

Annual Notification Information

STUDENT RECORDS POLICY – ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

Northern Potter School District 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 and to meet the requirements of federal and state laws. The information regarding each child includes student identification and attendance data, information on academic progress and performance and results of standardized group achievement and cognitive ability tests. Records of standardized tests taken by secondary students on a voluntary basis, usually for college entrance purposes, also are recorded. Disciplinary records, certain juvenile history record information and student health records also are maintained as required by state law.

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 education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal 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 or misleading.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the Opens Records Officer, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent of eligible student, the District 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 District as an administrator, supervisor, instructor or support staff member (including health or medical staff); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (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 District discloses education records without consent to officials of another school district or educational agency 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 District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

DISCLOSURE OF DIRECTORY INFORMATION – PUBLIC NOTICE

Under FERPA, the District also may disclose without consent “directory information” concerning a student. For example, directory information may be included in publications such as sports programs, newspapers, radio and television news releases, awards and graduation programs, yearbooks, alumni directories, musical and play programs, and other school publications.

Directory information is information not generally considered harmful or an invasion of privacy if disclosed, including but not limited to the student’s name, address, telephone number, e-mail address, photograph, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received and other similar information. Parents who wish to have their children exempted from publication or other disclosure of directory information may do so by letter to the school principal. The letter must be received by the school principal at least thirty (30) days prior to the date of publication or other disclosure of information.

COMPLIANCE STATEMENT

Northern Potter School District continues its policy of nondiscrimination on the basis of race, age, sex, religion, color, national origin, handicap or disability, as applicable in its educational programs, activities or employment policies. This policy is as required by Title IX of the 1972 Educational Amendments, Title VII of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all other applicable state, federal and local laws and ordinances.

For information regarding Title IX and Title VII compliance, contact the Northern Potter School District, Administration Office, 745 SR 49 Northern Potter Road, Ulysses, PA 16948, (814) 848-7506. For information on Section 504 compliance, contact the Superintendent at the above School District address. For information regarding the American with Disabilities Act, contact the Office of Special Education at Seneca Highlands IU 9, 119 Mechanic Street, Smethport, PA 16749, (814) 887-5512.

CONFIDENTIALITY OF STUDENT RECORDS

Northern Potter School District protects the confidentiality of personally identifiable information regarding exceptional and protected handicapped students in accord with state and federal law and the school district’s student records policy. Parental rights regarding student records are described previously.

SERVICES FOR PRESCHOOL CHILDREN

Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing developmental delays or physical or mental disabilities and their families are eligible for early intervention services. At-risk children are eligible for screening and tracking.

The Pennsylvania Department of Public Welfare is responsible for providing services to infants and toddlers, defined as children from birth through 2 years of age. For information, contact Potter County Human Services, Mental Health/Mental Retardation, 62 North St., P. O. Box 241, Roulette, PA 16746-0241, (814) 544-7315.

The Pennsylvania Department of Education is responsible for providing services to preschool children from age 3 until eligible for kindergarten. For information, contact Early Intervention, Seneca Highlands IU 9, 65 East Valley Road, Smethport, PA 16749, (814) 887-9287.

SPECIAL EDUCATION SERVICES FOR SCHOOL-AGE EXCEPTIONAL STUDENTS

Northern Potter School District provides a free, appropriate public education to exceptional students and to students identified as gifted. To qualify as a gifted or exceptional student, the child must be of school age, in need of specially designed instruction and meet eligibility criteria for mentally gifted and/or one or more of the following physical or mental disabilities as defined by Pennsylvania State standards: autism/pervasive developmental disorder, blindness/visual impairment, deafness/hearing impairment, mental retardation, multi-handicap, neurological impairment, other health impairment, physical disability, serious emotional disturbance, specific learning disability and speech/language impairment.

The School District utilizes 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 law 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 ongoing 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 building level Instructional Support Team. When screening results suggest that a student might be exceptional, the School District seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect their child is exceptional may request a multidisciplinary evaluation at any time through a written request to the school principal. Parents who suspect their child is gifted may make one request for evaluation per school term.

Services designed to meet the needs of gifted children include the initial evaluation and development of a gifted individual education plan (GIEP). Northern Potter School District provides supportive intervention in the classroom through differentiated instruction and curriculum enrichment. Students may receive advanced coursework and/or resource room support provided by a teacher of gifted services. The extent of gifted services and the location for the delivery of such services are determined by the child’s GIEP team and are based on each child’s identified needs and abilities, chronological age and the level of intensity of the specified intervention.

Parents may obtain additional information regarding gifted education services and programs and parental due process rights by contacting the child’s school counselor or principal.

Services designed to meet the needs of exceptional students include the annual development of an Individualized Education Program, multidisciplinary re-evaluation, supportive intervention in the regular class, supplemental intervention in the regular class or in a special education resources program, placement in a part-time or full-time special education class in a regular school, or placement in a full-time special education class at a location other than the regular school. 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 School District provides related services, such as transportation, physical therapy and occupational therapy, required for the student to benefit from the special education program.

Parents may obtain additional information regarding gifted or special education services and programs and parental due process rights by contacting the child’s school principal or the Superintendent at (814) 848-7506.

SERVICES FOR PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, Northern Potter School District will provide to protected handicapped students 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 related aids are provided without discrimination or cost to the student or family. In order 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. Services and protections for protected handicapped students are distinct from those applicable to exceptional students enrolled or seeking enrollment in special education programs. For further information about the evaluation procedures and provision of services to protected handicapped students, contact the principal’s office.