

# annual notification Information

## STUDENT RECORDS POLICY—ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

Mt. Lebanon 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, are also 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 school principal, 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 or 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, websites, 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. Under certain Federal and Pennsylvania statutes, the District is required, upon request, to provide the names, addresses and telephone numbers of all secondary students to military recruitment offices and to institutions of higher education, including certain trade and vocational schools. Parents who wish to have their children exempted from publication or other disclosure of directory information, including disclosure to military recruiters and/or institutions of higher education, may do so by letter to the school principal within thirty days following the receipt of this notice.

### COMPLIANCE STATEMENT

Mt. Lebanon School District does not discriminate on the basis of race, age, color, religion, sex, national origin, ancestry, or handicap or disability in the administration of any of its educational programs, services or activities, or with respect to employment. The District adheres to the nondiscrimination provisions of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Pennsylvania Human Relations Act, and all other applicable federal, state and local laws, regulations and ordinances. Inquiries concerning Title IX and the ADA should be directed to the Director of Human Resources, Mt. Lebanon School District, 7 Horsman Drive, Pittsburgh, PA 15228, (412)344-2080. Inquiries concerning Section 504 of the Rehabilitation Act should be directed to the Director of Facilities, Mt. Lebanon School District, 7 Horsman Drive, Pittsburgh, PA 15228, (412)344-2090.

### CONFIDENTIALITY OF STUDENT RECORDS

Each building's principal is responsible for protecting 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.

### 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 Alliance For Infants, Birmingham Towers, 2100 Wharton Street, Suite 705, Pittsburgh, PA 15203, 412-885-6000.

The Pennsylvania Department of Education is responsible for providing services to preschool children from age 3 until eligible for kindergarten. For information, contact Project DART, 475 E. Waterfront Drive, Homestead, PA 15120, 412-394-5736.

### SPECIAL EDUCATION SERVICES FOR SCHOOL-AGE SPECIAL EDUCATION STUDENTS

Mt. Lebanon School District provides a free, appropriate public education to special education students. To qualify as a special education 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, deaf-blindness, deafness, emotional disturbance, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech and language impairment, traumatic brain injury, and visual impairment including blindness.

The school district utilizes identification procedures to ensure eligible students receive an appropriate education 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 a student, who may be eligible for special education services, 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, a speech/language screening for first graders in the spring of each school year, and review by a building-level instructional support team. School district personnel and/or parents may refer a student for screening to the school principal.

When screening results suggest a student might be a student with a disability, the school district seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect their child may be a student with a disability may request an evaluation at any time through a written request to the school principal. The letter should indicate the parent's reason for the request. Parents who suspect their child may be eligible for gifted education may request an evaluation at any time, with a limit of one request per school term, through a written request to the school principal.

Services designed to meet the needs of students with disabilities require a triennial evaluation report (ER) except for students diagnosed with mental retardation who require a biannual evaluation report. The Individualized Education Program (IEP) team uses the ER to develop the IEP, which is reviewed at least annually. The Notice of Recommended Educational Placement (NOREP), signed by the parent allows the school district to implement the IEP. The district maintains a continuum of services which include autistic support, blind and visually impaired support, deaf and hard of hearing support, emotional support, learning support, life skills support, physical support, and speech and language support. Services are provided on an itinerant, resource, part time, and full time basis in a regular school or at a location other than the regular school, as determined by the IEP team.

When screening results suggest a student may be eligible for gifted education, the school district seeks parental consent to conduct a multidisciplinary evaluation. The initial evaluation is summarized in the Gifted Written Report (GWR) and used by the Gifted Individualized Education Program (GIEP) team to develop the GIEP. After the initial evaluation, students identified as mentally gifted are reevaluated before a change in educational placement is recommended or under recommendation of the GIEP team. The Notice of Recommended Assignment (NORA), signed by the parent, gives the school district permission to provide services. Enrichment, acceleration and specialized study activities are provided to students as part of their gifted education program to address their unique needs.

The extent of special education services and the location for the delivery of such services is determined by the IEP/GIEP team and are based on the student's identified abilities, needs, chronological age and the level of intensity of the specified intervention.

The school district also provides related services, such as transportation, physical therapy, occupational therapy, and speech and language support, required for the student to benefit from the special education program.

Parents may obtain additional information regarding special education services and programs and parental rights by contacting the child's school principal or the Supervisor of Special Education at 412-344-2012.

### SERVICES FOR PROTECTED HANDICAPPED STUDENTS

In compliance with state and federal law, Mt. Lebanon 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 Supervisor of Special Education at 412-344-2012.

### VIDEO/AUDIO MONITORS ON SCHOOL BUSES

On February 4, 2014, Act 9 of 2014, an amendment to the Wiretap and Electronic Surveillance Act, was signed into law, permitting audio recording on a school vehicle for disciplinary or security purposes provided that the School Board has adopted a policy that authorizes such audio recording on school vehicles. On April 15, 2014, the Mt. Lebanon School Board passed Board policy EECAF allowing for audio and video recording on the District's fleet of school buses and/or on a school bus/van contracted from an outside provider. The main premise of video camera(s) and audio recording equipment on a bus is to provide additional data to the bus driver and school district officials in monitoring the conduct of student riders.

# policies/rights

For copies of complete School District Policies, please contact your principal or visit [www.mtlsd.org](http://www.mtlsd.org)

## WEAPONS POLICY

It shall be the policy of the Board that possession of a weapon by students, employees, or visitors is prohibited in any Mt. Lebanon School District building, on any grounds of the Mt. Lebanon School District, by a student on his or her way to or from school, in any vehicle providing authorized transportation of students to or from any Mt. Lebanon School District building or District sponsored function, activity or event and at any school function activity or event whether or not held on Mt. Lebanon School District grounds.

The term "Weapon" shall include, but not be limited to, any knife, razor, razor blade or other cutting instrument or cutting tool, sharpened wood, sharpened metal, nun-chuck stick or other martial arts device, brass or metal knuckles, club, metal pipe, blackjack, chemical agent such as mace, tazer, shocker or stun gun, any explosive or incendiary device, firearm (including pellet guns and B.B. guns), gun, slingshot, bow, arrow or any other similar device from which a projectile may be discharged, including a firearm or other weapon which is not loaded or which lacks a component or device necessary to render it immediately operable, and/or any other tool, instrument or implement capable of inflicting serious bodily injury. The term "weapon" shall include "weapon look alike," including any instrument or implement designed to look like a weapon.

"Possess" and "possession" shall mean being on the person of any student, employee or visitor or in a person's motor vehicle, locker or otherwise under his or her control.

## STUDENT DRUG AND ALCOHOL OFFENSES POLICY

No student shall distribute, dispense, possess, or use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, inhale, use or be under the influence, except for a valid medical purpose, of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, other intoxicant or substance causing a hallucinogenic or toxic effect, anabolic steroid or any other controlled substance, as defined in schedules I through V of section 202 of The Controlled Substances Act (21 U.S.C.



Section 812), or as defined in The Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. 780 -101), the Pennsylvania Drug and Alcohol Abuse Control Act (71 P.S. 1690.101), or any regulations relating to the foregoing statutes, or any successor statutes or regulations before, during, or after school hours at school or in any other school district location as defined herein.

## NON-SCHOOL RELATED DRUG AND ALCOHOL VIOLATIONS

The Mt. Lebanon School District believes that high standards of conduct and citizenship are essential for students and recognizes the importance of students making safe and healthy choices about risky social behaviors. Students will be restricted from participation in extracurricular and interscholastic activities for a prescribed period of time for any of the following conduct that is confirmed to have occurred off-campus at a non school related function: use, possession, sale, distribution or procurement of any amount of alcohol, drugs or other controlled substances (other than legally prescribed medications) or drug paraphernalia or being under the influence of alcohol, drugs or other controlled substances (other than legally prescribed medications).

## SEXUAL HARASSMENT POLICY

It is the policy of the District that sexual harassment of and/or by students in any form is strictly prohibited, will not be tolerated, and will result in appropriate disciplinary action up to and including suspension or expulsion of students or reprimand, suspension or termination of employees in accordance with laws and collective bargaining agreements as may be appropriate.

## PARENTAL RIGHTS

In accordance with School Board Policy IF—Curriculum and Parent Rights and Chapter 4—Curriculum Regulations, parents (guardians) have the following rights: a) access to information

about the curriculum including academic standards to be achieved, instructional materials and assessment techniques; b) a process for review of instructional materials; c) the right to have their child(ren) excused from specific instruction which conflicts with their religious beliefs, upon receipt by the District of a written request from the parents or guardians; d) the right to have their child(ren) excused from the State assessments if, upon inspection of the assessments, the parents or guardians find the assessments to be in conflict with their religious belief and wish their child(ren) to be excused, upon written request to the school superintendent; e) the opportunity for involvement in the strategic planning process; f) the right to have their child(ren) excused from the any research studies or surveys conducted by entities other than the District unless prior written consent has been obtained; g) the right to review the State assessments in the District two weeks prior to their administration (or as soon thereafter as the district receives the assessments during hours convenient to the parents and guardians; and, h) the right to have their child(ren) excused from instruction regarding the prevention of human immunodeficiency virus (AIDS) and other life threatening and communicable diseases when the instruction conflicts with the parents' or guardians' religious beliefs or principles, upon receipt by the District of a written request for exemption.

Under Act 88, students have the right to decline to participate in education projects involving harmful or destructive use of animals (ie: dissection, vivisection, incubation, capture, etc.)

## VOLUNTEER CLEARANCES

The Mt. Lebanon School District welcomes and values volunteer participation in our schools. To ensure the safety of our students, the Mt. Lebanon School District requires volunteers to comply with the Mt. Lebanon School District Policy IJOC School Volunteers.

Visit <http://www.mtlsd.org/parents/volunteerclearances> for information that will help you determine the type of clearances, if any, that you will need to volunteer in Mt. Lebanon Schools. Contact your building principal if you have questions.