

Public and Parental Information for Child Find:

Public Notice and Evaluation:

The Keystone Education Center Charter School is responsible for locating, identifying and educating school-aged students requiring special programs or services. If anyone in the community is aware of a child who is in need of special services and/or programs please notify the Keystone Education Center Charter School, Chief Executive Officer, Mike Gentile at 724-588-2511 or at the address below:

Mike Gentile
Keystone Charter School
425 South Good Hope Road
Greenville, PA 16125

The Charter School, as prescribed by the Pennsylvania School Code conducts hearing and vision acuity screening for students in our district. The Charter School screens all enrolled students regardless of the grade of attendance. The district also conducts screening for speech and language skills (when a referral is made by parent, teacher or IST team).

Gross and fine motor skills, academic skills and social and/or emotional skills are assessed by classroom teachers and support staff on an on-going basis. Screening activities include review of group-based data, such as cumulative enrollment records, behavioral and health records, past report cards, ability and achievement scores. Identified needs from these screening sources as well as information obtained from parents and outside agencies, are assessed and noted with student records. These school records are always open and available to parents, and only to school officials who have legitimate "need to know" information about the child. Information from the records is released to other persons or agencies only with the appropriate authorization, which involves written permission, by parents. Parents who have concerns regarding their student may contact the CEO or building principals at any time to request a screening or evaluation of their child. Communication with parents and exceptional students shall be in English or the native language of the parents.

If appropriate, screening information will be used by the IEP team 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 IEP team will make adjustments relative to such things as the child's learning style, behavior, physical inabilities and speech problems to maintain the regular classroom participation and expectancies while ensuring a free appropriate public education (FAPE). Parents are encouraged to be actively involved in the planning and implementation of intervention strategies. If a student does not make expected progress with this assistance, the team can revise the intervention plan or refer for a multidisciplinary evaluation (MDE). Parents must provide written informed consent before any evaluations can be completed. The purpose of the MDE is to establish the student's eligibility and need for special education and/or related services.

After all of the evaluations are complete, an Evaluation Report (ER) will be compiled with parents involvement and include specific recommendations for types of intervention necessary to deal with the child's specific needs. When the ER is completed, in accordance with state and federal regulations, a meeting of the Individualized Education Program (IEP) team will be scheduled, with parent involvement as part of the team, in order to develop a plan for the student who has been found eligible and in need of special education services. Parents of students who suspect that their child is exceptional and in need of special education may request a multidisciplinary team evaluation (MDE) for their child by making a written request to the CEO or the building principal. Information about parental rights, procedural safeguards, medication, due process procedures, specific special education service and programs offered by the charter school; and the charter school's educational records policy are available upon request from the CEO or building principal.

Services for Students in Nonpublic Schools:

Special education programs are accessible to nonpublic schools student following the multidisciplinary team evaluation which includes input from nonpublic schools via their attendance, conference calls, or written input for development of an individualized education plan (IEP).

Parents of nonpublic school students who suspect that their child is exceptional and in need of special education may request a multidisciplinary team evaluation (MDE) for their child through a written request to the CEO or building principals.

Services for Protected Handicapped Students / Chapter 15 Regulation:

In compliance with state and federal law, the Keystone Education Center Charter School 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 programs and extracurricular activities to the extent appropriate to the student's abilities. 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 Chapter 15 students, "protected handicapped students," are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. To obtain additional information about the evaluation procedures and provisions of services to protected handicapped students, contact the Chief Administrating Officer, Mike Gentile at 724-588-2511.

Public Notice – School Records:

Keystone Education Center Charter School maintains a cumulative student record for each child. This information is kept in order to assist in the day-to-day operation of the educational programs as well as meeting the requirements of federal and state laws. These rights are guaranteed by the Family Educational Rights and Privacy Act (FERPA) 1974 and the Pennsylvania State Board of Education Regulations. These Rights apply whether your child is exceptional or non-exceptional.

The information regarding each child includes: student identification and attendance data, information on schoolwork completed with results and results of achievement and standardized group tests. Records of standardized tests taken by secondary students on a volunteer basis, usually for college entrance purpose are also recorded.

You have the right to review, inspect or obtain a copy of the records. You may make a written request for copies of your child's records at a fee not exceeding duplicating costs. If you believe that any information is inaccurate or misleading, you may challenge the contents of the records. You have the right to refuse individual consent where such permission is needed for releasing certain student information. Should you feel the Charter School is not providing these rights, you may file a complaint with the FERPA office, Department of Education, Room 4511, Switzer Building, Washington, D.C. 20202.

If a child transfers to another school system, records will be forwarded after notification of enrollment is received from the new school. High school students' transcripts will be released to post-secondary or prospective employers with written permission of the parents or eligible student.

Various non-confidential information can be released to outside agencies. This includes information such as names of academic award winners and athletic team members. If you do not desire this type of information to be released, please notify the building principals within thirty (30) days.

Confidential information such as psychological, psychiatric and other information regarding students' special needs **may only be released** with a written parental request.

According to the Family Education Rights and Privacy Act of 1974, a directory of information concerning a student may be included in publications such as event programs, newspaper, radio and television news releases, awards and graduation programs, yearbooks, musical and art performances and other school publications and media. This directory information may include data relating to a student's name, address, telephone number, date and place of birth, major fields of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams/groups, dates of attendance, degrees and awards received and other similar information.

Parents who wish to have their children exempted from published lists of directory information may do so by letter to the building principal within the next thirty (30) days. Parents or students may request a copy of the Keystone Education Center Charter School's student records policy from the building principal or CEO. If you would like to see any of these records anytime, please call to make an appointment with the principal. For further information regarding this policy contact:

Mr. Mike Gentile, CEO
Keystone Education Center Charter School
425 South Good Hope Road
Greenville, PA 16125

Right to Participate:

It is required by state and federal law that each year school districts notify parents of students with disabilities that their children have the same right to participate activities as do non-exceptional children. The Keystone Education Center Charter School is informing you of this right.

Services for School Age Students with Disabilities:

The school district provides a free appropriate public education (FAPE) to disabled 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 Guidelines:

- Autism / Pervasive Developmental Disorder
- Blindness / Visual Impairment
- Mental Retardation
- Multi-handicap,
- Neurological Impairment
- Physical Disability
- Serious Emotional Disturbance
- Specific Learning Disability
- Speech / Language Impairment
- Other Health Impairment

Services designed to meet the needs of eligible students include the annual development of an individualized education plan (IEP), triennial multidisciplinary reevaluation for non-mental retardation students and biennial evaluation for mental retardation students. The extent of special education services and the locations for the delivery of such services are determined by the parents (as part of the IEP team) and the staff at the IEP meeting and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The charter school also provides related services, such as transportation, physical therapy and occupational therapy, which are required to enable the student to derive educational benefits.

Students receiving special education services, including individuals with disabilities who are enrolled in approved private schools or cross-district placements are encouraged to participate in all activities and programs offered by the charter school and will be notified of such activities.

Prior to the initiation of services, parents are presented a "Notice of Recommended Educational Placement" (NOREP) with which they may agree or disagree. If the parents disagree with the program being recommended, they have the right to request a pre-hearing conference, mediation and/or due process hearing.

Copies of the Procedural Safeguards Notice are issued when the Permission to Evaluate/Reevaluate Form is sent to the parents and at each IEP team meeting. Copies of this notice are available in the special education office.

Psychological Evaluations:

The charter school reserves the right to perform a psychological evaluation in conjunction with a multidisciplinary evaluation (MDE). If the parents are not in agreement with the district's Evaluation Report (ER), and the parents believe that these findings significantly impact the (MDE) recommendations, the parent may request an additional evaluation performed by a Pennsylvania certified school psychologist at the district expense. The district will supply the parent with a list of certified school psychologists upon the request of the parent. The school district may initiate a hearing to show that the charter school's evaluation is appropriate. If the final decision of the due process hearing is that the charter school's evaluation was appropriate, the parents may present a privately commissioned independent educational evaluation at public expense. If the independent evaluation is deemed not necessary though due process the public school is not required to pay the fee of the evaluation and fees incurred in this process.

English as a Second Language Services (ESL):

In accordance with federal law and state regulations, the Keystone Education Center Charter School must identify all students who have "Limited English Proficiency (LEP). These students typically have a primary language other than that of English that is used in their homes. Students identified with a limited English proficiency are eligible for ESL instructional services to help them attain proficient skills in their use of the written and spoken English language.

All students must have a Home Language Survey completed by their parents prior to admission into the charter school. This survey allows the Keystone Education Center Charter School to identify LEP students. The ESL teacher will screen any student identified as possibly having a limited English proficiency and will provide direct services to students based on their level of need.

Parents or guardians who feel their child may have a limited English proficiency should contact, Mr. Mike Gentile, CEO at 724-588-2511 for more information.