

# **Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students**

## **Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDs), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, parents may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 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 procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children age three through twenty-one can be eligible for special education programs and services. If parents believe that their child may be eligible for special education, the parent should contact the staff member identified for their school district of residence, listed at the end of this public notice.

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 defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on 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. (ii) 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 standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact Terry Telep, Supervisor of Preschool/Early Intervention, Capital Area Intermediate Unit #15, at [ttelep@caiu.org](mailto:ttelep@caiu.org), or at 717-732-8400, ext. 8539, or Jessica White, Supervisor of Preschool/Early Intervention, Capital Area Intermediate Unit #15, at [jwhite@caiu.org](mailto:jwhite@caiu.org), or at 717-732-8400, ext. 8781.

## **Evaluation Process**

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school that your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to Terry Telep or Jessica White, Supervisors of Preschool/Early Intervention, Capital Area Intermediate Unit #15.

## **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 parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, [www.Pattan.net](http://www.Pattan.net). Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation results, the parent can request an independent education evaluation at public expense.

## **Program Development**

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the Individualized Education Program team meets, develops the

program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, and/or charter school staff will issue a Notice of Recommended Educational Placement/Prior Written Notice (NOREP/PWN). Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

**Confidentiality of Information:**

The school districts, intermediate units and charter schools maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. 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 Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is age 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

For additional information related to student records, parents can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the 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 evaluation or screening of a public or private school child, contact the responsible school entity listed below. For preschool age children, information may be obtained and screenings and evaluations may be requested by contacting the Intermediate Unit.** The addresses of these schools are as follows:

<p><b>INTERMEDIATE UNIT</b>                  Capital Area Intermediate Unit #15                  Andrew E. McCrea                  55 Miller Street                  Enola, PA 17025-1640                  717-732-8400  <a href="http://www.caiu.org">www.caiu.org</a></p>	<p><b>Loysville Youth Development Center</b>                  Cynthia Lupold                  24 Opportunity Drive                  Loysville, PA 17047                  717-789-5529  <a href="http://www.caiu.org">www.caiu.org</a></p>
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<p><b>SCHOOL DISTRICT OFFICES</b></p>	
<p><b>Big Spring School District</b>                  Dr. Abigail Leonard                  45 Mt. Rock Road                  Newville, PA 17241                  717-776-2422  <a href="http://www.bigspringsd.org">www.bigspringsd.org</a></p>	<p><b>Camp Hill School District</b>                  Autumn Reely                  2627 Chestnut Street                  Camp Hill, PA 17011                  717-901-2400 x5935  <a href="http://www.camphillsd.k12.pa.us">www.camphillsd.k12.pa.us</a></p>

<p><b>Carlisle Area School District</b>  Jill Condo  623 W. Penn Street  Carlisle, PA 17013  717-240-6800 x17815  <a href="http://www.carliseschools.org">www.carliseschools.org</a></p>	<p><b>Central Dauphin School District</b>  Anne Zelonis  600 Rutherford Road  Harrisburg, PA 17109  717-545-4703 x70284  <a href="http://www.cdschools.org">www.cdschools.org</a></p>
<p><b>Cumberland Valley School District</b>  Chad Pellman  6746 Carlisle Pike  Mechanicsburg, PA 17050  717-697-8261 x13336  <a href="http://www.cvschools.org">www.cvschools.org</a></p>	<p><b>Derry Township School District</b>  Kirsten Scheurich  30 E. Granada Avenue  PO Box 898  Hershey, PA 17033  717-534-2501 opt. 9  <a href="http://www.hershey.k12.pa.us">www.hershey.k12.pa.us</a></p>
<p><b>East Pennsboro Area School District</b>  Janice Miller-Redd  890 Panther Parkway  Enola, PA 17025  717-732-3601  <a href="http://www.epasd.org">www.epasd.org</a></p>	<p><b>Greenwood School District</b>  Shannon Gay  405 E. Sunbury Street  Millerstown, PA 17062  717-589-3117 x1303  <a href="http://www.greenwoodsd.org">www.greenwoodsd.org</a></p>
<p><b>Halifax Area School District</b>  Lisa M. Slover  3940 Peters Mountain Road  Halifax, PA 17032  717-896-3416 x111  <a href="http://www.hasd.us">www.hasd.us</a></p>	<p><b>Harrisburg School District</b>  Krystal Palmer  2900 North 6<sup>th</sup> Street  Harrisburg, PA 17110  717-703-1290  <a href="http://www.hbgdsd.k12.pa.us">www.hbgdsd.k12.pa.us</a></p>
<p><b>Lower Dauphin School District</b>  Dan Berra  291 E. Main Street  Hummelstown, PA 17036-1799  717-566-5318  <a href="http://www.ldsd.org">www.ldsd.org</a></p>	<p><b>Mechanicsburg Area School District</b>  Paul Bigham  600 South Norway St., 2<sup>nd</sup> Floor  Mechanicsburg, PA 17055  717-691-4522  <a href="http://www.mbgdsd.org">www.mbgdsd.org</a></p>
<p><b>Middletown Area School District</b>  Nicole Taylor  55 W. Water Street  Middletown, PA 17057  717-948-3300 x1007  <a href="http://www.raiderweb.org">www.raiderweb.org</a></p>	<p><b>Millersburg Area School District</b>  Heather Hornung  799 Center Street  Millersburg, PA 17061-1420  717-692-2108  <a href="http://www.mlbgdsd.k12.pa.us">www.mlbgdsd.k12.pa.us</a></p>
<p><b>Newport School District</b>  Mary Kay Hunter  420 Fickes Lane, PO Box 9  Newport, PA 17074  717-567-2529  <a href="http://www.newportsd.org">www.newportsd.org</a></p>	<p><b>Northern York County School District</b>  David Borrell  650 S. Baltimore Street  Dillsburg, PA 17019-1035  717-432-8691 x1112  <a href="http://www.northernpolarbears.com">www.northernpolarbears.com</a></p>
<p><b>Shippensburg Area School District</b>  Lauren Zima-Engro  317 N. Morris Street  Shippensburg, PA 17257  717-530-2700 x1041  <a href="http://www.ship.k12.pa.us">www.ship.k12.pa.us</a></p>	<p><b>South Middleton School District</b>  Dr. Alex Smith  4 Academy Street, Suite 100  Boiling Springs, PA 17007  717-258-6484  <a href="http://www.smsd.us">www.smsd.us</a></p>

<b>Steelton-Highspire School District</b> Keri Poston 250 Reynders Ave. Steelton, PA 17113-7645 717-704-3800 x3349 <a href="http://www.shsd.k12.pa.us">www.shsd.k12.pa.us</a>	<b>Susquehanna Township School District</b> Carrie Martin 2579 Interstate Dr. Harrisburg, PA 17110 717-657-5100 x13005 <a href="http://www.hannasd.org">www.hannasd.org</a>
<b>Susquenita School District</b> Denean Bressi 1725 Schoolhouse Road Duncannon, PA 17020 717-957-6000 <a href="http://www.susq.k12.pa.us">www.susq.k12.pa.us</a>	<b>Upper Dauphin Area School District</b> Heather Haupt 5668 State Route 209 Lykens, PA 17048 717-362-6573 <a href="http://www.udasd.org">www.udasd.org</a>
<b>West Perry School District</b> Paula Jones 2606 Shermans Valley Road Elliottsburg, PA 17024-9706 717-789-3934 x5505 <a href="http://www.westperry.org">www.westperry.org</a>	<b>West Shore School District</b> Jennifer Homoki 507 Fishing Creek Road PO Box 803 Lewisberry, PA 17070 717-938-9577 <a href="http://www.wssd.k12.pa.us">www.wssd.k12.pa.us</a>

<b>COMPREHENSIVE TECHNICAL SCHOOL</b>
<b>Dauphin County Technical School</b> Betsy Standland 6001 Locust Lane Harrisburg, PA 17109-5631 717-652-3170 x7125 <a href="http://www.dcts.org">www.dcts.org</a>

<b>CHARTER SCHOOLS</b>	
<b>Capital Area School for the Arts Charter School</b> Adam Shickley 150 Strawberry Square Harrisburg, PA 17101 717-732-8450 <a href="http://www.casa-arts.org">www.casa-arts.org</a>	<b>Commonwealth Charter Academy</b> Michelle Orcutt One Innovation Way Harrisburg, PA 17110 717-710-3300 ext. 12175 <a href="http://www.ccaeducate.me">www.ccaeducate.me</a>
<b>Infinity Charter School</b> Keri Hess 5405 Locust Lane Harrisburg, PA 17109 717-238-1880 <a href="http://www.infinityschool.org">www.infinityschool.org</a>	<b>Pennsylvania STEAM Academy</b> Jennifer Morrison 1500 N. 3 <sup>rd</sup> Street Harrisburg, PA 17102 717-884-0950 x122 <a href="https://pasteam.org">https://pasteam.org</a>

<p><b>Premier Arts and Science Charter School</b>  Danielle Sims  500 N 17<sup>th</sup> Street  Harrisburg, PA 17103-1549  717-234-3200  <a href="http://www.pascs.net">www.pascs.net</a></p>	<p><b>Reach Cyber Charter School</b>  Gregory C. McCurdy  1826 Good Hope Road  Enola, PA 17025  717-704-8437  <a href="http://www.connectionsacademy.com/reach-cyber-school">http://www.connectionsacademy.com/reach-cyber-school</a></p>
<p><b>Sylvan Heights Science Charter School</b>  Susan Roth  915 S. 13<sup>th</sup> Street  Harrisburg, PA 17104  717-232-9220  <a href="http://www.shscs.org">www.shscs.org</a></p>	

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.