

NOTICE TO PARENTS

Canon-McMillan School District, as required by law, issues notification to parents concerning special education programs, privacy rights of parents and students, screening and evaluation, Chapter 15 and other protected handicapped students. It is the policy of the Canon-McMillan School District not to discriminate on the basis of sex, race, color, national origin, handicap or age, in its educational and vocational programs, activities or employment as required by Title IX, Section 504 and Title VI. For information regarding civil rights or the grievance procedure, contact:

Canon-McMillan Superintendent
One North Jefferson Avenue
Canonsburg, PA 15317
(724) 746-2940

PUBLIC NOTICE ON SCREENING & EVALUATION

Canon-McMillan School District uses the procedures required by law in locating, identifying and evaluating specific needs of school-age students requiring special programs or services. The procedures are as follows:

The district, as prescribed by Section 1402 and 1403 of the School Code, conducts screening of a child's hearing acuity in kindergarten, first, second, third, seventh and 11th grades. Visual acuity is evaluated yearly in kindergarten through grade 12 and speech and language evaluation is done in the mid-year of kindergarten. Gross motor and fine motor skills, academic skills and social/emotional skills are assessed by classroom teachers on an ongoing basis. Specified needs from all of these screening sources are noted within the child's official file. These school records are always open and available to parents, but are only open to those school officials with a "legitimate need to know." Information from the records is released to other persons only with the signed permission of parents or guardians. Any parent concerned with the development of his/her child may contact building principals at any time to request a screening or evaluation. Communication with parents and eligible students will be in English or the native language of the parents.

Screening information will be used by the Instructional Support Team (IST) 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 IST 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 expectancies. Parents will be notified if a child is receiving instructional support and encouraged to participate in all team meetings. If a student does not make progress with IST involvement, parents will be asked to give written permission for necessary individual professional evaluations.

After all the evaluations are completed, an Evaluation Report will be compiled with parent involvement and will include recommendations for the types of intervention necessary to address the child's identified needs. Parents are then invited to participate in a meeting where the results of the Multidisciplinary Evaluation will be discussed. An Individualized Education Program (IEP), or Gifted Individualized Education Plan (GIEP) will be developed when necessary for student programming. Parents will then be presented with a Notice of Recommended Educational Placement / Prior Written

Notice (NOREP/PWN), or for gifted evaluations, a Notice of Recommended Assignment (NORA) form with which they may agree or disagree. If parents disagree with the program being recommended, the issue may be taken to mediation or a due process hearing. Information about early intervention, parent's rights, mediation or due process procedures, specific special education services and programs offered by the district, and the district's educational records policy are available upon request from the child's principal. A parent may request that the district initiate a screening or evaluation of his/her child's specified needs at any time by contacting the building principal. Further information about these procedures may be obtained by contacting:

Director of Special Education
Canon-McMillan School District
One North Jefferson Avenue
Canonsburg, PA 15317
(724) 873-5231

PUBLIC NOTICE ON STUDENT RECORDS

The collection, maintenance and dissemination of pupil records is a legitimate and expected function of a school system. The professional staff recognizes the confidential nature of such data and the need to strike a balance between the need for educationally relevant information about children and the protection of individual rights to privacy.

Student files contain only information of value in assisting students. In addition to academic records, student files often contain data from personality, psychological and intelligence tests, health records, reports by guidance counselors, and anecdotal records and evaluations by teachers and administrators.

Certain data regarding students in the Canon-McMillan School District will be designated as directory-type information. This includes the following information relating to a student: the student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of a member of an athletic team, dates of attendance, degrees and awards received, the most recent educational agency or institution attended by the student and other similar information. The above information is primarily used when publicizing school functions and student achievements such as honor rolls, sports programs and awards, band rosters, play productions, etc.

You have the right as a parent or guardian or eligible student to refuse to permit the school district to designate any or all of the above categories of personally identifiable information with respect to the directory-type information.

In addition, Canon-McMillan School District will release, upon request of a parent or another school, records of a student who is entering another elementary or secondary school. Parents will be notified of the transfer and, upon request, will be provided with a copy of the educational records. Parents, upon request, will be provided an opportunity for a hearing to challenge the educational records.

If the school district fails to comply with the request of the parent or eligible student to review records, the parent or eligible student may file a complaint with the Family Education Rights & Privacy Act Office, Department of Education, Office of Management and/or request a district-level hearing.

With regard to parents who do not understand English, the school district will attempt to inform them of their rights in their native language. Further information regarding the Policy of the Collection, Maintenance and Dissemination of records is available through the principal's office.

ANNUAL NOTICE TO PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, the Canon-McMillan School District will provide to each protected handicapped student - without discrimination or cost to the student or his/her family - those supplementary aids, related services, and/or accommodations which are necessary to provide him/her equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate.

In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental condition which substantially limits or prohibits participation in or access to a major life activity. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected handicapped students, contact:

Director of Special Education
One North Jefferson Avenue
Canonsburg, PA 15317
(724) 873-5231

SERVICE FOR ELIGIBLE SCHOOL-AGE STUDENTS

The district provides a free, appropriate public education to eligible students according to state and federal mandates. To be eligible, the child must be of school age, need specially designed instruction and meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities as set forth in the Pennsylvania State Standards: autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, and visual impairment including blindness. Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), multidisciplinary reevaluation every three years (two years for mental retardation), Itinerant Support: Special education supports and services provided by special education personnel for 20% or less of the school day, Supplemental Support: Special education supports and services provided by the special education personnel for more than 20% of the day but less than 80% of the school day, Full Time Support: Special education supports and services provided by special education personnel for 80% or more of the school day. The extent of special education services and the location for the delivery of such services are determined by the IEP team at the IEP meeting and is based on the student's identified needs and abilities, chronological age and the level of intensity of the specified intervention. The school district also provides related services such as transportation, physical and/or occupational therapy to enable the student derive educational benefits.

PUBLIC NOTICE ON ELIGIBLE STUDENT RECORDS

In accordance with the Family Education Rights & Privacy Act Office, Department of Education, Office of Management regulations on policy rights of parents and students, Canon-McMillan School District states the following through public notice: Canon-McMillan recognizes the need to protect confidentiality of personally

identifiable information in the education records of eligible children. The right-to-privacy policy has been prepared to ensure the privacy rights of both the parents and the eligible child in the collection, maintenance, release and destruction of these records. The parents of any student will have the rights of access and/or challenge, if denied access. Canon-McMillan will disclose directory information which includes the student's name, address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of a member of an athletic team, dates of attendance, degrees and awards received, the most recent educational agency or institution attended by the student and other similar information. Should the parent of a student or eligible student wish to refuse disclosure of this information, a written notice of refusal of disclosure of directory information must be sent to:

Director of Special Education
One North Jefferson Avenue
Canonsburg, PA 15317
(724) 873-5231

Canon-McMillan will release information from a student's educational records with prior consent to officials of other elementary or secondary schools or school systems in which a student seeks or intends to enroll. Transcripts to post-secondary institutions in which a student intends to enroll will be sent upon written request of parents of a student or eligible student.

Parents, upon written request, may receive a copy of records that may be released by the school. The parent may challenge information by written notification to the Director of Special Education.

SPECIAL EDUCATION PROGRAMS

To meet the needs of eligible students, Canon-McMillan School District provides a range of special education services and programs to meet student needs.

SERVICES FOR DISABLED PRESCHOOL CHILDREN

Act 212, the Early Intervention System 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. The Pennsylvania Department of Public Welfare is responsible for providing services to infants and toddlers, defined as children from birth through 2 years of age. Contact:

United Cerebral Palsy
289 North Avenue
Washington, PA 15301
(724) 225-8145

The Pennsylvania Department of Education is responsible for providing services to preschool-age children from ages 3 through 5. Contact:

Child Alert, Intermediate Unit I
One Intermediate Unit Drive
Coal Center, PA 15423
(1 -800-328-6481)