

Annual Public Notice of Special Education Services and Programs For Students With Disabilities

Keystone Academy Charter School publishes the following Annual Notice in the school's Parent Student Handbook and on the school's website: www.keystoneacademy.org.

Child Find (300.125)

It is the policy of Keystone Academy Charter School that all students with disabilities, regardless of severity of their disability, who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by the Individuals with Disabilities Improvement Act of 2004, 20 U.S.C. 1200 et. Seq (IDEIA 2004). Chapter 711 of Title 22 of the Pennsylvania Code requires the publication of a notice to parents to inform them of available special education services and programs, how to request those services and programs, and process that leads to identification, location, and evaluation of children with disabilities enrolled in Keystone Academy Charter School. The purpose of this Annual Notice is to comply with Keystone Academy Charter School's obligations according to Chapter 711, Title 22 of the Pennsylvania Department of Education Code. This Annual Notice is made available in the Parent Student Handbook and at www.keystoneacademy.org.

Identification

Identification procedures are performed to find a child who is suspected of having a disability that would interfere with his or her learning styles unless special education programs and services are made available and are a free appropriate public education (FAPE). The types of disabilities that may require a child to need services are autism, deaf-blindness, deafness, emotional disturbance, hearing impaired, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language impairment, traumatic brain injury, and visual impairment, and in the case of a child transferring from a preschool environment; developmental delay. A child may be identified when the parent informs Keystone Academy Charter School of previous assessments and Individual Education Plan (IEP), such as Early Intervention Services or transferring from another Learning Education Agency (LEA). Keystone Academy Charter School also utilizes a screening and referral process. The screening or referral process include initial academic placement tests, hearing, vision, and speech screenings, standardized reading and mathematics assessments, classroom performance, and monthly RTII meetings with teachers and administration. If a parent would like additional information on the screening process, please call or write to the Principal of Keystone Academy Charter School.

Parents have a right to request a multidisciplinary team evaluation at any time, regardless of the outcome of the screening process if they have any concerns.

Evaluation

When a student is referred for a multidisciplinary team evaluation, Keystone Academy Charter School must obtain parental consent from a parent before the evaluation process may commence. In certain

circumstances, a surrogate parent must be appointed when no parent can be identified; a public agency, after reasonable efforts, cannot locate a parent; the child is considered a ward of the State according to the laws of Pennsylvania. The surrogate parent may represent the child in all matters relating to identification, evaluation, and educational placement of the child. Reasonable efforts must be made to ensure the assignment of surrogate parent not more than 30 days after it is determined that the child needs a surrogate parent.

According to IDEIA 2004, an evaluation involves the use of a variety of assessment tools and strategies to gather functional, developmental, social-emotional, and academic information about a child. Information provided by the parent is considered an important component of the evaluation process. The process is conducted by a Multidisciplinary Team, which includes the parent, teacher/s, qualified personal such as a School Psychologist, Speech and Language Pathologist, Occupational Therapist, Physical Therapist, Teacher of the Deaf, Teacher of the Visually Impaired, or any other qualified members required for a full evaluation. The Multidisciplinary Team must follow all timelines and regulations as required in the PA Code, Chapter 14.

Upon completion of the Multidisciplinary Team Evaluation, a meeting is conducted to discuss eligibility. If found eligible, the parent is given a recommended educational placement including the type of disability, services recommended, and amount of recommended services. An Individualized Education Plan meeting will follow the Eligibility Meeting consisting of evaluation recommendation, educators, parents, and any other service required by each child's needs. It is also required by law that all Related Service including, but not limited to Speech Therapy, Occupational Therapy, Physical Therapy, and counseling, are provided at *no cost* to parents.

Location

Keystone Academy Charter School ensures that children with disabilities are educated to the maximum extent possible in the general education environment or Least Restrictive Environment. To the maximum extent possible, students with disabilities are educated with students who are not disabled. Special Classes, separate schooling or other removal of students with disabilities from the general education environment occurs only when the severity or nature of the disability impedes the education of the child, even with supplementary aids and services in the general education environment. Programs and placement may include; general education class with supplementary aids and/or services, general education class for most of the school day with itinerant support with a special education teacher or service either in the classroom or outside of the general education classroom, general education placement for most of the school day with instruction provided by a special education teacher in a resource classroom, or special education class placement or special education services provided outside the general education classroom for most or all of the school day provided by an alternative setting, such as an approved private school or other private facility licensed to serve children with disabilities.

Extended School Year services may be needed for students if determined by their IEP team in accordance with Chapter 711 regulations.

Under Section 504 of the Federal Rehabilitation Act of 1973, some school aged children with disabilities who do not meet eligibility criteria may be eligible for special protections and for adaptations and accommodation in instruction, facilities and activities. For further information please refer to Section 504, Chapter 15 services at www.portal.state.pa.us/portal/server/pt/community/pa_codes_7501/implementation_of_chapter_507_370.

Confidentiality of Student Information

Keystone Academy Charter School makes every effort throughout the screening, referral, and evaluation process to strictly maintain the confidentiality of student information and protect the students' right to privacy. The student RTII referral process is a strict confidential process.

Personally identifiable information includes the child's name, the name of the child's parents or other legal member, the address of the child or family, a personal identifier such as a social security number, a list of characteristics that would make the child's identity easily traceable or other information that would make the child's identity easily traceable.

Keystone Academy Charter School protects the confidentiality of personally identifiable information by on school official being responsible for ensuring the confidentiality of the records, training being provided to all persons using the information, and maintaining for public inspection a current list of employees' names and positions who have had access to the information. Keystone Academy Charter School will inform you of when this information is no longer needed to provide educational services to your child and will destroy the information at the request of the parent, except general information such as your child's name, address, phone number, grades, attendance record, classes attended and grade level completed, may be maintained without time limitation.

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

Parents have the right to an explanation and interpretation of the records, to be provided copies of the records if failure to provide the copies would effectively prevent parents from exercising their right to inspect and review the records, and the right to have a representative inspect and review the records.

Upon request, Keystone Academy Charter School will provide parents with a list of the types and the location of education records collected, maintained, or used by the school.

Parents have the right to request amendment on their child's education records that parents believe are inaccurate or misleading, or violate the privacy or other rights of the child. Keystone Academy Charter School will decide whether to amend the records within a reasonable time of receipt of the parent's request. If Keystone Academy Charter School refuses to amend the records, parents will be notified of the refusal and your right to a hearing. At that time, Keystone Academy Charter School will provide additional information regarding the hearing procedures and, upon request, Keystone Academy Charter School will provide parents with a records hearing to challenge information in your child's educational files.

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

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

A parent may file a written complaint alleging that the rights described in this notice were not provided. The complaint should be addressed to:

Pennsylvania Department of Education
Bureau of Special Education
Division of Compliance
333 Market Street
Harrisburg, PA 17126-0333

The Department of Education will investigate the matter and issue a report of findings and necessary corrective action within 60 days. The Department will take necessary action to ensure compliance is achieved.

Complaints alleging failures and Keystone Academy Charter School with regard to confidentiality of personally identifiable information may also be filed with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, D.C. 20202-4605

Keystone Academy Charter School

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