



Annual Public Notice of Special Education Services and Programs

Each school district, intermediate unit and charter school must establish and implement procedures to identify, locate and evaluate all students who need may need special education and related services or other accommodations because of a student's disability. This notice, highlighting special education services and identification activities and procedures, is to help find these students, offer assistance to parents, and to describe parents' rights concerning confidentiality of information which is maintained not only during the identification process, but also throughout a student's enrollment at Green Woods Charter School.

The content of this notice has been written in English. If a person does not understand any part of this notice, he or she should contact any individuals at the address and telephone number listed at the end of this notice and request an explanation.

Identification Activity ("Child Find")

"Child Find" or identification activities are performed to find a student who is suspected as having a disability that would interfere with his or her learning unless special education programs and related services, or other accommodations, can be provided and a free appropriate public education ("FAPE") can be made available. The types of disabilities that if found to cause a student to need services are: autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment due to chronic or acute health problems, specific learning disabilities, speech or language, traumatic brain injury and visual impairment including blindness.

The identification activities are sometimes called screening activities and may include: reviewing group data, conducting hearing and/or vision screening, assessing a student's academic functioning, observing the student and determining his or her response to attempted redirection and/or remediation.

Once identified as a student who is suspected of having a disability, he or she is evaluated by the school, but only if the parent has given consent to proceed with the evaluation process. Green Woods cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of a student's parent. For additional information related to consent, please refer the Procedural Safeguards Notice which can be found at the PaTTAN website, www.Pattan.net. Once written parental consent is obtained, Green Woods will proceed with the evaluation process. Input from parents provide an important source of information for identification.

If a parent believes that his or her student may be eligible for special education, the parent may initiate evaluation procedures by forwarding a written statement to the CEO stating his or her concerns about the student, with a request for the student to be evaluated.

Child Find activities are also conducted for students who may be eligible for services or accommodations under Section 504 of the Rehabilitation Act of 1973 and Chapter 15 of Title 22 of the Pennsylvania Code.

Questions or concerns may be directed to any individuals at the address and telephone number listed at the end of this notice.

Signs of Potential Developmental Delays and Other Risk Factors that Could Indicate Disability

Each student develops at his or her own pace and the range of normal is quite wide. However, it is helpful for parents to be aware of signs of potential developmental delays or other risk factors that could indicate disability -- and need for evaluation and/or support and services in school -- particularly if, when compared to other



students of the same age, problems are noticed in one or more areas of physical development, cognitive development, communication development, social and emotional development and adaptive skills:

- Speech or Language Skills -- involving ability to express and receive information at age- appropriate levels
- Cognitive Skills -- involving ability to learn, solve problems and remember tasks
- Gross Motor Skills -- involving ability to use the large muscle groups that assist in walking, running, standing, sitting, changing positions and maintaining balance and coordination
- Fine Motor Skills -- involving ability to grasp, pinch and eat and dress
- Social and Emotional Skills -- involving ability to interact with others, understand social rules, demonstrate social reciprocity and self-regulation
- Adaptive Behavior -- involving everyday skills for functioning such as bathing, dressing, grooming, feeding one's self or performing age-appropriate skills independently

Risk factors for developmental delay are genetic, environmental or a complex mix of factors.

Questions or concerns may be directed to any individuals at the address and telephone number found at the end of this notice. Any parent wishing to initiate an evaluation may forward a written statement to the CEO stating his or her concerns about the student, with a request for the student to be evaluated.

Confidentiality of Information

Green Woods maintains records concerning all students enrolled in the school, including students with a disability or suspected of having a disability, in accordance with state law and federal law, namely, The Family Educational Rights and Privacy Act ("FERPA"). A record of Green Woods' identification activities for a student constitutes an education record for him or her that the school maintains in the strictest confidence, as the school does for all other education records, that contain confidential and personally identifiable information including the student's name, the name of the student's parents or other family member, the address of the student or family, a personal identifier such as social security number, or a list of characteristics or other information that would make the student's identity easily traceable.

Green Woods will gather information regarding a student's academic, intellectual, physical, mental, emotional and health functioning through testing and assessment, observation of the student, as well as through review of any records made available to the school from the student's physician and/or other providers of services such as any outside agencies.

Green Woods protects the confidentiality of personally identifiable information by one school official being responsible for ensuring the confidentiality of the records; training provided to all persons who need to use the information; and maintaining for public inspection a current list of employees by names and positions who may have access to the information.

When information gathered is no longer needed to provide educational services to a student, Green Woods will destroy the information at the request of the parent, but general information such as the student's name, address, phone number, grades, attendance record and classes attended, and grade level completed, may be maintained without time limitation.

A parent has a number of rights regarding the confidentiality of his or her student's records, including the right to inspect and review any education records pertaining to his or her student that are collected, maintained or used by Green Woods. Green Woods will comply with a parent's request to review the records without



unnecessary delay and before any meeting regarding planning for a student's special education program or IEP, and before a hearing in the event of disagreement about a student's special education needs. In no event may Green Woods take more than 45 days to furnish a parent with the opportunity to inspect and review his or her student's records.

A parent of a student with, or suspected of having, a disability, has the right: to an explanation of the records; to be provided with a copy of the records if otherwise the parent would be effectively prevented from exercising his or her right to inspect and review the records; and to have a representative inspect and review the records upon a parent's authorization. Upon a parent's request, Green Woods will provide the parent with a list of the types and location of education records collected, maintained or used by Green Woods.

Green Woods will charge a fee for copies of records made in response to a parent's request for copies, but will not charge a fee if doing so will prevent the parent from inspecting and reviewing his or her student's records. Green Woods will not charge a fee to search or retrieve information. The fee for copies is \$.10 per page.

Furthermore, a parent of a student with, or suspected of having, a disability has the right to request the amendment of his or her student's education records that the parent believes are inaccurate or misleading, or violates the privacy or other rights of his or her student. Green Woods will decide whether to amend the records within a reasonable time of receipt of a parent's request. If Green Woods refuses to amend the records, the parent will be notified of the refusal and right to a hearing. The parent will be given, at that time, additional information regarding the hearing procedures; upon request, Green Woods will provide the parent with a records hearing to challenge information in his or her student's education files.

Parental consent is required before personally identifiable information contained in a student's education records is disclosed to anyone other than officials of the school collecting or using the information for purposes of identification activities and evaluation, or for any other purpose in order to make available FAPE to the student. A school official has a legitimate educational interest in the education record if the official needs to review the education record in order to fulfill his or her professional responsibility. Additionally, Green Woods, upon request, discloses records without consent to officials of another school or school district in which a student seeks or intends to enroll.

When a student reaches age 18, the rights of the parent with regard to confidentiality of personally identifiable information is transferred to the student. A parent may file a written complaint alleging that the rights described in this notice were not provided to the following:

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

Complaints alleging failure regarding 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

Program Development and Provision of Services

Once the evaluation process is complete, a team of qualified professionals and the parent or guardian determines whether the student is eligible for special education and related services. If the student is eligible,



the Individualized Education program team meets, develops the program and determines the educational placement. Once the IEP team develops the program and determines the educational placement, Green Woods staff will issue a Notice of Recommended Education Placement/Prior Written Notice (NOREP/PWN). A parent's written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Green Woods provides a continuum of placements with provision of special education services and related supports and services at no cost to the student or family.

Also, in compliance with state and federal law, Green Woods will provide to each student with a disability under Section 504 of the Rehabilitation Act, having a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school's program, 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.

Equal Opportunity in Educational Programs or Activities

Green Woods will not discriminate in educational programs or activities based on race, color, national origin, age, sex, sexual orientation, handicap, creed, marital status or disability. No student enrolled at Green Woods will be denied equal opportunity to participate in age and program-appropriate instruction or activities for any reason prohibited by federal or state law.

Contact

If a parent wishes to learn more, or believes that his or her student may need to be identified, the parent is encouraged to contact:

Ms. Gina Knowles
Special Education Coordinator
Green Woods Charter School
(215) 482-6337