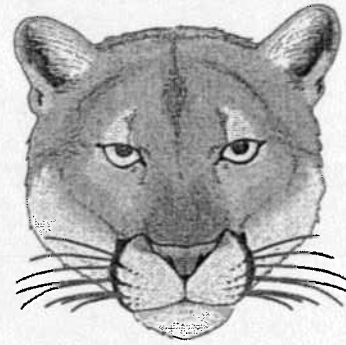


**Keystone Education Center
Charter School**
425 South Good Hope Road
Greenville, PA 16125

Phone 724-588-2511
Fax 724-588-2545
Approved 04/27/00



SERVICES AVAILABLE FOR STUDENTS

- ◆ Lunch program (free or subsidized for eligible children)
- ◆ Transportation provided to all eligible students
- ◆ School nurse in the buildings daily
- ◆ Structured, disciplined environment
- ◆ Case management services to assist families, students
- ◆ Small class size with teacher assistants available to students
- ◆ Speech and Language Therapy for all eligible students
- ◆ Inclusive special education services provided by certified special education teachers
- ◆ Special after school programs for selected students
- ◆ Screening for health, vision and hearing
- ◆ Learning Support Program for eligible students
- ◆ PSSA tests administered to 6th, 7th, 8th and 11th graders
- ◆ Individual and small group assistance and tutoring program
- ◆ Computer Labs (two labs at High School and a lab at Middle School)
- ◆ School psychologist services provided
- ◆ Breakfast Program (free to all students)
- ◆ Counseling groups available to all students, including Teen Parenting
- ◆ Careers-based curriculum including Job Readiness courses
- ◆ Drug/alcohol and mental health services provided for eligible students
- ◆ Opportunities provided for eligible students to attend half-day at the Mercer County Career Center
- ◆ Extra curricular activities offered through Special Interest groups
- ◆ Volunteer services with local community organizations and businesses
- ◆ Work study program provided to eligible students
- ◆ Math and Reading software programs

The Family Educational Rights and Privacy Act (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 educational 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 Chief Executive Officer 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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School Chief Executive Officer, clearly identify the part of the record they want changed, and specify why it should be changed. 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 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 as its agent to provide a service instead of using its own employees or officials (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.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Keystone Charter School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

If you have any questions or concerns regarding this information, please contact Mike Gentile, Chief Executive Officer, at 724-588-2511.