



## **Annual Parent Notice of Services for Students with Disabilities, Including Special Education and Protected Handicapped Students**

### **Notice to Parents:**

According to state and federal special education regulations, annual public notice to parents of students who reside within a school district is required regarding child find responsibilities. Charter schools are required to conduct child find activities for students who may be eligible for services. This notice shall inform parents of students interested in, or parents of students already attending Boys' Latin of Philadelphia ("Boys' Latin" or "the school"), of the student identification activities and of the procedure followed to ensure confidentiality of information pertaining to students with disabilities.

### **Evaluation Process:**

Boys' Latin has a procedure in place by which parents can request an evaluation either verbally or in writing. For more information, please contact the student's school site (see *Contact Information*).

### **Consent:**

Schools cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written parental consent. For additional information related to consent please refer to the Procedural Safeguards Notice, which can be found in the Notices section of the Specialized Services page on the school's website.

Once written parental consent is obtained, Boys' Latin will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent identification evaluation at public expense.

### **Program Development:**

Once the evaluation process is completed, a team of qualified professionals determine whether the student is eligible. If the student is eligible, the Individualized Education Program ("IEP") team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, Boys' Latin will issue a notice of recommended educational placement or Prior Written Notice ("PWN"). Written parental consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

### **Confidentiality of Information:**

Boys' Latin maintains records concerning all students enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Parental consent, or consent of an eligible student who has reached the age 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. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of

those employees within the agency who have access to personally identifiable information. For additional information related to student records, the parent can refer to FERPA.

**More Information:**

Boys' Latin prepares boys for success in college and beyond. The school does not discriminate in educational programs or activities based on external or perceived difference, but instead empowers students with a rigorous, beneficially rewarding, and diverse school program. No student enrolled in Boys' Latin shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, or financial hardship.

Please note that this is only a summary of the special education services, evaluation, and screening activities, and rights and protections pertaining to students with disabilities, students thought to be disabled, and their parents. For more information or to request evaluation or screening of a student, contact the school using the information below.

**Contact Information:**

**Boys' Latin of Philadelphia High School**  
5501 Cedar Avenue, Philadelphia, PA 19143  
Phone: 215-387-5149 | Fax: 215-387-5159

Keena Bailey  
*High School Specialized Services Coordinator*  
[kbailey@boyslatin.org](mailto:kbailey@boyslatin.org)

Eros Uthman-Olukokun  
*High School Principal*  
[euthman-olukokun@boyslatin.org](mailto: euthman-olukokun@boyslatin.org)

**Boys' Latin of Philadelphia Middle School**  
344 N. Felton Street, Philadelphia, PA 19139  
Phone: 215-387-5149 | Fax: 215-387-5159

Ashly Galanti  
*Middle School Specialized Services Coordinator*  
[agalanti@boyslatin.org](mailto:agalanti@boyslatin.org)

Robert Parker  
*Middle School Principal*  
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