

ANNUAL NOTICE

The Carlynton School District provides the following annual notices to parents and families residing within the School District in accordance with state and federal laws and regulations. These notices are also accessible on the School District's website at <http://carlynton.k12.pa.us> and contained in the School District's handbooks. If you have any questions regarding the information contained in this notice, please contact Mrs. Sara Hoffman, Director of Special Education and Pupil Services, at 412-429-8400 ext. 3309.

ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES AND PROGRAMS, SERVICES FOR GIFTED STUDENTS AND SERVICES FOR PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, the Carlynton School District will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on evaluation procedures and provision of services to protected handicapped students, contact Mrs. Sara Hoffman, Director of Special Education and Pupil Services, at 412-429-8400 ext. 3309.

Also, school districts are required to conduct child find activities for children who may be eligible for gifted services under 22 Pa. Code Chapter 16. For additional information regarding gifted services, parents may refer to 22 Pa. Code Chapter 16. If a student is both gifted and eligible for special education, the procedure in IDEA and Chapter 14 shall take precedence.

Children ages three through twenty-one may be eligible for special education programs and services under IDEA and 22 Pa. Code Chapter 14. If parents believe that their child may be eligible for special education, they should contact the Coordinator of Special Education and Student Services.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services.

Developmental delay is a condition that includes a child who is less than the age of beginners and at least three years of age and is experiencing any of the following:

1. The child's score on a developmental assessment device or an assessment instrument which yields a score in months indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas; or

2. The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on a standardized test. Developmental areas include cognitive, communicative, physical, social emotional/ and self-help.

The Pennsylvania Department of Public Welfare is responsible for providing services to infants and toddlers through age two. Contact: Allegheny County Assistance Office 611 Pittsburgh State Office Building, 300 Liberty Avenue, Pittsburgh, PA 15222-1215, 412-565-2146.

The Allegheny Intermediate Unit is responsible for providing services to children from age three until they begin kindergarten. Contact: Project DART, 475 East Waterfront Drive, Homestead, PA 15120, 412-394-5736.

The School District is responsible for providing services for school age children. Contact Mrs. Sara Hoffman, Coordinator of Special Education and Student Services, at 412-429-8400 ext. 3309 for more information.

Evaluation Process

Each school district, intermediate unit and charter school has a procedure in place by which any parent or guardian can request an evaluation. You may request an evaluation for your child at any time. For information about procedures applicable to your child, contact the school that your child attends or contact the Coordinator of Special Education and Student Services, at 412-429-8400 ext. 3309.

Parents of preschool age children, age three through five, may request an evaluation by contacting the intermediate unit at the number and address located at the end of this notice.

Consent

School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the child's parent or guardian. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website at <http://www.pattan.net> and the School District's

website at <http://carlynton.k12.pa.us>. Once written consent is obtained, the school district, intermediate unit or charter school will proceed with the evaluation process. If the parent disagrees with the completed evaluation, they may request an independent educational evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and the child's parent/guardian(s) determine whether the child is eligible. If the child is eligible, the Individualized Education Program (IEP) team meets, develops the program and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district, intermediate unit or charter school staff will issue a Notice of Recommended Educational Placement (NOREP) to the child's parent/guardian. Written consent is required before initial services can be provided. A parent/guardian has the right to refuse initial services or revoke consent for services after an initial placement. More information can be found in the Procedural Safeguards Notice, accessible at <http://www.pattan.net> and the School District's website at <http://carlynton.k12.pa.us>.

Confidentiality of Information

School districts, intermediate units and charter schools maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained confidentially. Your consent or consent of an eligible child who has reached the age of majority under state law must be obtained before personally identifiable information is released, except as permitted under the Family Educational Rights and Privacy Act (FERPA). Each participating agency must protect the confidentiality of personally identifiable information at the collection, storage, disclosure and destruction stages.

For additional information related to student records, parents should refer to the School District's complete annual notification of rights under FERPA or contact Mrs. Sara Hoffman, Director of Special Education and Pupil Services.

This notice is only a summary of special education services, evaluation and screening activities and rights and protections pertaining to children with disabilities, children thought to be disabled and their parents. For more information or to request an evaluation or screening of a public or private school child, contact the responsible entity listed below. For preschool age children, information, screening and evaluations requested may be obtained by contacting the intermediate unit. The addresses of these entities are as follows:

Intermediate Unit: Address: 475 East Waterfront Drive, Homestead, PA 15120
Email: info@aiu3.net
Phone: 412-394-5700
Fax: 412-394-5706

School District Offices: Contact: Mrs. Sara Hoffman, Director of Special Education/Pupil Services

Address: 435 King's Highway, Carnegie, PA 15106
Email: sara.hoffman@carlynton.k12.pa.us
Phone: 412-429-8400 ext. 3309
Fax: 412-429-2502

English as Second Language (ESL) Programs for LEP and Immigrant Students
The Carlynton School District develops and provides a planned educational program for each student with Limited English Proficiency (LEP). These programs enable students to meet academic standards and succeed in school. Each program will include:

1. Standards-based English as a Second Language (ESL) instruction at the appropriate proficiency level;
2. Content area instruction aligned with academic standards and adapted to meet the needs of the student;
3. Assessment processes that reflect academic standards and instruction.

For more information, contact Mrs. Sara Hoffman, Director of Special Education and Pupil Services, at the above contact information.

Homeless Students

If you have lost your housing and now live in a shelter, motel, vehicle, campground or temporary trailer, on the street, doubled up with family or friends or in another type of temporary or inadequate housing, your child may be eligible to receive help through a federal law called the McKinney-Vento Act.

Under the McKinney-Vento Act, children temporarily without a home or residence have the right to attend school regardless of where they live or how long they have lived there. If you have questions or need assistance, please contact the registrar at 412-429-2500, ext. 1125.

FERPA

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Additional information regarding FERPA compliance can be found at:

<http://www.ed.gov/policy/gen/guid/fpco/index.html>.

Directory Information

As is discussed above, FERPA requires the Carlynton School District to obtain your written consent prior to disclosing personally identifiable information from your child's education records, unless one of the enumerated exceptions applies. The Directory Information exception allows the School District to disclose appropriately designated "directory information" without written consent, unless you have advised the School District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications, such as: a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets (e.g. for wrestling events, weight and heights of team members are generally listed).

Directory information is generally not considered harmful or an invasion of privacy if released. FERPA permits the school district to disclose directory information to outside organizations without a parent's prior written consent. Outside companies include, but are not limited to, companies that manufacture class rings or publish yearbooks. Additionally, federal law requires the School District to provide military recruiters, upon request, with information from three directory information categories – names, addresses and telephone listings – unless parents have advised the school district that they do not want their student's information disclosed without prior written consent.

The School District has designated the following categories of information as "directory information" subject to disclosure without parental consent: the student's name, address and telephone number; date and place of birth; participation in officially recognized sports and activities; group photos; weight and height of members of athletic teams; degrees, honors and awards received; school and dates of attendance; grade level in school and program of study. The School District may release this information without the consent of the parents or students.

Any parents or eligible students who object to the release of any or all of this information without their consent must notify, in writing, the principal of the school where the records are kept (the school your child attends). If no objection is received by September 28, 2021, then directory information may be released until the next annual notice of FERPA rights is received.

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding the School District's conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These

include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

3. Inspect, upon request and before administration or use:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The School District will develop and adopt policies, in consultation with parents, regarding these rights, as well as in making arrangements to protect student privacy during the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and

will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- * Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- * Administration of any protected information survey not funded in whole or in part by ED.
- * Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202-5901

Additional information regarding PPRA may be obtained at:

<http://www.ed.gov/policy/gen/guid/fpco/ppra/index.html>.

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the School District and request an explanation.

The School District will arrange for an interpreter for parents or guardians with limited English proficiency. If a parent or guardian is deaf or blind or has no written language, arrangements will be made for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

The School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification.

Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. For information regarding civil rights, grievance procedures, services, activities, programs, and facilities that are accessible to and usable by individuals with disabilities, please contact Mrs. Sara Hoffman, Director of Special Education and Pupil Services at 412-429-8400 ext. 3309.

Equal Opportunities for Handicapped Students

In compliance with state and federal law, the Carlynton School District will provide to each protected handicapped student without discrimination or cost to the student or family, those

related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provisions of services to protected handicapped students, contact Mrs. Sara Hoffman, Director of Special Education and Pupil Services, 412-429-8400, ext. 3309.

Right to Know – Child Find

The Carlynton School District is required by law to annually notify parents about the screening and evaluation processes, special education programs, privacy rights of parents and students, and Chapter 15/Other Protected Handicapped Students. The District uses the following procedures for locating, identifying and evaluating specified needs of school-aged children requiring special programs or services:

Screening and Evaluation

The District, as prescribed by Section 1402 of the School Code, routinely conducts screening of a child's hearing acuity in the following grades: kindergarten, one, two, three, seven and 11. Visual acuity is screened in every grade. Speech and language skills are screened in kindergarten and on a referral basis. Gross motor and fine motor skills, academic skills and social-emotional skills are assessed by classroom teachers on an on-going basis. Specified needs from all of these screening sources are noted within a child's official file.

Parents with concerns regarding their child may contact building principals at any time to request a screening or evaluation. Communication with parents and a student with a disability shall be in English or the native language of the parents. Screening information will be used by the Response to Intervention and Instruction team (RTII) within the student's school to meet his/her specific needs or to document the need for further evaluation. If it is determined that a child needs additional services, the RTII will make adjustments relative to such things as the child's learning style behavior, physical disabilities and speech problems to be more in keeping

with traditional classroom experiences. If a student does not make progress, parents will be asked to give written permission for further individual professional evaluations.

If it is determined that a child needs additional assistance, parents will be asked to give written permission for necessary individual professional evaluations.

After all of the evaluations are completed, a Comprehensive Evaluation Report (CER) will be compiled with parent involvement and include specific recommendations for the types of intervention necessary to deal with the child's specific needs. Parents are then invited to participate in a meeting where the results of the multidisciplinary evaluation will be discussed. If the student is eligible, an Individualized Education Program (IEP) will be developed for specialized services for the student. Parents are an integral part of the IEP Team and need to be physically present at the IEP meeting(s). The district will make every effort to insure parent participation. Parents are then presented with a Notice of Recommended Educational Placement, (NOREP) which they may approve or disapprove. If parents disapprove of the recommended program, the parents may request a pre-hearing conference, mediation or a due process hearing.

Information about early intervention, parent rights, mediation or due process procedures, specific Special Education services and programs offered by the District, specific Gifted Education services, and the District's Educational Records Policy is available upon request from the building principal in the student's school. Parents may request that the District initiate a screening or evaluation of their child's specified needs at any time by contacting the building principal. Further information about these procedures may be obtained by calling Mrs. Sara Hoffman, Director of Special Education and Pupil Services at 412-429-8400, ext. 3309.

Services for School-Age Students with a Disability

The District provides a free, appropriate public education to special education students as set forth in the Federal Individuals with Disabilities Education Improvement Act (IDEIA), the Chapter 14 regulations of the Pennsylvania State Board of Education and the Chapter 16 PA Regulations governing gifted education. Child find activities and procedures extend to all school-age children residing in the District including children attending private schools and home-schooled children. To qualify as a special education student, the child must be of school age, in need of specially designed instruction and meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities as defined by Chapter 14: autism, deaf-blindness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech and language impairment, traumatic brain injury, deaf and hard of hearing, and visual impairment, including blindness.

The District utilizes identification procedures to ensure eligible students receive an appropriate education program consisting of special education and related services individualized to meet student needs. At no cost to the parents, these services are provided in compliance with state and federal law and are reasonably implemented to yield meaningful educational benefit and student progress.

To identify a student who may be eligible for special education services, various screening activities are conducted on an ongoing basis. Screening activities include the District-wide kindergarten screening program in the month of August, review of group-based data (cumulative records, enrollment records, health records, report cards, ability and achievement test scores); hearing, vision, physical, a speech/language screening and student case review at Student Assistance Program (SAP) meetings when appropriate. The Response to Intervention and Instruction team (RTII) at the elementary level, continually reviews student progress and intervenes as warranted. School district personnel and/or parents may refer a student for screening to the school principal at any time.

When screening results suggest a student might have a disability, the school district seeks written parental consent to conduct a multidisciplinary evaluation. Parents who suspect their child may be a student with a disability may request an evaluation at any time through a written request to the school principal. The letter should indicate the parent's reason for the request. Parents who suspect their child may be eligible for gifted education may request an evaluation through a written request to the school principal as well.

When a multidisciplinary evaluation determines a student is eligible for special education services, a report is sent to parents. Special education reports and records are considered confidential and are protected under the Family Educational Rights and Privacy Act and released only with written parental permission.

The extent of special education services and the location for the delivery of such services is determined by the Individual Education Plan (IEP) or Gifted Individual Education Plan (GIEP) team and are based on the student's identified abilities, needs, chronological age and the level of intensity of the specified intervention.

Parents may obtain additional information regarding special education services and programs and parental rights by contacting the child's school principal or the Director of Special Education and Student Services, 412-429-8400, ext. 3309.

Services for Preschool-Age Children

Act 212, the Early Intervention Services Act, entitles all preschool age children with disabilities to appropriate early intervention services. Young children experiencing developmental delays or physical or mental disabilities are eligible for early intervention services. At-risk children are eligible for screening and tracking.

The Pennsylvania Department of Public Welfare is responsible for providing services to infants and toddlers through age two. Contact Allegheny County Assistance Office, 300 Liberty Avenue, Suite 301A, Pittsburgh, PA 15222, 412-565-2146.

The Pennsylvania Department of Education is responsible for providing services to preschool age children from age three until eligible for kindergarten. Contact Project DART, 475 East Waterfront Drive, Homestead, PA 15120, 412-394-5736.

Non-Discrimination Policy

The Carlynton School District will not discriminate in its education programs, activities, or employment practice, based on race, color, national origin, sex, sexual preference, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973.

Employees and participants who have an inquiry or complaint of harassment or discrimination, or who need information about accommodations for person with disabilities, should contact: Office of the Superintendent, 435 Kings Hwy, Carnegie, PA 15106, 412.429.2500, or the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, 400 Maryland Ave., S.W., Washington, D.C., 20202-1100.

Carnegie Elementary
301 Franklin Ave.
Carnegie, PA 15106
Lauren Baughman, Principal

Crafton Elementary
1874 Crafton Blvd.
Pittsburgh, PA 15205
Marsha Burleson, Principal

Carlynton Jr/Sr. High School
435 Kings Highway
Carnegie, PA 15106
Michael Loughren, Principal
Emily Skirtich, Assistant Principal

Pupil Services Department
435 Kings Highway
Carnegie, PA 15016
Mrs. Sara J. Hoffman
Director of Special Ed/Pupil Services