

Public Notice on  
Screening and Evaluation

The Keystone Charter School uses the following procedures for allocating, identifying and evaluating specified needs of school-age students requiring special programs or services. These procedures, as required by law, are as follows:

.....screening of a child's hearing acuity in the following grades: 7, 11.

The school, as prescribed by section 1402 of the School Code, routinely conducts screening of a child's hearing acuity in grades 7 and 11. Visual acuity is screened in every grade. Speech and language skills are screened on a referral basis. New students are screened annually. Gross motor and fine motor skills, academic skills and social-emotional development skills are assessed by classroom teachers on an on-going basis. Specified needs from all of these screening sources are noted within the child's official file. School records are always open and available to parents by appointment, and only to school officials who have a legitimate "need to know" information about the child.

Information from the records is released to other persons or agencies only with appropriate authorization which involves written signed permission by parents. Parents with concerns regarding their child may contact building principals at any time to request a screening or evaluation. Communication with parents and exceptional students shall be in English or the native language of the parents. Signing will be provided, if necessary.

Representational Consent: Keystone will conduct individual screenings for ability and achievement. If warranted, all appropriate procedural safeguards will be afforded.

.....Speech and language skills are screened on a referral basis.

Screening information will be used by a Student Assistance Team within the student's school to meet his or her specific needs or to document the need for further evaluation. If it is determined that a child needs additional services, the Student Assistance Team will recommend 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 experiences. If a student does not make progress, parents will be asked to give written permission for further individual professional evaluations.

.....Visual acuity is screened in every grade.

After all the evaluations are completed, a Comprehensive Evaluation Report will be compiled with parent involvement and include specific recommendations for the types of intervention necessary to deal with the child's specific needs. Parents are then invited to participate in a meeting where the results of the multidisciplinary evaluation will be discussed. An Individualized Education Program (I.E.P.) will be developed for specialized services for the student.

The Keystone Charter School I.E.P. Team will consist of at least two of the following district staff: head teacher of the building, the regular education teacher(s), the district psychologist/special education coordinator, other teachers or specialists as needed and other administrative staff when appropriate.

A parent may request that the school initiate a screening or evaluation of their child at any time by contacting the building principal. Further information about these procedures may be obtained by calling:

Mike Gentile  
Keystone Charter School  
425 South Good Hope Road  
Greenville, PA 16125  
(724)588-2511

Gross motor and fine motor skills, academic skills, and social-emotional skills are assessed by classroom teachers on an on-going basis.

Parents are an integral part of the I.E.P. team and need to be physically present at the I.E.P. meeting. The school will make every effort to ensure parent participation. The school will notify the parents in writing, make documented telephone calls and make home visits, if necessary, to make parents aware of the I.E.P. conference and the need for parental participation. Parents are then presented with a Prior Written Notice (PWN) 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 by either party.

## PARENTAL INFORMATION

### NOTICE

#### Screening and Evaluation

#### Privacy Rights of Parents and Students

#### Chapter 14

#### Special Education Programs

KEYSTONE EDUCATION CENTER  
CHARTER SCHOOL  
425 South Good Hope Road  
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