



# ANNUAL NOTICES

Southern Columbia Area School District

August 2018

The Southern Columbia Area School District invites parents and guardians of students to review the following Annual Notices.

## Notification of Rights under FERPA

The Family Education 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 30 days of the day the Southern Columbia Area School District receives a request for access. Parents or eligible students should submit to the school principal or director of special education a written request that identifies the record(s) they wish to inspect. The school principal or special education director will make arrangements for access and notify the parent or eligible students 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 is inaccurate or misleading. Parents or eligible students may ask the Southern Columbia Area School District to amend a record that they believe is inaccurate or misleading. They should make a written request to the school principal or special education director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the Southern Columbia Area School District decides not to amend the record as requested by the parent or eligible student, the Southern Columbia Area School District will notify the parent or eligible students 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 the Southern Columbia Area School District is notified of the request for 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 education interest. A school official is a person employed by the Southern Columbia Area School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the Southern Columbia Area School District has contracted to perform a special task (such as 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 in the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school 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 school system to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-46054.

# Programs for Eligible or Protected Handicapped Students (IDEA)

In compliance with state and federal law, notice is hereby given by the Southern Columbia Area School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying disabled students who may be in need of special education and related services (eligible students).

Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

- |                            |                                    |
|----------------------------|------------------------------------|
| 1. Autism                  | 8. Orthopedic Impairment           |
| 2. Deaf/Blindness          | 9. Other Health Impairment         |
| 3. Deafness                | 10. Specific Learning Disability   |
| 4. Emotional Disturbance   | 11. Speech and Language Impairment |
| 5. Hearing Impairment      | 12. Traumatic Brain Injury         |
| 6. Intellectual Disability | 13. Visual Impairment              |
| 7. Multiple Disabilities   |                                    |

Potential signs of developmental delays and risk factors that might indicate disabilities include:

Early warning signs: Preschool -

- Late talking, compared to other children
- Pronunciation problems
- Slow vocabulary growth, often unable to find the right word
- Difficulty rhyming words
- Trouble learning numbers, the alphabet, days of the week
- Extremely restless and easily distracted
- Trouble interacting with peers

Early warning signs: Kindergarten through fourth grade -

- Slow to learn the connection between letters and sounds
- Confuses basic words (run, eat, want)
- Makes consistent reading and spelling errors
- Transposes number sequences and confuses arithmetic signs
- Slow recall of facts
- Slow to learn new skills, relies heavily on memorization
- Impulsiveness, lack of planning
- Unstable pencil grip
- Trouble learning about time
- Poor coordination, unaware of physical surroundings, prone to accidents (<http://www.ldonline.org/>)

If your child is experiencing any of these difficulties; and you believe that your school-age child may be

## Photographs/Video of School Pupils

On occasion, the Southern Columbia Area School District will photograph or video record students for use in District publications, including the District website. In addition, newspapers and television stations may photograph or video record students. Parents who do not want photographic or video images of their child to appear should send a letter to the Superintendent.

## Integrated Pest Management

The Southern Columbia Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification, you must be placed on the school's notification registry. If you would like to be placed on this registry, notify the District in writing to the attention of Mr. Scott Tomcavage.

## Programs

(Continued from previous page)

in need of early intervention or screening, evaluation processes designed to access the needs of your child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to Mrs. Jennifer Snyder, or any building principal.

In compliance with state and federal law the Southern Columbia Area School District will provide to all protected handicapped students, without discrimination or cost to the students 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. In order to qualify as a protected handicapped student, the child must be school age with a physical or mental disability, which substantially limits or prohibits participation in or access to any aspects of the school program. These services and protections for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

This notice is only a summary of the Special Education services, evaluation and screening activities, rights, and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For additional information on the rights of parents and children, provision of services, evaluation, screening, and rights to due process procedures, you may contact in writing Mrs. Jennifer Snyder or any building principal. For pre-school age children, information may be obtained through the Central Susquehanna Intermediate Unit at 570-523-1155.

This notice is only a summary of the Special Education services, evaluation and screening activities, rights, and protections pertaining to children with disabilities, children thought to be disabled, and their parents.

**Confidentiality:** All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, distribution, and disclosure to third parties of this information. For information about these policies contact the building principal.

## **Student’s Right Pertaining to Animal Dissection**

Former Governor Casey signed into law Act 1992-99, an act amending the Public School Code of 1949. Section 15-1523, Tittle 24, PA Consolidated Statutes, entitled, ‘Pupils’ Right of Refusal; Animal Dissection’, gives all students in public or non-public schools, from kindergarten through grade 2, the rights to ‘refuse to dissect, vivisect, incubate, capture, or otherwise harm or destroy animals or any parts thereof as part of their course of instruction’. Should any parent and child elect not to dissect, vivisect, incubate, or participate in other activities harmful to animals, a letter should be send to the teacher with a copy to the building principal, requesting an alternative educational project. The letter should be sent prior to the actual lesson so that arrangements can be made for alternate placement of the child on that day.

## **Homeless Students (McKinney Vento Act)**

Southern Columbia Area School District recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The district shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations. If you, or anyone you know is homeless, please contact the registrar, Mrs. Stephanie Ziegmont, at (570) 356-3508.

## **Non-Discrimination/Non-Retaliation Notice**

Title IX-Title VI—Section 504

The Southern Columbia Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies.

- Mr. Paul Caputo, Superintendent, 800 Southern Drive, Catawissa, PA 17820, 570-356-3501.

- Mrs. Stephanie Ziegmont, Director of Curriculum, Instruction, and Assessment, 800 Southern Drive, Catawissa, PA 17820, 570-356-3508. For further information on notice of non-discrimination, visit (<https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>) for the address and phone number of the office that serves your area, or call 1-800-421-3481.

## **Gifted Services**

In compliance with state law, the Southern Columbia Area School District, provides services designed to meet the unique needs of gifted students. The Southern Columbia Area School District identifies “gifted” students on a case-by-case basis based on state law and District policy. Under Pennsylvania regulations the term mentally gifted is defined as “including a person who has an IQ of 130 or higher and when multiple criteria indicate gifted ability.” A person with an IQ lower than 130 may be gifted when other educational criteria in the child’s profile strongly indicates gifted ability.

## **Military Recruitment in Secondary Schools**

The No Child Left Behind Act of 2001, the National Defense Authorization Act for Fiscal Year 2002, and Pennsylvania Act 10 collectively require superintendents to provide military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers.

Superintendents are required to provide names, addresses, and telephone listings of junior and senior year students to military recruiters, when requested, unless a parent has “opted out” of providing such information.

Parents who want to “opt out” of providing their child’s information to military recruiters should send a letter to the principal.

# Annual State Compliance Announcements

No Child Left Behind Act of 2001 required a number of parental notifications. Every Student Succeeds Act (ESSA) was approved 12/10/15. Because ESSA is so new, and several regulatory actions to implement ESSA have yet to be written, the following NCLB notifications will continue until new guidance is published by PDE.

- Parents shall have the right to inspect all instructional materials, including teachers' manuals, audiovisuals, and other supplementary instructional materials used in the instructional program in accordance with School Board Policy. Instructional materials do not include tests or academic assessments. Such requests shall be in writing and submitted to the building principal.
- Parents have the right to inspect, upon request, a survey created by a third party prior to administration or distribution to a student. Such a request shall be in writing and submitted to the building principal.
- Parents have the right to inspect materials and opt out their child from participating in any activity that results in the collection, disclosure, or use of personal information for purposes of marketing or selling that information. This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for or to students.
- The school district shall provide a program for each student whose dominant language is not ENGLISH for the purpose of facilitating the student's achievement of English proficiency and the academic standards. Parents who believe their child qualifies for this program should contact the building principal.
- The school district shall provide a program to address the needs and provide appropriate services to migrant student attending the district's schools. Parents who believe their child qualifies for this program should contact the building principal.
- The school district shall provide a program to address the needs and provide appropriate services to homeless students attending the district's schools. Parents who believe their child qualifies for this program should contact the building principal.
- The School District provides health examinations and screenings as defined in School Board Policy 209. This policy states, "Parents/guardians of students who are to receive physical and dental examinations or screenings shall be notified. The notice shall include the date and location of the examination or screening and notice that the parent/guardian may attend or may have the examination or screening conducted privately at the parents'/guardians' expense." Each student shall receive a comprehensive health examination upon original entry, in sixth grade, and in eleventh grade, conducted by the school physician. A private health and/or dental examination conducted at the parents or guardian's expense will be accepted in lieu of the school examination. In addition, each student shall receive vision tests, hearing tests, height and weight measurements, tuberculosis tests, and other tests deemed advisable at intervals established by the district. Students may be exempted from such examinations or screenings if they conflict with the parents' religious beliefs.
- The School Board permits the disclosure or required student information about secondary students to representatives of postsecondary institutions and to representatives of the armed forces of the United States. The disclosed information to recruiters routinely includes names, addresses, and telephone numbers. Parents have the right to request that information not be disclosed without prior written consent. Parents who desire to request that the district withhold this information should notify the building principal in writing.
- Parents of Title I students shall receive, upon request, information regarding the qualifications and academic degrees instruction/instructional support to their child. Parents desiring this information should contact Paul Caputo.

# Notification of Rights under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sexual behaviors or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of:
  1. Any other protected information survey, regardless of funding.
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State Law.
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

• Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State Law.

Southern Columbia Area does not participate in any surveys or collect information affected by this amendment.

Parents who believe their rights have been violated may file a complaint with Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

If you believe your school age child may qualify for gifted education services, you may contact the district at any time to request a determination of eligibility. The guidance counselors in each building will discuss the evaluation process and answer any specific questions you may have. Parents may contact Mrs. Jenn Snyder, Special Education Director, at (570) 356-3510.

Please note that entitlement to gifted services includes only those rights provided for by Pennsylvania law.

# Every Child Succeeds Act (ESSA)

## Federal Programs and Complaint Procedures

The Southern Columbia Area School District in accordance with the Every Child Succeeds Act, 2015 (formerly the Elementary and Secondary Education Act commonly referred to as No Child Left Behind Act of 2001) is hereby notifying parents/guardians of their rights to receive information regarding:

- student performance
- Individual school performance
- district performance
- teacher/staff qualifications

The District/School performance profiles which include aggregate information including student achievement, graduation rates, and school performance are posted on the Southern Columbia Area School District website and updated annually.

Individual student assessment reports on the PSSAs and Keystone exams are mailed or sent home to families each fall and student scores are printed on the student report cards. The assessment score reports provide parents/guardians with a detailed record of student achievement on state academic standards.

Each fall a public presentation of our District assessment results are presented at a public meeting and the School Report Card results are published on the District ([www.scasd.us](http://www.scasd.us)) and the State website ([www.paschoolperformance.org](http://www.paschoolperformance.org)). If a school has been identified as a “priority” or “focus” school, parents/guardians will receive individual notification via mail. This parent/guardian notification will provide notice to parents/guardians on how to access supplemental aids/services through our schools/community.

**Parent/Guardian Involvement-** Parents/Guardians are encouraged to participate in the education of their children.

- District Parental Involvement and Title I Parental Involvement Policies are reviewed annually and each spring.
- Policy and Educational Program input is sought each fall during Title I Parent/Guardian meetings and throughout the year during PTA meetings.
- During the fall Title I parent/guardian meetings families are provided with an overview of our Title I programs. Suggestions for assisting the child throughout the school year are reviewed with parents/guardians.

**Faculty Qualifications-** All teachers and instructional assistants employed by the Southern Columbia Area School District meet or exceed the Federal requirements for highly qualified. Parents/guardians have the right to know the qualification/certification status of each teacher and instructional assistant who work within our Title I schools. Parents/guardians may contact the individual building principals to verify qualification status for these employees.

Any questions regarding this annual notice or parent/guardian input regarding Federal Programs may be directed to your child’s building principal, Director of Curriculum, Instruction and Assessment Stephanie Ziegmont or Superintendent Paul Caputo

# Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Southern Columbia Area School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Southern Columbia Area School District may disclose appropriately designated "directory information" without written consent, unless you have advised the School District to the contrary in accordance with School District procedures. The primary purpose of directory information is to allow the School District to include information from your child's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. If you do not want the School District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the School District in writing. Southern Columbia Area School District has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**

## **Title IX Notification**

The Southern Columbia Area School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding non-discrimination in school and classroom practices: Mr. Paul Caputo, Superintendent, 800 Southern Drive, Catawissa, PA 17820.

## Child Nutrition Programs

The Southern Columbia Area School District provides the following Annual Notice for parents and guardians of the District in accordance with the regulations set forth by the Free and Reduced Lunch Program and the Healthy Hunger-Free Kids and of 2010 which reauthorized the School Lunch Programs of the Child Nutrition Act. All families are entitled to apply for reduced or free school meals. Applications can be obtained in all buildings. Questions should be directed to Mrs. Kathy Holleran at 570-356-3505.

## Asbestos Hazard Emergency Response Act (AHERA)

The Asbestos Hazard Emergency Response Act requires school districts to inspect their buildings for asbestos-containing building materials and develop, maintain, and update an asbestos management plan. The Southern Columbia Area School District provides the following Annual Notice for parents and guardians of the District in accordance with the regulations set forth by the Asbestos Hazard Emergency Response Act. It is the intent of the District to comply with all federal and state regulations controlling asbestos and to take whatever steps necessary to ensure students and employees a healthy and safe environment in which to learn and work. Mr. Scott Tomcavage is our designated asbestos program coordinator. Questions or concerns should be directed to Mr. Tomcavage at 570-356-3506.

**School Code section 510.2 specifies requirements for policies, rules and regulations that must be published on a school district's publicly accessible Internet website. Click [here](#) for a listing of those posting requirements. [Policies regarding the following annual notice can be found on Southern Columbia's website:](#)**

006- Meetings

103- Nondiscrimination In School and Classroom Practices

103.1- Nondiscrimination-Qualified Students with Disabilities

104- Nondiscrimination of Employment and Contract Practices

105.1- Review of Instructional Materials by Parents and Guardians

113- Special Education

114- Gifted Education

123- Interscholastic Athletics

123.2- Concussion Management

123.3- Sudden Cardiac Arrest

138- Language Instruction Educational Program for English Learners

142- Migrant Students

143- Standards for Persistently Dangerous Schools

144- Standards for Victims of Violent Crimes

146- Student Services

200- Enrollment of Students

203- Immunizations and Communicable Diseases

204- Attendance

209.1- Food Allergy Management

210- Use of Medications (*includes possession of asthma inhalers/epinephrine auto-Injectors*)

211- Student Accident Insurance

216- Confidentiality and Maintenance of Student Records

218- Student Discipline

218.1- Weapons

222 and 323-Tobacco Use-Students and Employees

226-Searches

235- Student Rights and Responsibilities

235.1- Surveys (*adoption scheduled 2018-2019*)

237- Acceptable Student Use of Personally Owned Technology Devices

246- Student Wellness

247- Hazing

249- Bullying/Cyberbullying

250- Student Recruitment

312- Performance Assessment of Superintendent/Assistant Superintendent

604- Budget Adoption

619- District Audit

621- Local Taxpayer Bill of Rights

705- Safety

707- Use of School Facilities (Boy Scout Act)

716- Integrated Pest Management

806- Child Abuse

808- Food Services

810.2-Transportation – Video/Audio Recording

823- Naloxone

824- Maintaining Professional Adult/Student Boundaries

904- Public Attendance at School Events

906- Public Complaints

918- Title I Parent and Family Engagement