

**Student Records Policy,** Hampton Township School District maintains a cumulative student record for each child. Such information assists staff in the day-to-day operation of the District's educational program, some of which is required by law. The student's record includes student identification and attendance data, information of schoolwork completed, as well as examples of achievement and standardized group tests. Records of all standardized tests completed voluntarily by secondary students (usually for college entrance purposes) also are part of the student's record. If a child transfers to another school system, the District will forward the record when a parent-initiated written request is sent from the new school. A high school student's transcript may be released to post secondary or prospective employers with written permission from the eligible student or the parents. The District's policy on student records guarantees that parents and eligible students shall have the right to review and obtain a copy of the record; challenge its contents; refuse individual consent where permission is needed for releasing certain information; and file complaints with the Family Educational Rights and Privacy Act Office (FERPA), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20201. This policy is in compliance with the Pennsylvania State Board of Education's regulations and with the Family Educational Rights and Privacy Act of 1974, as amended. Parents or students may request a copy of the District's student records policy from the building principal. A listing of the types and locations of educational records maintained and the title and address of the officials responsible for these records also may be obtained. To view your child's records, please contact the principal for an appointment.

**Release of Information Policy,** According to the Family Education Rights and Privacy Act of 1974 (FERPA), non confidential information about students may be included in publications such as sports programs, newspapers, radio and television news reports, newsletters, award and graduation programs, yearbooks, musical and play programs and other school publications. This information may include the student's name, address, study interests, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees, awards received and other similar information. Parents who wish to exempt their children from the release of such information should do so in writing to the principal.

**Child Find and Special Education Services for Exceptional Students,** 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. Hampton Township School District is 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, the parent 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, the parent 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 Hampton Township School District of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. Children, ages three through twenty-one can be eligible for special education programs and services. If parents believe their child may be eligible for special education, the parent should contact Dr. Jay Thornton, School Psychologist, at 412-492-6327. Identification procedures ensure that eligible students receive an appropriate educational program consisting of special education and related services that are individualized to meet student needs. These services are provided at no cost to the parents, in compliance with state and federal law, and are planned to ensure educational benefit for student progress. Various screening activities are conducted on an ongoing basis to identify students who may be eligible for special education. Screening activities may include: hearing, vision, physical and speech/language screening; and a review of group-based data (cumulative academic records, aptitude and achievement test scores, enrollment records and health records, as well as parent and teacher responses to questionnaires) by the building-level Child Study or Response to Intervention & Instruction Team. When screening results suggest that a student may need special education services, HTSD will, *with parental consent*, conduct an Evaluation. 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 three 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, or (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 Dr. Jay Thornton, School Psychologist, at 412-492-6327.

**Services for School-Age Students with Disabilities** HTSD provides a free, appropriate, public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially-designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Regulations: Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability (formerly referred to as Mental Retardation), Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, or Visual Impairment including Blindness. Information regarding the appropriate developmental milestone descriptors for infants and toddlers may be found at the Center for Disease Control (CDC) website at <http://www.cdc.gov> or The National Dissemination Center for Children with Disabilities (NICHCY) website at <http://nichcy.org>. For additional information regarding the signs of developmental delays or other disabilities, please contact the school psychologist at 412-492-6327.

The District engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services, individualized to meet student needs. At no cost to the parents, these services are provided in compliance with state and federal laws and are reasonably calculated to yield meaningful educational benefit and student progress. To identify students who may be eligible for special education, various screening activities are conducted on an on-going basis. These screening activities include: review of group-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing, vision, physical, and speech/language screening; and review by a Child Study Team, Pupil Personnel Team, or Student Assistant Program (SAP) Team. When screening results suggest that the student may be eligible for special education services, the District seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect that their child is eligible for special education services may request a multidisciplinary evaluation at any time through a written request to the Building Principal, Director of Pupil Services or the school psychologist.

Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a full continuum of services, which include Itinerant, Supplemental, or Full-Time Levels of Intervention. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The District also provides related services, such as transportation, speech and language therapy, physical therapy, and occupational therapy, required for the student to benefit from the special education program. Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the child's Building Principal or the Director of Pupil Services Department at 412-492-6301.

**Evaluation Process**, Hampton Township School District 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. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the intermediate unit staff. For more information, contact: Project DART, Allegheny Intermediate Unit, 475 E Waterfront Drive, Homestead, PA 15120.

**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 at [www.pattan.net](http://www.pattan.net). Once written parental consent is obtained, Hampton Township School District will proceed with the evaluation process. If the parent disagrees with the evaluation, 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 the parents determine whether the child is eligible. If the child is eligible, the individualized education program (IEP) team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, Hampton Township School District will issue a notice of recommended educational placement/prior written notice (NOREP/PWN). The NOREP/PWN is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

**Confidentiality of Information,** Hampton Township School District maintains 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 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 21. Hampton Township School District protects the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. Hampton Township School District maintains, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information. For additional information related to student records, the parent can refer to the FERPA at the following url: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> 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 entity listed below. For preschool age children, information, screenings, and evaluations requested, may be obtained by contacting the intermediate unit.

**Special Education Services for Students in Non-Public Schools** HTSD special education programs and services are accessible to resident students attending non-public schools. These students are permitted to enroll on a part-time, dual enrollment basis in a program of special education operated in public school. Special education programs are made accessible to non-public school students through dual enrollment following evaluation and development of an Individualized Education Program (IEP). Parents of non-public school students who suspect their child is exceptional and in need of special education may request an evaluation by written request to the school principal.

**Services for Preschool Children with Disabilities,** Act 212, The Early Intervention Services Act, entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing developmental delay or physical or mental disabilities and their families are eligible for early intervention services. At risk children are eligible for screening and tracking through The Alliance for Infants and Toddlers, Inc. (412) 431-1905. The Pennsylvania Department of Education is responsible for providing services to preschool children (ages 3-5). For information, contact: Project DART, Allegheny Intermediate Unit, 475 East Waterfront Drive, Homestead, PA 15120, (412) 394-5942.

**Chapter 15: Services for Protected Handicapped Students,** In compliance with state and federal law, the Hampton Township School District provides services or accommodations to protected handicapped students. These services ensure equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. They are provided

without discrimination or cost to the student or family. In order to qualify for services as a "Protected Handicapped Student" the child must be of school age and have a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program. Services and supports for protected handicapped student (Chapter 15) are distinct from those applicable to all students with disabilities (Chapter 14) enrolled or seeking enrollment in special education programs. For further information on the evaluation procedures and provision of services to protected handicapped students, please contact the school psychologist: Dr. Jay Thornton, Certified School Psychologist/Liaison, Hampton Township School District, 4591 School Drive, Allison Park, PA 15101, (412) 492-6327.

**Chapter 16: Gifted Education**, The State Board of Education recently added Chapter 16, Special Education for Gifted Students. Much of the evaluation, identification, and preparation of an educational plan is similar to the process for students with disabilities outlined in Chapter 14. Parents who suspect that their school-age child is gifted may request a Multidisciplinary Evaluation (MDE). Multiple criteria, including an evaluation by a certified school psychologist, are used to determine gifted identification. The I.E.P. team collaboratively develops annual goals and short term learning objectives for the student. For more information, please contact: Dr. Monique Mawhinney, Director of Pupil Services, Hampton Township School District, 4591 School Drive, Allison Park, Pa 15101 (412) 492-6306.

**Non-Discrimination Policy**, As an equal opportunity employer, HTSD maintains a policy of non-discrimination on the basis of race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification, as applicable in its educational programs, activities, employment policies, and practices. Announcement of and adherence to this policy is required by Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, sections 503 and 504, and the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and all other applicable state, federal, and local laws and ordinances. For further information, please contact: Dr. Rebecca Cunningham, Assistant Superintendent, Hampton Township School District, 4591 School Drive, Allison Park, Pa 1510, (412) 492-6305.

**All of the above information is available at [www.ht-sd.org](http://www.ht-sd.org).**

**OUTDATED SPECIAL EDUCATION RECORDS TARGETED FOR PURGING DISTRICT OFFERS OPPORTUNITY TO OBTAIN PERSONAL FILES**, Just like a typical household often does, the District tends to accumulate and save lots of materials and information that are not essential for the day-to-day business operation of the organization. This is especially true in the area of special education programs and services. The paperwork associated with special education accrues rapidly and there comes a time when storage space becomes severely limited and the files absolutely need to be purged to make room for current student informational records.

In keeping with the *Pennsylvania Code, Title 22: Education, Chapter 12: Student Rights and Responsibilities Sections 12.31, through 12.33 Pupil Records*, the District's special education office staff will begin to review and purge all special education records including all files of all special education students who were born **between January 1, 1992 and January 1, 1993**. The District will maintain the files of all current and former students who were born on and after January 1, 1992 until those individuals reach the age of **25 years**. Thereafter, special education records will be similarly reviewed each school year. This notice of records to be purged applies only to special education records which include the files of those students identified for the Learning Support, Emotional Support, Life Skills Support, Physical Support, Speech and Language Support, Vision Impaired Support, Hearing Impaired Support and Gifted Support Program and Services.

The official administrative records that constitute the minimum personal identifying data necessary for the operation of the education system such as student's name, parent's or guardian's name, student's birth date, academic work completed, level of achievement including grades and standardized achievement test scores and attendance data will be maintained for at least 100 years after the student graduates from high school. These records are on file on microfiche at Hampton High School. This is in compliance with *Pennsylvania Code, Title 22:*

*Education, Chapter 12: Student Rights and Responsibilities Sections 1231, through 12.33. Pupil Records, 2.1.1.* under *Classification and maintenance of data*. This public notice provides parents and former special education program and services students with the opportunity to obtain copies for their own information and personal use. While many of the former students who participated in these programs may have retained copies of their records, many have not as evidenced by the variety of requests for records that the psychological services office staff receives. The records appear to be valuable to their owners when enrolling in institutions of higher education, applying for insurance or medical benefits and for other purposes.

Consequently, the District invites any former students or their parents to request their records before they are purged. **The purging of all special education records of all students who were born between January 1, 1992 and January 1, 1993 will begin in January of 2018.** Therefore, if you wish to obtain these records, please complete the form below and forward it to Mrs. Darlene Howell, Special Education Office, 4591 School Drive, Allison Park, PA 15101 before December 31, 2017. In keeping with *Hampton Township School District Board Policy Section: Operations, Number 801, Title: Public Records* page 4, under Fees: Duplicates of public records shall be provided by district at twenty (20) cents per page payable in advance.

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REQUEST FOR SPECIAL EDUCATION PROGRAMS AND SERVICES RECORDS

**My birth date is between 1/1/1992 and 1/1/1993 and I wish to obtain my special education programs and services records.**

- **Name: Date of Birth:**
- **Address: City, State, and Zip Code:**
- **Daytime Telephone: Evening Telephone:**
- **Year of Graduation; Special Education Program:**

**NO PHONE CALLS. This form will be required for release of records.**

**Please mail this completed Request to Mrs. Darlene Howell, Special Education Office, 4591 School Drive, Allison Park, PA 15101 before December 31, 2017. You will be contacted when your records are ready for pick up. Proper identification including name and date of birth (i.e. driver's license) will be required before materials are released.**