

# LEGAL NOTICE

**Reynolds School District**  
531 Reynolds Road, Greenville, PA 16125  
(724) 646-5500

## **PARENTAL INFORMATION NOTICE 2023-2024**

- Screening and Evaluation
- Privacy Rights of Parents and Students
- Chapter 15
- Special Education Programs
- Gifted Programs

### **Public Notice on Screening and Evaluation**

The Reynolds School District 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: The district, as prescribed by section 1402 of the School Code, routinely conducts screening of a child's hearing acuity in the following grades: Kindergarten, 1, 2, 3, 7, and 11. Visual acuity is screened in every grade. Speech and language skills are screened in kindergarten and 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 from 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.

Screening information will be used by a Child Study 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 Child Study 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 room experiences. If a student does not make progress, parents will be asked to give written permission for further individual professional evaluations.

**... screening of a child's hearing acuity in the following grades: Kindergarten, 1, 2, 3, 7, 11.**  
**... Speech and language skills are screened in kindergarten and on a referral basis.**

After all the evaluations are completed, an 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 Reynolds School District I.E.P. Team will consist of at least two of the following district staff: The building principal, the special education teacher, the regular education teacher(s), the district psychologist, other teachers, or specialists as needed and other administrative staff when appropriate.

A parent may request that the district 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 Raymond Omer, Superintendent or Scott

McCaskey, Director of Special Education, Reynolds School District at (724) 646-5500.

Parents are an integral part of the I.E.P. team and need to be physically present at the I.E.P. meeting. The district will make every effort to ensure parent participation. The district will notify the parents in writing, make documented phone 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 Notice of Recommended Educational Placement (NOREP) 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.

**... Visual acuity is screened in every grade. Gross motor and fine motor skills, academic skills, and social-emotional skills, are assessed by classroom teachers on an ongoing basis.**

Information about early intervention program services, parental 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 building principal in the child's school.

### **Privacy Rights of Parents and Students**

The Reynolds School district and its employees are required by federal law and state and federal rules and regulations to protect the rights of students. The foundation of these rights comes from federal legislation entitled, Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment). There are state rules and regulations dealing with regular and special education students' rights and privacy. All students are covered by the state regulations contained in Chapter 12 known as Students' Rights and Responsibilities.

The basic premise of the above-mentioned laws, rules and regulations is that information about students cannot be disclosed without written parental consent. The categories of student records are as follows: Educational Records, Personally Identifiable Information, and Directory Information. Educational Records consist of information directly related to students which are maintained by an educational agency. Personally Identifiable Information includes the student's name, the name of the parent or other family members, a personal identifier or a list of personal characteristics which would make the student's identity easily traceable. Educational Records and Personally Identifiable Information cannot be disclosed or released without written parental consent or, without student consent, if a student is over eighteen.

Certain information called Directory Information can be released without consent.

**... Education Records consist of information directly related to a student, which are maintained by an educational agency.**  
**... Information about a student cannot even be shared in conversation without permission.**

Directory Information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. The Reynolds School District designates the information labeled as Directory Information. It includes the following: 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 members of athletic teams, dates or attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

Disclosure of information means to permit access to or the release, transfer or other communication of education records, or the personally identifiable information contained in these records, to any party, by any means, including oral, written, or electronic. This means that information about a student cannot even be shared in conversation without permission. This also applies to other personnel who do not have an educationally relevant reason to possess the knowledge of a student.

Written parental consent is necessary for disclosure of Personally Identifiable Information and Education Records. The consent must: (1) specify the records that may be disclosed; (2) state the purpose of the disclosure; (3) identify the party or class of parties to whom the disclosure may be made. Furthermore, the Reynolds School District must maintain a written record of disclosure for the parents to inspect in the event information has been released.

### **CHAPTER 15** **Protected Handicapped Students**

A protected handicapped student is a student who is of school age with a physical or mental disability which substantially limits or prohibits participation in or access to any aspect of the school program.

**... under 18 years of age**

... information about students cannot be disclosed without written parental consent. . . “Protected handicapped students” are distinct from those applicable to all (or seeking enrollment) in special education programs.

In compliance with State and Federal Law, the Reynolds School District 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 program and extracurricular activities to the maximum extent appropriate to the student’s abilities. These services and protections for “protected handicapped students” are distinct from those applicable to all other eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the evaluation procedures and provisions of services to protect handicapped students, please contact Scott McCaskey, Special Education Director, Reynolds School District at (724) 646-5500.

### **Special Education & Gifted Programs**

Handicapped students are permitted to participate with non-disabled students to the maximum extent appropriate in extracurricular activities and non-academic services and activities. These privileges and services are extended to students who attend approved private schools, special education centers and cross-district programs.

To meet the needs of eligible and gifted students, services are available in the following buildings which, in turn, meet the needs of the entire district.

#### **Within the District:**

**Gifted Support**  
**Learning Support**  
**Speech and Language Support**  
**Vision Support**  
**Hearing Support**  
**Life Skills Support**  
**Emotional Support**  
**Autistic Support**

#### **Outside the District:**

**Multi-handicapped Support**  
**Hearing Support**  
**Approved Private School**  
**Autistic Support**  
**Speech and Language Support**  
**Emotional Support**  
**Life Skills Support**

*The Reynolds School District is an equal opportunity education institution and will not discriminate on the basis of race, color, natural origin, sex and/or handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504. For information regarding civil rights or grievance procedures, contact the Reynolds School District.*