

# Your SCHOOLS



## ANNUAL NOTICES

### Special Education Services

#### Services for School-Age Students with Disabilities

NASD provides a free, appropriate, public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially-designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as set forth in Pennsylvania State standards: Specific Learning Disability, Emotional Disturbance Autism, Visual Impairment, Deaf/Blindness, Deaf and Hard of Hearing, Mental Retardation, Multiple Disabilities, Traumatic Brain Injury, Other Health Impairment, Orthopedic Impairment, and Speech/Language Impairment. Information regarding the appropriate developmental milestone descriptors for infants and toddlers may be found at the Center for Disease Control (CDC) website at <http://www.cdc.gov> or The National Dissemination Center for Children with Disabilities (NICHCY) website at <http://nichcy.org>. For additional information regarding the signs of developmental delays or other disabilities, please contact the Supervisor of Special Education at 412-635-4109 or the School Psychologist assigned to your child's building.

The District engages in identification procedures to ensure that eligible students receive an appropriate educational 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 students who may be eligible for special education, 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, and speech/language screening; and review by a Child Study Team, Pupil Personnel Team, or Elementary Student Assistant Program (ESAP) Team. When screening results suggest that the student may be eligible for special education services, the District seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect that their child is eligible for special education services may request a

multidisciplinary evaluation at any time through a written request to the Building Principal, Supervisor of Special Education, or Assistant Superintendent of Special Education and Pupil Services.

Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a full continuum of services, which include Itinerant, Supplemental or Full-Time Levels of Intervention. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The District also provides related services, such as transportation, speech and language therapy, physical therapy, and occupational therapy, required for the student to benefit from the special education program. Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the child's School Principal, Supervisor of Special Education (412-635-4109), or the Assistant Superintendent of Special Education and Pupil Services (412-635-4110).

#### Services for Students Who are Mentally Gifted

The definition of giftedness comes from the Pennsylvania Department of Education (PDE) Special Education Rules and Regulations under Chapter 16 and states that a student who is mentally gifted demonstrates outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program. This term includes a person who has an IQ of 130 or higher or when multiple criteria, as set forth in Chapter 16 and in Department Guidelines, indicate gifted ability. Determination of gifted ability will not be based on IQ score alone. Deficits in memory or processing speed, as indicated by testing, cannot be the sole basis upon which a student is determined to be ineligible for gifted special education. A person with an IQ score lower than 130 may be admitted to gifted programs when

other educational criteria in the profile of the person strongly indicate gifted ability. Determination of mentally gifted must include a full assessment in accordance with Chapter 16.

NASD uses five general categories of multiple criteria to create a screening matrix for consideration for gifted programming. These categories are:

- ability/aptitude standardized test scores
- performance or achievement test results
- teacher ratings
- QPA (grades 6-12)
- results of individual intelligence tests (WISC IV or Stanford-Binet V)

Once a student meets the requirements outlined through the matrix, a Gifted Multidisciplinary Evaluation (GMDE) is conducted and a Gifted Written Report (GWR) is generated. The GWR includes information provided by the parents, results of testing, academic functioning, learning strengths, and educational needs. Recommendations are made that are considered by the MDE Team in the development of the Gifted Individualized Education Plan (GIEP). At the conclusion of the GIEP meeting, a Notice of Recommended Assignment (NORA) is issued.

#### Services for Students in Nonpublic Schools

The District makes public special education accessible to resident students attending nonpublic schools. These students are permitted to enroll on a part-time, dual-enrollment basis in a program of special education operated in a public school. Special programs are made accessible to nonpublic school students through dual enrollment following multidisciplinary team evaluation and development of an Individualized Education Program (IEP).

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 the Assistant Superintendent of Special Education and Pupil Services. The dual enrollment process is handled through the school principal.

#### Services for Protected Handicapped Students

In compliance with the state and federal law, NASD will provide to protected handicapped students services or accommodations that are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra-

curricular activities to the maximum extent appropriate to the student's abilities. These related services or accommodations 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 safeguards for protected handicapped students are distinct from those applicable to exceptional students enrolled or seeking enrollment in special education programs. Protected handicapped students fall under Pennsylvania Chapter 15 of Title 22 of the Regulations of the State Board of Education, sometimes known by its federal name Section 504 of the 1973 Rehabilitation Act. In contrast, students with disabilities who qualify for special education services are covered by the regulations contained in Chapter 14. For further information about the evaluation procedures and provisions of services to protected handicapped students, contact the Assistant Superintendent of Special Education and Pupil Services • 412-635-4110.

#### Services for Pre-School 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 NASD ensures that all students transitioning from early intervention programs to kindergarten or first grade programs within the District are transitioned without disruption of services. Parents of children entering school age programs are notified of the District's Transition activities, which occur in February of each year. The District secures permission to evaluate, conducts an evaluation, and develops an Individualized Education Program (IEP) in accordance with the timelines required by state mandates.

The Pennsylvania Department of Public Welfare is responsible for providing services to infants and toddlers, defined as children from birth through three years of age. For information contact Alliance for Infants, 2801 Custer Avenue, Pittsburgh, PA 15227 • 412-885-6000.

The Pennsylvania Department of Education is responsible for providing services to preschool children from ages three through five. For information, contact the Allegheny Intermediate Unit, Project DART, 475 E. Waterfront Drive, Homestead, PA 15120 • 412-394-5739.

## Pupil Services

#### Confidentiality of Student Records

NASD protects the confidentiality of personally identifiable information for all students in accordance with state and federal law and 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 a policy regarding the collection, maintenance, and dissemination of records has been adopted by the NASD

School Board. 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.

You have the right to inspect your child's records within forty-five days from the date of a written request. You may make a written request for copies of your child's records 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. (See the chart below for locations.)

If you believe that any information in the records is inaccurate, misleading, or in violation of privacy, you may request a change in records or have a hearing if the request is refused.

#### Release of Information

Your child's records cannot be released without your written consent except for directory information, incidents specified in the policy, or as otherwise stated herein. Directory information may consist of name, address, telephone number, date and place of birth, major field of study, honors won and offices held, recognition for achievements, post high school endeavors, recognition of graduating seniors, participation in officially recognized activities and sports, weight and height (for members of athletic teams), 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 directory information about your child transferred, you may prevent its release by contacting the District in writing within thirty days from the receipt of this notice. Please address such requests to the building principal.

#### Additional Exceptions

1. Disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest, if the official needs to review an educational record in order to fulfill his or her professional responsibility.
2. Disclosure to appropriate parties, including parents of a student who is 18 years of age or older, in connection with an emergency if dis-

closure of the information is to a person or persons whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

Your child's records may be moved to another school or school system in which you plan to enroll your child, or in which your child is already enrolled, if you notify the responsible staff person at the NASD, or if the enrolling school system submits written notification of enrollment and the disclosure of information requested is for purposes related to the student's enrollment or transfer.

#### Maintenance of Records

Records will be maintained on a child until no longer necessary. Before records are destroyed you will be notified of your rights to receive a copy of materials. Permanent records will be 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 have certain rights with respect to their child's records that are transferred 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.

Should your primary language not be English, you may write for assistance in understanding the records policy and your child's records.

If you wish to review the policy regarding records for eligible and non-eligible students, the Assistant Superintendent of Special Education and Pupil Services may be contacted. 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.

## Chart of Location of Records

- Directory Information  
Principal's Office
- Cumulative or Permanent Records  
Principal's Office 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  
Special Education & Pupil Services Office  
North Allegheny School District  
200 Hillvue Lane  
Pittsburgh, PA 15237, 412-635-4110

# DISTRICT NOTICES

## Programs and Services for Students with Limited English Proficiency/English Language Learners

NASD provides 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 under 4.12 (relating to academic standards). The family of each student enrolling in the North Allegheny School District is asked to complete a home language survey. If the student's home language is not English, an English proficiency assessment is given. Students who do not demonstrate English proficiency will be provided a program that includes appropriate English as a Second Language (ESL) instruction. Questions regarding English as a Second Language (ESL) may be referred to the student's assigned school building or by calling the Pupil Services office at 412-635-4110.

## Complaint Resolution Process

Parents of students receiving English as a Second Language instruction are given the opportunity to meet with teachers, principals, District administrators, and Allegheny Intermediate Unit personnel to resolve any complaint that might arise. Parents are encouraged to work through the chain of command by first contacting the classroom teacher or English as a Second Language teacher, depending on the situation, to get the teacher's perspective. If the parent and teacher are unable to come to an agreement or resolution on the issue, or if the situation continues, the next step is to contact the building principal. In some cases, the assistance of a School Counselor may be helpful. The Department of Pupil Services may be contacted, if necessary, at 412-635-4110. The District has created an English as a Second Language Advisory Committee to work together with parents to develop communication avenues to address potential and/or immediate problems. Further information about the ESL Advisory Committee is available from the Pupil Services Department.

In addition to the aforementioned complaint resolution processes, an Assistance Request Line is also available to parents through the PA Department of Education. The Assistance Request Line number is 717-787-8913. ■

## Release of Information to Military Recruiters

NASD will provide student names, addresses and phone numbers to military recruiters upon request, unless a parent and/or student has opted out of providing such information. Parents and/or students may choose to opt out by providing a written request to the School Counseling Department, North Allegheny Senior High School, 10375 Perry Highway, Wexford, PA 15090-9210.

This information is provided as required by Section 9528 of the ESEA, 20 U.S.C. §7908 as amended by NCLB and 10 U.S.C. 503, as amended by §544 of the National Defense Authorization Act for Fiscal year 2002 (Pub. L. No. 107-107). ■

## Utilizing the GI Bill While in High School

If a student is 18 years of age and an eligible dependent of a veteran, he/she may be eligible for GI Bill benefits for education and training. For information, contact your School Counselor and complete the Application for Survivors' and Dependents' Educational Assistance available at [www.gibill.va.gov](http://www.gibill.va.gov). Click on *Education Forms* to download the form or click on *Ask a Question* and request the form be sent to you.

There is additional post-secondary educational funding available for qualified children of veterans. For more information on these programs, call PHEAA at 1-800-692-7392 or go to [www.pheaa.org](http://www.pheaa.org). ■



## For District Information

[www.northallegheny.org](http://www.northallegheny.org)

NATV Cable:

Comcast, Ch. 98 • Armstrong, Ch. 50

• Consolidated Cable, Ch. 406 • Verizon, Ch. 33

SPORTSLINE - 724-934-7247

## Respecting Human Diversity

**OBJECTIVE.** The North Allegheny School District has established and continually promotes an educational environment that is enriched by its diversity. The District fosters mutual respect and affirmation for diversity as it prepares all students to enter and participate in an increasingly global society.

**SCOPE.** This policy applies to all persons interacting or doing business within the School District on School District properties and during school-sponsored and School District-sponsored activities, regardless of location.

### SUPERINTENDENT RESPONSIBILITIES.

- 3.1 The Superintendent shall communicate this policy to all those included in its scope.
- 3.2 The Superintendent shall develop and implement programs and procedures that are necessary and appropriate to ensure compliance with this policy.
- 3.3 The Superintendent shall develop, distribute and maintain a set of Administrative Guidelines that specify in detail how this policy will be implemented.

**BOARD OVERSIGHT.** At least once a year, the Superintendent shall report to the Board on the extent to which the object of this policy has been achieved. (Please refer to Board Policy #2560.) ■

## Asbestos Reinspections

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act, the EPA requires the District to perform reinspections of asbestos materials every three years. In the fall of 2008, accredited asbestos inspectors performed these reinspections and a certified asbestos management planner reviewed the results. The results of the reinspections are on file in the School District at the Facilities Department office as part of the asbestos management plan. The management plan is available for viewing by the public during regular school hours (Monday – Friday from 8 a.m. to 4 p.m.). ■

## For Those Who Are Highly Sensitive To Pesticides

Pennsylvania Act 35 and Act 36 are laws which require every school in Pennsylvania to create and implement an Integrated Pest Management (IPM) plan. Every IPM has the following components:

- A notice to all families of students and employees that they may request to be notified when the District is going to spray pesticides in schools or on school grounds.
- A process for notifying all those who request such information at least three days prior to a scheduled application of pesticides.
- Signs posted at the site of the scheduled application of pesticides three days prior to the application and two days following.

The NASD has implemented its IPM plan. If a NASD student in your family is highly sensitive to pesticides and/or herbicides and you would like to be notified by the District before an application inside or outside of school facilities, please request and complete a NASD notification form. Forms are available in the school offices. This will allow the District to implement its IPM effectively.

Under the provisions of the IPM plan, the District will notify students, staff, and the community of impending pesticide treatment by posting signs in the area to be sprayed, by posting a notice on our NASD website [www.northallegheny.org](http://www.northallegheny.org), and by posting signs on the buildings of the school(s) closest to the site of the application. These notifications will be posted three days prior to the application of pesticides and will remain for two days following.

In instances where emergency application is necessary, all those who have requested notification will be contacted by phone one day prior to the application. This would generally be the case when nests of bees, hornets, or wasps are identified in areas where children are regularly present.

Parents, students, staff and residents also have the option of enrolling with the Pennsylvania Pesticide Hypersensitivity Registry. This state database is maintained by the Department of Agriculture. On a quarterly basis, the Department provides the names of any state resident registered with their program to the public school or district closest to their home for purposes of updating the district's database for notification. To do so, call 717-787-4843 for information.

Please be aware that the provisions of Act 35 and Act 36 do not require this notification to apply to the application of disinfectant and antimicrobial products; self-containerized baits in areas that are not accessible to students; gel-type baits placed in cracks, crevices or voids; or swimming pool maintenance chemicals. In addition, the District assures you that all of the pesticides, herbicides, cleaning materials, etc., utilized by our Facilities Department are approved for use in school facilities and on school grounds. At the North Allegheny School District it is our priority to maintain a safe and caring environment for all of our students and staff. It is our intent to apply pesticides only as a last resort in or around our facilities. ■

## NASD Is Smoke-Free

The North Allegheny School District Board of School Directors passed policies #2800 and #3516 in June 2001, declaring all District-owned property, facilities, buses and athletic fields, to be "no smoking/no tobacco zones." This policy applies to all persons, including students, employees, officers, volunteers, visitors, etc. The use of tobacco products is also prohibited at the Carl E. Newman Stadium and the surrounding complex at all times. This policy is in line with the Pennsylvania Legislature's School Tobacco Control Law, Act 168 of 1977 and Act 128 of 2000. ■

## Dog Walking

The District would like to request the support of the community in maintaining a safe and healthy environment on the various District campuses. The use of the District's property by local residents to walk their dogs is something that we continue to encourage, but we would like to remind the community that is very important that the pet owners clean up after their pets on the District's property. We would also like to request that the residents who are walking their dogs have their dogs on leashes at all times when they are on the District's grounds. We believe that both of these items are important to ensure that the students and other residents who utilize these areas for educational or recreational activities are not exposed to unsafe conditions.

We have experienced some problems with students, staff and community members who have been confronted by dogs that are not on a leash and this is a situation that could result in an injury. *State Regulations require that all dogs be under the control of their owners and a citation could be issued by the local law enforcement agency if a student, employee or community member would be attacked or injured by a dog.* ■

## In closing . . .

*Attention Parents/Guardians: If you do NOT wish photographs of your child and his/her name in school publications, or on the NASD website, please notify the Director of Public Relations in writing. Allow 30 days for processing.*

**If you have questions relative to the following, please contact these administrators:**

- **Section 504 of the Rehabilitation Act of 1973 for Individuals with Disabilities**  
Assistant Superintendent of Special Education and Pupil Services • 412-635-4110
- **The Americans with Disabilities Act of 1990**  
Director of Facilities • 412-369-5432
- **Title IX of the Education Amendments of 1972 – Gender Equity in Programs**  
Director of Human Resources • 412-369-5416
- **Education for Homeless Children and Youths**  
Assistant Superintendent for Elementary Education and Curriculum • 412-369-5489



**2008 - 2009  
Meetings of the  
North Allegheny School District  
Board of School Directors**

Maureen M. Grosheider, President  
Daniel E. Hubert, Vice President  
Linda K. Bishop  
Karen S. Boujoukos  
H. Scott Cunningham  
Beth A. Ludwig  
Ralph J. Pagone  
Thomas C. Schwartzmier  
Alan T. Shuckrow

School Board Office: 412-369-5437

February 18 – Work Session  
February 25 – Regular Meeting

March 18 – Work Session  
March 25 – Regular Meeting

April 22 – Work Session  
April 29 – Regular Meeting

May 20 – Special Meeting/Work Session  
May 27 – Regular Meeting

June 17 – Special Meeting/Work Session  
June 24 – Regular Meeting



**2009 Tenth Annual Golf Classic**

sponsored by the

**North Allegheny FOUNDATION**

**Monday, June 15, 2009**

**Diamond Run Golf Club**

**Sewickley**

To participate, become a sponsor, or donate, please call 412-369-5437.

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North Allegheny School District  
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Pittsburgh, PA 15237 - 5391

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**Your  
SCHOOLS  
NORTH ALLEGHENY**

*Your Administration*

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Superintendent  
Timothy J. Steinhauer, Ed.D.,  
Asst. Superintendent for  
Secondary & Curriculum  
William P. Stropkaj, Ed.D.,  
Asst. Superintendent for  
Elementary & Curriculum  
Arleen L. Wheat, Ed.D.,  
Asst. Superintendent of  
Special Education &  
Pupil Services  
Brian R. Miller, Ed.D.,  
Asst. Superintendent  
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Robert O. Devlin,  
Director of Human Resources  
Roger M. Botti,  
Director of Assets,  
Transportation & Technology  
Joy Ed,  
Director of Communications  
& Public Relations  
Robert F. Gaertner,  
Director of Facilities  
Michael T. Hopkins,  
Director of Finance

*Your Principals*

NASH: Lawrence Butterini, Ed.D.  
Walter Sieminski  
William Young  
NAI: Brendan Hyland  
Jason Harding  
Michael Medlin  
CMS: Katherine Jenkins  
IMS: Tammy Andreyko  
Kristen Silbaugh  
MMS: Cynthia Kainaroi, Ed.D.  
Tracie V. Michalowski  
BW: Debra Somerhalder  
FES: Jeff Anderchak  
HES: Craig Slaubaugh  
IES: Paul Chmara, Ph.D.  
MES: James Bradley, Ed.D.  
McK: Stephen Parks  
PES: Susie Bjalobok

Phone: 412-366-2100  
Website: [www.northallegHENY.org](http://www.northallegHENY.org)

