

PHILADELPHIA

Hebrew Public

CHARTER SCHOOL

Annual Public Notice of Special Education Services and Programs Child Find

Each school district, along with other public agencies in the Commonwealth, must establish and implement procedures to identify, locate and evaluate all children who need special education programs and services because of the child's disability. This notice is to help find these children, offer assistance to parents/guardians and describe the parent/guardian's rights with regard to confidentiality of information that will be obtained during this process

The content of this notice has been written in English. If a person does not understand any of this notice, he or she should contact Philadelphia Hebrew Public and request an explanation.

IDENTIFICATION ACTIVITY

Child find refers to activities undertaken by public education agencies to identify, locate, and evaluate children residing in the State, including children attending private schools, who are suspected of having disabilities, regardless of the severity of their disability, and determine the child's need for special education and related services. The purpose is to locate these children so that a free appropriate public education (FAPE) can be made available. The types of disabilities that if found to cause a child to need services are:

- autism
- deaf-blindness
- deafness
- emotional disturbance
- hearing impairment
- intellectual disability
- multiple disabilities
- orthopedic impairment
- other health impairment due to chronic or acute health problems
- specific learning disabilities
- speech or language
- traumatic brain injury
- visual impairment including blindness
- developmental delay (in the case of a child that is of preschool age child)

Each school district is required to annually provide notice describing the *identification* activities and the procedures followed to ensure confidentiality of personally *identifiable information*. This notice is intended to meet this requirement.

Identification activities are performed to find a child who is suspected of having a disability that would interfere with his or her learning unless special education programs and services are made available. These activities are sometimes called *screening* activities. The activities include review of group data, conducting hearing and vision screening, assessment of student's academic functioning, observation of

the student displaying difficulty in behavior and determining the student's response to attempted remediation. Input from parents/guardians is also an information source for *identification*. After a child is identified as being thought to be eligible for special education services, he or she will be referred to Philadelphia Hebrew Public Charter School's multi-disciplinary team. If the multi-disciplinary team recommends/requests that a student be evaluated, written consent from a parent/guardian must be obtained. Philadelphia Hebrew Public Charter School engages in the following activities and procedures to identify students who are thought to be eligible for special education services:

1. At the start of each new school year, students will be administered assessments that gather information about their current levels of academic functioning. Assessments and data will continue to be obtained throughout the year to measure growth and to assess each students' response to instruction.
2. Teachers will receive and be trained on academic and behavioral checklists designed to identify areas of concern.
3. All students identified as a concern will be referred for regular education intervention and/or review by an Intervention Team (e.g. SAP Team).
4. All student data will be reviewed by the Student Support Team who will determine regular education interventions or referral for a full special education evaluation.
5. Anyone can make a referral if there is a concern regarding a student. This includes students, staff, and parent/guardians.

DESCRIPTION OF SPECIAL EDUCATION SERVICES

Philadelphia Hebrew Public is a public school and is responsible for providing appropriate special education programs and related services that are:

- provided at no cost to parents;
- provided under the authority of a PHP;
- individualized to meet the educational needs of the child;
- reasonably calculated to yield meaningful educational benefit and progress and designed to conform to the Individual Education Program (IEP).

Special education is designed to meet the needs of each eligible student, including specifically designed instruction conducted in the least restrictive environment to the maximum extent possible using supplementary aids and services. Related services available to students include transportation, corrective and other supportive services that help an eligible student benefit from special education. Examples include speech pathology and audiology, psychological services, physical and occupational therapy, social work services, school health services, and assistive technology services.

RIGHTS AND PROTECTIONS

Prior Written Notice. PHP must notify the parent/guardian in writing whenever it proposes to initiate or change the identification, evaluation, educational program or placement of a child or whenever it refuses to initiate or a make a change in identification, evaluation, educational program, or placement requested by a parent. Such notice must be accompanied by a written description of the reasons for the proposal or refusal, the options considered, if any, and the reason why such options were rejected.

Consent. PHP cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parent/guardian. PHP may not seek a hearing to override the refusal of a parent consent to an initial placement in special education. PHP may override the lack of consent for an initial evaluation by requesting the approval of an impartial hearing officer or

judge following a hearing. If a parent/guardian fails to respond to a written request for permission to reevaluate, however, PHP may proceed with the proposed reevaluation without consent.

Protection in Evaluation Procedure: Evaluations to determine eligibility and current need for special education and related services must be administered in a manner that is free of racial, cultural, or linguistic bias. Evaluations cannot consist of a single test or assessment and testing must be a valid measure of the psychological, social, emotional or other learning characteristic or behavior that the school is using it to measure. Testing and assessment must be administered in accordance with professional standards and the criteria established by the publisher. It must be administered in the native language of the child.

CONFIDENTIALITY

The records and documents that are part of the evaluation and screening process are confidential and protected under the Family Educational Rights and Privacy Act (FERPA). A written record of the results is called an education record, which is directly related to your child and is maintained by PHP. All records are maintained with the strictest confidentiality. These records are personally identifiable to your child. *Personally identifiable information* includes the child's name, the name of the child's parent/guardian or other family member, the address of the child or their family, a personal identifier such as social security number, a list of characteristics that would make the child's identity easily traceable or other information that would make the child's identity easily traceable. PHP will gather information regarding your child's physical, mental, emotional and health functioning through testing and assessment, observation of your child, as well as through review of any records made available to PHP through your physician or other providers of services such as day care agencies.

PHP protects the confidentiality of *personally identifiable information* by one school official being responsible for ensuring the confidentiality of the records, training being provided to all persons using the information, and maintaining for public inspection a current list of employees' names and positions who may have access to the information. PHP will inform you when this information is no longer needed to provide educational services to your child and will destroy the information at the request of the parent/guardian, except general information such as your child's name, address, phone number, grades, attendance record, classes attended, and grade level completed may be maintained without time limitation.

As the parent/guardian of the child you have a number of rights regarding the confidentiality of your child's records. The right to inspect and review any education records related to your child that are collected, maintained, or used by PHP. PHP will comply with a request for you to review the records without unnecessary delay and before any meeting regarding planning for your child's special education program (called an IEP meeting), and before a hearing should you and your school district disagree about how to educate your child who needs special education, and in no case, take more than 45 days to furnish you the opportunity to inspect and review your child's records.

You have the right to an explanation and interpretations of the records, to be provided copies of the records if failure to provide the copies would effectively prevent you from exercising your right to inspect and review the records, and the right to have a representative inspect and review the records. Upon your request, PHP will provide you a list of the types and the location of education records collected, maintained, or used by the agency.

You have the right to request in writing amendment on your child's education records that you believe are inaccurate or misleading, or violate the privacy or other rights of your child. PHP will decide whether to amend the records within a reasonable time of receipt of your request. If PHP refuses to amend the records, you will be notified of the refusal and your right to a hearing. You will be given at

that time, additional information regarding the hearing procedures, and upon request, the district will provide you a records hearing to challenge information in your child's educational files.

Parent/guardian consent is required before *personally identifiable information* contained in your child's education records is disclosed to anyone other than officials of PHP collecting or using the information for purposes of identification of your child, locating your child and evaluating your child or for any other purpose of making available a free appropriate public education to your child. 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. Additionally, PHP, upon request, discloses records without consent to officials of another school district in which your child seeks or intends to enroll.

When a child reaches age 18, the age of majority, the rights of the parent/guardian with regard to confidentiality of *personally identifiable information* is transferred to the student.

A parent/guardian may file a written complaint alleging that the rights described in this notice were not provided. The complaint should be addressed to:

Pennsylvania Department of Education
Bureau of Special Education Division of Compliance
333 Market Street
Harrisburg, PA 17126-0333

The Department of Education will investigate the matter and issue a report of findings and necessary corrective action within 60 days. The Department will take necessary action to ensure compliance is achieved.

Complaints alleging failures of PHP with regard to confidentiality of *personally identifiable information* may also be filed with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

CONTACTS

If you wish to learn more, have questions, or believe your child may need to be identified, please contact PHP's Head of School.