at that location**. If this is not able to occur, please contact your child's teacher. **Bus drivers are not permitted to transport medications for students**.

In the event of a medical emergency, EpiPen and Narcan are stored on-site and can be administered by trained staff.

Administering Medications

Following the direction of a physician, medications will be administered by an appropriately licensed medical provider to a student during school hours only if:

- Failure to administer medication would jeopardize the health of the student or would prevent the student from attending school
- It's necessary due to a student being at risk of experiencing an opioid-related overdose
- It's necessary due to a student being at risk of experiencing a life-threatening allergic reaction

Personal Property

CLIU is not responsible for the loss of any personal items while items are on school property. CLIU staff discourages students from lending and borrowing items, especially money, from other students and bringing valuable items from home. Again, CLIU Faculty is NOT obligated to search and/or investigate lost/traded/stolen items.

Progress Notes

Daily communication from classroom staff will occur. Please use the phone lists in the foreword pages if you need to contact any CLIU faculty. Progress reports are issued quarterly at the end of each marking period. Parents/guardians may contact their child's teacher if more information is needed.

Sexual Harassment of Staff & Students

No student or employee, either male or female, should be subjected to unwelcome sexual overtures or conduct, either verbal or physical. Any of these behaviors will be considered inappropriate, and appropriate actions will be taken.

Student Records

Student records are maintained on behalf of the resident school district following Pennsylvania law. Parents, guardians, and students wishing to review their child's education records should submit the request in writing to the program administrator. Education records are returned to the resident district when the student leaves the program.

Tobacco

Under the Pennsylvania Statute, it is unlawful for any pupil to use tobacco in school buildings, school buses, and on school property. Students possessing lit or unlit tobacco in any form, smoke-like products, and non-prescribed smoking-related products will be required to turn the product over to school faculty to be discarded. Examples include, but not limited to, tobacco brownies, smokeless cigarettes, non-prescription Nicorette, e-cigarettes, vaping, lighters, and matches. Appropriate consequences will be applied, and law enforcement agencies may be notified.

Transportation Procedures

Parents or guardians are responsible for the child before boarding the school bus in the morning and from the time the child is delivered home in the afternoon. Parents should have their child ready for pick up at least ten minutes before the scheduled time. If bad weather makes a street or road impassable, it will be necessary for the parents and child to meet the transportation staff at a convenient, accessible nearby location. The school requires an emergency phone number where a parent or guardian can be contacted at any time during the school day. We have experienced repeated instances when IU vehicles have returned pupils home from school at the designated time, and the parent or guardian has not been available to accept the pupil. When these situations occur, by law, the IU is required to follow these procedures:

1. Transportation staff must contact IU Transportation Department.
2. IU Transportation Department will exhaust emergency numbers available for each student before calling the police or Children and Youth.
3. IU Transportation Department must inform the transportation staff of the location of the police department that has jurisdiction.
4. Transportation staff shall take the student to the police station.

Unlawful Harassment

1. The CLIU is an educational environment in which harassment in any form is not tolerated. When a student believes that she/he is being harassed, and if the harassment continues after the harasser has been confronted with her/his behavior, there is a multi-step complaint procedure that the student shall follow.
2. Retaliation against any individual who reports discrimination or participates in an investigation is strictly prohibited.
3. A substantiated/unsubstantiated charge of harassment will result in disciplinary action.

Use of Audio and Video Surveillance on CLIU Vehicles and CLIU Centers

To protect the security, safety, and property of students and others, and to maintain safety and order on CLIU buses, school vehicles and Centers' audio and video surveillance equipment may be used.

Visitors Policy

Students who arrive late must have a parent or guardian escort them into the building and sign them in at the main entrance. Students who leave the building during the school day with permission must sign out in the appropriate sign-out book located at the main entrance.

Weapons

The CLIU recognizes the importance of a safe school environment relative to the educational process.

1. Possession of weapons in the school setting is a threat to the safety of students and staff and is prohibited by law. A weapon includes, but is not limited to, any knife, cutting instrument, firearm, a replica of a weapon, or any tool capable of inflicting severe bodily injury.
2. A terroristic threat is a threat to commit any crime of violence, evacuation of a space, or to cause serious inconvenience regardless of the risk of the inconvenience.
3. The student in violation of this policy will be referred to the local law enforcement agency.

Additional CLIU Special Education Services

Psychological Services

The CLIU has a staff of certified school psychologists who work with students, parents, and educators concerning instructional, behavioral, and social problems. School psychological services are available to students upon the request of local school districts. CLIU psychologists offer such services as psychological evaluations, consultation, and in-service education. The psychologists are also responsible for arranging multidisciplinary evaluations of students referred to by districts.

Social Work Services

The CLIU employs social workers who provide support services for students with disabilities and their families. The social workers foster relationships between families and community agencies.

Work-Based Learning Program

The CLIU Work-Based Learning Program offers students the opportunity to develop job-related skills by working on-site at businesses in the area. Students work under the supervision of work experience assistants, with the ultimate goal of having the students work without supervision and finding employment after graduation. Students also may participate in a Community Exposure program where they have opportunities to participate in community activities.

Mandated Board Policies

To view the Mandated Board Policies,
visit the website below:

<https://www.cliu.org/page/30>

PUPILS

- 207 BEHAVIOR SUPPORT
- 212 BULLYING
- 205 COMMUNICABLE DISEASES AND IMMUNIZATION
- 213 ELECTRONIC DEVICES
- 202 SEARCHES
- 203 STUDENT RIGHTS AND RESPONSIBILITIES/SURVEYS
- 819 SUICIDE AWARENESS, PREVENTION AND RESPONSE
- 209 UNLAWFUL HARASSMENT
- 208 WEAPONS AND TERRORISTIC THREATS/ACTS

NON-DISCRIMINATION POLICIES

- 103 NON-DISCRIMINATION/TITLE IX SEXUAL HARASSMENT AFFECTING STUDENTS

CLIU #21 SPECIAL EDUCATION ADMINISTRATORS

(610-769-4111)

***Sean LeDonne* - Assistant Director of Special Programs and Services, ext. 1673**

Special Programs and Services Supervisors; Early Intervention; Educational Consultants; First Call Subs (Instructional Assistant (IA) & Teacher); Extended School Year (ESY)

***Susan Raiders* - Special Education Supervisor, ext. 1626, 484-635-0327**

Carbon County Enhanced Autism; Northern Lehigh Multiple Disabilities Support-Behavior Programs; Adapted Physical Education Teachers.

***Dr. Lisa Schumacher* - Assistant Director of Special Programs and Services, ext. 1678**

Special Programs and Services Supervisors; Extended School Year (ESY); Related Services School Age Supervisors; Software Support Specialist/STaR; Resiliency Teachers; Feeding Team

***Dr. Mark Scott* - Director of Special Programs and Services, ext. 1218**

Assistant Directors of Special Programs and Services; Behavioral Health Supervisor; Partial Hospitalization; Psychiatrists/Psychologists; Facilitator Supervisor; Student Records

***Jonathan Walter* - Special Education Supervisor, ext. 1620, 484-619-1731**

Lehigh County Enhanced Autism; Audiology; Physical Therapy; Sign Language Interpreters



Helping Children Learn

Carbon Lehigh Intermediate Unit #21

**4210 Independence Drive
Schnecksville, PA 18078-2580**

610-769-4111

www.cliu.org

Helping Children Learn

"CLIU is a service agency committed to Helping Children Learn."