

Shaler Area School District

1800 Mt. Royal Boulevard, Glenshaw, PA 15116 • 412.492.1200 x2834 • www.sasd.k12.pa.us

Sean C. Aiken, MSED
Superintendent of Schools

Bryan E. O'Black, Ed.D
Assistant Superintendent



Kathleen R. Graczyk, Ed.D
Director of Student Services

Sherri L. Ludwig, CPA
Director of Business Affairs

September 2018

Dear Shaler Area parents/guardians,

Included are the District's annual notices for Special Education Services, Transportation and Buildings and Grounds. The annual notices also are posted online at: www.sasd.k12.pa.us.

This year's annual notices include:

Pupil Personnel Services and Special Education

- Special Education services
- School records
- Child identification activities
- Warning signs for preschool and young children at-risk for developmental delay

For any questions or concerns, contact:

Ms. Kathleen Graczyk, Director of Student Services
Graczykk@sasd.k12.pa.us
412-492-1200 x2815

Transportation

- Audio recording on school buses and vehicles

For any questions or concerns, contact:

Ms. Sherri Ludwig, Director of Business Affairs
Ludwigs@sasd.k12.pa.us
412-492-1200 x2807

Food Services

- School Lunch/Breakfast Program – Charged Meal Policy

For any questions or concerns, contact:

Ms. Sherri Ludwig, Director of Business Affairs
Ludwigs@sasd.k12.pa.us
412-492-1200 x2807

Buildings and Grounds

- Integrated pest management
- Asbestos notification

For any questions or concerns, contact:

Mr. John Kaib, Supervisor of Buildings and Grounds
Kaibj@sasd.k12.pa.us
412-492-1200 x2902

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Notice of Special Education Services & Programs:

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, and describes the parents' rights with regard to confidentiality of information that will be obtained during this process.

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

For more information or to request evaluation or screening of a public or private school child, you may contact the Director of Student Services at (412) 492-1200 ext. 2815.

The content of this notice has been written in English but can be translated into other languages. If a person does not understand any of this notice, he or she may contact the Student Services Department at (412) 492-1200 ext. 2815 to request an explanation.

Identification Activities

Identification activities are performed to find a child who is suspected as 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. These activities may include:

- Review of group data
- Conducting hearing screening
- Conducting vision screening
- Assessment of student's academic functioning
- Observation of the student
- Performing a Functional Behavioral Assessment (FBA) if the child is displaying difficulty in behavior
- Input from parents

After a child is identified as a child with a possible disability, he or she will be evaluated by a certified school psychologist once the parent/legal guardian grants the school district permission for their child to be formally evaluated.

Disability Categories

Shaler Area School District provides a Free and Appropriate Public Education (FAPE) to all eligible students who qualify for special education services through a Multi-disciplinary Evaluation (MDE) performed by a certified school psychologist.

To qualify for special education as an eligible student, the child must be of school age, in need of specially designed instruction, and meet the eligibility criteria for one or more of the following 13 physical and/or mental disability categories as set forth in the Pennsylvania State Regulations:

- Autism Spectrum Disorder
- Deaf-blindness
- Deafness
- Emotionally Disturbance
- Hearing Impairment
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech and Language Impairment
- Traumatic Brain Injury
- Visual Impairment (including Blindness)

Information regarding the appropriate developmental milestone descriptors for infants and toddlers may be found at the Center for Disease Control website at www.cdc.gov or The National Dissemination Center for Children with Disabilities (NICHCY) website at www.parentcenterhub.org.

Confidentiality

The school district maintains records concerning children enrolled in the school district, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

A parent may file a written complaint alleging that the rights described in this notice were not provided 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 the school district 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.

Services for Protected Handicapped Students – (504)

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and, therefore, be protected by other federal and state laws intended to prevent discrimination. The school district must insure that protected handicapped students have an equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for the individual student.

In compliance with state and federal law, the school district will provide to each protected handicapped student, 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. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability that substantially limits or prohibits participation in, or access to, an aspect of the school program.

Early Intervention Identification

In Pennsylvania, a child between three (3) years of age and the school district's age to begin school who has a developmental delay or one or more of the physical or mental conditions listed above is identified as an "eligible young child." The parents of these children have the same rights described above. The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act.

Screening for preschool children is available through the Allegheny Intermediate Unit #3. For more information, you may contact: Allegheny Intermediate Unit - Preschool Early Intervention DART Program at (412) 394-5904; Dr. Susan Sams, Program Director at (412) 394-5816 or email at susan.sams@aiu3.net.

Educating Students with Limited English Proficiency (LEP) & English Learners (EL)

The education of students whose dominant language is not English is the responsibility of every school district/charter school in Pennsylvania. English language learners must be enrolled upon presentation of a local address and proof of immunization. The school district/charter school must administer a home language survey (HLS) to all students as required by the Office for Civil Rights (OCR). The results of that survey must be retained in the student's permanent folder. For those students whose primary language is other than English (PHLOTE), the district must also determine the student's English language proficiency. Then, if appropriate, ESL instruction will be provided for the limited English proficient student with local/state funds.

The Shaler Area School District will provide ongoing screening services. If you wish to learn more, have questions, or believe your child may need to be identified, please contact Dr. Kathleen Graczyk, Director of Student Services, at (412) 492-1200 ext. 2815.

Services to Students Who Are Mentally Gifted

In compliance with state law, the Shaler Area School District provides services designed to meet the unique needs of students who meet the criteria to receive Gifted and Talented Education. (GATE). The Shaler Area School District identifies gifted students on a case-by-case basis based on state law and district procedures.

Such students may possess superior IQ scores and meet multiple criteria indicating gifted ability. An IQ score alone does not determine gifted ability. Additional criteria include, but are not limited to:

- Indicators of Classroom Performance
- Grades
- Standardized Test Scores
- Benchmark Assessment Scores
- Teacher Rating Scales
- Parent Rating Scales

If a child is suspected to be in need of such services, the parent/legal guardian will be notified of the evaluation procedures. If a parent/legal guardian believes their school-aged child may qualify for Gifted and Talented Education services, they may contact, in writing, the building principal where their child attends at any time to request determination of eligibility. An evaluation will be conducted with parent permission. Please note that entitlement to GATE services includes only those rights provided by Pennsylvania law.

Services for Students in Nonpublic Schools

Parents of nonpublic school students who suspect that their child has a disability and is in need of special education may request a multidisciplinary evaluation through a written request to Dr. Kathleen Graczyk, Director of Student Services, at graczykk@sasd.k12.pa.us.

In order to receive special education services and programs, a student must (1) qualify through the two-pronged evaluation concerning the existence of an exceptionality and a consequent need for specially designed instruction, and (2) be enrolled in the school district. In the event that a student in a nonpublic school qualifies for special education services and the parent does not wish to enroll them in the district full time, through dual enrollment, the student can access these services during the scheduled times when the services are available in the district. However, transportation to and from those services is the responsibility of the parent.

Notice of Student Services:

This notice is only a summary of services covered under the area of Student Services. Should you require more specific information, or a more detailed explanation of the services offered in the Shaler Area School District, you may contact the Student Services Department at (412) 492-1200 ext. 2815.

Confidentiality of Student Records

The Shaler Area School District protects the confidentiality of personally identifiable information for all students in accordance with state and federal law and the District's student records policy.

Student Records

School records are an important part of a student's formal educational file in a public school setting. They are confidential and privileged, so the Shaler Area School District's school board has adopted a policy regarding the collection, maintenance, and dissemination of records. As a parent of an eligible/non-eligible child, you have rights guaranteed by the Family Educational Rights and Privacy Act, (FERPA) (20 U.S.C. §1232 g; 34 CFR Part 99). This notice outlines your rights.

Parents/legal guardians have the right to inspect their child's records within forty-five days from the date the district receives a written request to do so. A written request for copies of the child's records will be provided at a fee not to exceed duplicating costs. Requests for review, inspection, or duplication should be submitted to the staff person designated as having responsibility for the records (refer to the Location of Records section below). If the parent/legal guardian believes that any information in the records is inaccurate, misleading, or in violation of privacy, the parent/guardian may request a change in records or have a hearing if the request is refused.

Release of Information

Student records cannot be released without the written consent of the parent/legal guardian except for School Directory information, incidents specified in the policy, or as otherwise stated herein. School Directory information may consist of name, address, telephone number, date and place of birth, major field of study, honors received, offices held, recognition for achievements, post high school endeavors, recognition of graduating seniors, participation in officially recognized activities and sports, weight and height, dates of attendance, enrollment status, degrees and awards received, and the last educational agency or institution attended by the student.

If you do not want School Directory information about your child being released for any reason, you must contact the school district in writing within thirty days from the start of each school year. Please address such requests with your child's building principal as well.

Additional Exceptions

Student records may be moved to another school or school system in which the parent/legal guardian plans to enroll their child or in which the child is already enrolled. The parent/legal guardian must sign for the release of information with the new school district so that the Shaler Area School District may transfer student records for the purpose of enrollment or transfer. The following is a list of additional examples when student records may be released and to whom:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid or benefits for a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- Compliance with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities within a juvenile system, pursuant to specific state law

Maintenance of Records

Student records will be maintained on a child until no longer necessary. Student permanent records are kept for 100 years beyond the date the student attains the age of 21. The permanent records may contain such information as the student's name, birth date, address, enrollment date, class rank, grades, and academic and non-academic awards. Parents/legal guardians have certain rights with respect to their child's records that have been transferred over to a student when he or she reaches the age of 18 or attends an institution of post-secondary education unless the student is dependent upon the parent, as defined in Section 152 of the Internal Revenue Code of 1954.

Special Education records must be retained for six years past the student's graduation date. These records differ from the records included in a student's permanent record and may include, but not limited to, psychological testing, reevaluation reports, progress monitoring, IEPs, NOREPs, and mental health evaluations.

In accordance with 34 CFR § 300.624, please be advised of the following retention/destruction schedule for the Pennsylvania Alternate System of Assessment (PASA), Pennsylvania System of School Assessment (PSSA), and Keystone Exam related materials:

- PSSA, Keystone Exam, and PASA test booklets will be destroyed one year after student reports are delivered for the administration associated with the test booklets.
- PSSA and Keystone Exam answer booklets and PASA media recordings will be destroyed three years after completion of the assessment.

Should your primary language not be English, you may request assistance in understanding the records policy and your child's records, or if you wish to review the policy regarding records for eligible and non-eligible students, you may view the school board policy on our website at www.sasd.k12.pa.us or contact the Student Services Department at (412) 492-1200 ext. 2815.

Should you feel that the District is not providing the rights as guaranteed by the Family Educational Rights and Privacy Act, you may file a letter with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

Location of Records

- Directory Information - Principal's Office
- Cumulative or Permanent Records - Principal's or School Counselor's Office
- Discipline Records - Principal's Office
- Principal's File - Principal's Office
- Health Records - Nurse's Office
- Annual Attendance Records - District Office
- Psychological Reports/Special Education Files - Student Services Office

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact their child's Building Principal or the Director of Student Services.

The District will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the District will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

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Audio Recording on School Buses and Vehicles

Recently, an amendment to the Wiretap and Surveillance Act was signed into law by Governor Corbett. The amendment clarifies that audio taping on buses and school vehicles is now permitted. Use of video recording devices on school buses has been in use for many years, however, the Wiretap and Electronic Surveillance Act had been interpreted as not permitting audio taping. This new amendment now provides clear legal authority to permit audio taping on school buses.

Audio taping on a school bus or a school vehicle is permitted as long as the following are provided:

1. The school district has adopted a policy that authorizes audio interpretation for disciplinary or security reasons.
2. Each year, the school board notifies its students and parents or guardians of the policy by letter mailed to the students' home address.
3. The school district posts a notice that students may be audio taped, which notice is clearly visible on each school bus or school vehicle that the bus or vehicle is furnished with audio recording equipment.

This notice is to inform you that on September 17, 2014, the Shaler Area School District Board of Directors updated Policy 810 Transportation to include this revision.

Thank you,

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Dear Parents/Guardians:

The Shaler Area meal program aims to provide nutritious meals to children during the school day. Because student breakfast and lunch payments are local revenues, school districts are required to adopt a meal charge policy. On December 6, 2017, the district approved an updated School Lunch/Breakfast Program – Charged Meal Policy (No. 808.1, available on the District Website). The purpose of this policy is to establish fair and consistent rules regarding charges, allow the food service department to collect monies due for meal service provided, and build positive and clear communication between the food service, district staff, and community regarding these guidelines.

Parent(s)/guardian(s) are responsible for ensuring that students have the appropriate form of exchange to pay for their meal. However, if you are unable to pay for meals, please complete the free and reduced application which is available online at www.schoolcafe.com. Keep in mind, all students who were previously on this program must REAPPLY every year. The following are the methods in which you may pay for your child's meals or a la carte items if you are not eligible for free/reduced lunches.

1. Use the district's free MyPaymentsPlus online portal www.mypaymentsplus.com to add money to your child's lunch account and check balances or call 1-877-237-0946.
2. Write a check payable to "SASD Cafeteria Fund" and send it to the school cafeteria or secretary.
3. Send cash to school with your child.

The district understands that occasionally negative balances can occur, accordingly this board policy defines the specific procedures for negative accounts.

During the school year, families will begin to receive phone calls weekly when a student's lunch account balance reaches \$5 or less. Emails will also be sent when a student's balance is negative. If you are not receiving either of these notifications, please send your updated email and contact phone number to your student(s)' building. Letters will be sent via regular or certified mail once a student's lunch account reaches a negative balance of \$25 or more. If collection of the negative amount has not occurred or a payment plan is not established within 10 days of the certified letter/letters:

- Report cards will not be mailed or available online
- Access to the parent portal will be denied
- A collection agency may be utilized
- Collections may be turned over to the magistrate

(Parents are responsible to pay the amount due and all fees associated for the collection of amounts due.)

If you have any questions concerning this policy, please contact your building administration.

Sincerely,

Sean Aiken, Superintendent of Schools
Shaler Area School District

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August 2018

NOTIFICATION LETTER FOR PARENTS, GUARDIANS AND SCHOOL DISTRICT STAFF

The Shaler Area School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents, and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic products possible. Applications will be made only when unauthorized person(s) do not have access to the area(s) being treated. Notices will be posted for planned applications in these areas 72 hours prior to application and for two days following the application.

Planned fertilizing will take place in the fall during the last week in September through the first week in November and in the spring from April through June on Friday, Saturday, Sunday, or Monday with Saturday being the first choice.

Routine pest control is done in every building in the District the second Friday of every month starting at 2:30 p.m. The pest control technician goes to the Building and Grounds offices first, then the Middle School, the High School, the Elementary School, Scott Primary, Burchfield Primary, Marzolf Primary, and, lastly, Reserve Primary. If there is no school on the second Friday of the month due to holiday, snow day, etc., the pest control is done the following Friday (the third Friday of the month). Routine pest control for outside areas (bleachers, fields, etc..) will be done at the beginning of each season on Friday.

Parents or guardians of students enrolled in the school and district staff may request prior notification of specific pesticide applications made at any given school. To receive notification for a specific school, you must be placed on the school’s planned notification registry for that school building. If you would like to be placed on this registry, please notify the District in writing. Include your home address, daytime and home phone number, and the school(s) for which you want to be notified. E-mail is our preferred mode of communication for this information, so include your e-mail address if you have one.

**Please forward your written request, which specifies your desired manner of notification to:
John Kaib, Shaler Area School District, 1660 Butler Plank Road, Glenshaw, PA, 15116.**

If a chemical application must be made to control an emergency pest problem, notice will be provided to any parent, guardian, or school district staff who has requested such notification in writing for a specific building. Again, our preferred mode of communication will be e-mail unless you specify that you desire a phone call. Exemptions to this notification include disinfectants and antimicrobial products; self-containerized baits placed in areas not accessible to students and staff, and gel-type baits placed in cracks, crevices, or voids; swimming pool maintenance chemicals, and any summertime fertilizer applications. Each year the District will prepare a new notification registry.

If you have any questions, please contact John Kaib, IPM Coordinator at 412-492-1200, extension 2900.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean Aiken". The signature is fluid and cursive, with a large initial "S" and a long, sweeping underline.

Sean Aiken
Superintendent

Shaler Area School District

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NOTIFICATION LETTER FOR PARENTS, GUARDIANS AND SCHOOL DISTRICT STAFF

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in 1988 we performed inspections of each of our facilities for asbestos-containing materials. The EPA requires us to perform a re-inspection of the materials every three (3) years by a certified EPA/PA licensed Building Inspector and every (6) months in house. During August 2016 AGX, Inc. performed the three (3) year re-inspection. The 2017-2018 inspection was performed on September 8, 2017. An accredited Management Planner reviewed the reports and recommended response actions to safely manage each asbestos material in our buildings.

The no projects involving asbestos work occurred during the 2017-2018 year.

Reports are filed in the Asbestos Management Plan in the school district's Buildings and Grounds department. The individual school's administrative offices also retain a copy of the most recent Asbestos Inspection conducted. Any of these reports are available to employees, contractors, parents and legal guardians. If you would like to review the reports please contact the Buildings and Grounds Department during regular school hours.

In addition, the Shaler Area School District has appointed CEOT to serve as the district's Asbestos Program Manager. CEOT will continue to notify the parents and staff of Shaler Area School District, at least annually, of any inspections and asbestos removal work performed. If you should have any questions or concerns please contact John Kaib, Supervisor of Buildings and Grounds at (412) 492-1200, ext. 2900 for more information.

Sincerely,

A handwritten signature in black ink, appearing to read "Sean C. Aiken".

Sean Aiken
Superintendent