

**• ANNUAL PUBLIC NOTICE OF SPECIAL  
EDUCATION SERVICES AND PROGRAMS,  
SERVICES FOR GIFTED STUDENTS, AND  
CHAPTER 15/SECTION 504 SERVICES**

**NOTICE TO PARENTS**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts, charter schools, and intermediate units are required to conduct child find activities for children who may be eligible for special education services or services via Section 504 of the Rehabilitation Act of 1973. Information related to special education services can be accessed via the individuals with Disabilities Education Act and via 22 PA Code Chapter 14. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled implementation of Chapter 15. Also, school districts and charter schools are required to conduct child find activities for children who may be eligible for gifted services via 22 PA Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, charter school, and intermediate unit of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities of eligible young children. In addition to this public notice, each school district, charter school, and intermediate unit shall publish written information in the handbook and on the website. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the district of residence. Contact information is listed at the end of this public notice.

Children ages three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least three years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas, or (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For more information contact the Lincoln Intermediate Unit 12 Preschool Office at (717)624-6491.

## **EVALUATION PROCESS**

Each school district, charter school, and intermediate unit has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school which your child attends. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Preschool Program Supervisor, Lincoln Intermediate Unit #12, 65 Billerbeck Street, New Oxford, PA 17350.

## **CONSENT**

School entities cannot proceed with an evaluation or with the initial provision of special education and related services without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, [www.pattan.net](http://www.pattan.net). Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent evaluation at public expense.

## **PROGRAM DEVELOPMENT**

Once the evaluation process is completed, a team of qualified professionals and the parents determine whether the child is eligible. If the child 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, school district staff, charter school staff, or intermediate unit staff will issue a notice of recommended educational placement / prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

## **CONFIDENTIALITY OF INFORMATION**

The school districts, charter schools, and to some extent the intermediate unit maintain records concerning children enrolled in school, 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. Each 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.

The Pennsylvania Department of Education ("PDE") will destroy or have destroyed all test booklets for the Pennsylvania System of School Assessment ("PSSA"), Keystone

Exams, and Pennsylvania Alternative System of Assessment ("PASA") one year from the date on which student results are delivered. PDE will also destroy or have destroyed all answer booklets for the PSSA and Keystone exams and all media recording for the PASA three years from the date on which the assessment is completed.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and 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, contact the responsible entity listed below. For preschool age children, information, screenings, and evaluations requested may be obtained by contacting the intermediate unit.

### **Intermediate Unit**

Lincoln Intermediate Unit #12

65 Billerbeck Street, New Oxford, PA 17350

Telephone: (717)624-4616

### **School District Offices - York County**

Mrs. Lois Gunnett

Hanover Public School District

403 Moul Avenue, Hanover, PA 17331

717-630-4640

[lgunnett@hanoverpublic.org](mailto:lgunnett@hanoverpublic.org)

Dr. Cynthia Renehan

South Western School District

225 Bowman Road, Hanover, PA 17331

717-632-2548, x20002

cynthia\_renehan@sbsd.k12.pa.us

**School District Offices - Adams County**

Dr. Brian Booher

Bermudian Springs School District

7335 Carlisle Pike, York Springs, PA 17372-8807

717-528-4113, x1712

bbooher@bermudian.org

Dr. Stephanie Corbin

Conewago Valley School District

130 Berlin Road, New Oxford, PA 17350

717-624-2157, x1008

corbins@cvcolonials.org

Mr. Aaron Taylor

Fairfield Area School District

4840 Fairfield Road, Fairfield, PA 17320

717-642-2054

taylora@fairfield.k12.pa.us

Ms. Diane Wilkens

Gettysburg Area School District

900 Biglerville Road, Gettysburg, PA 17325

717-334-6254, x1207

[dwilkins@gasd-pa.org](mailto:dwilkins@gasd-pa.org)

Dr. Carolyn Fiascki

Littlestown Area School District

162 Newark Street, Littlestown, PA 17340

717-359-4146, x1210

[fiasckic@lasd.k12.pa.us](mailto:fiasckic@lasd.k12.pa.us)

Mr. Brad Showers

Upper Adams School District

161 North Main Street, Biglerville, PA 17307

717-677-7191, x2701

[b.showers@upperadams.org](mailto:b.showers@upperadams.org)

### **Charter Schools**

Mrs. Rebeka Black

Gettysburg Montessori Charter School

888 Coleman Road, Gettysburg, PA 17325

717-334-1120

[becky@gettysburgmontessoricharter.org](mailto:becky@gettysburgmontessoricharter.org)

Ms. Elana Nashelsky

Vida Charter School

120 East Broadway, Gettysburg, PA 17325

717-334-3643, x1030

[elananashelsky@vidacharterschool.com](mailto:elananashelsky@vidacharterschool.com)

The school district or intermediate unit will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, veteran status or marital status. No preschool, elementary or secondary school pupil enrolled in a school district or intermediate unit shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, martial status or financial hardship.

If you have any questions regarding the Annual Notice please contact Brad Showers, Director of Student Services.