

STUDENT SERVICES

1. Guidance Services - District counselors deal with individuals and groups to provide services for social, academic, and career issues.
2. Psychological Services - The district psychologist identifies student strengths and weaknesses to help develop strategies to facilitate academic success.
3. Title I - Title I is a federal program which provides reading support for students in grades K-5.
4. RtI - Students who are struggling in kindergarten through grade five receive help through a process called Response to Intervention (RtI), a Three-Tier Model of data collection and targeted interventions to help students succeed.
5. S.A.P. - The Student Assistance Program (SAP) identifies at-risk students and provides intervention techniques and referral services for students in grades 6-12. The school district works in partnership with community agencies to access services if needed.
6. ELL - Students who are English Language Learners (ELL) are provided with additional instruction if their academic progress is affected by having a dominant language other than English. (*see additional information below*)
7. Health Services - The school nurse provides first aid and administers medication when directed in writing by the parent. In addition, at specific grade levels, dental exams and physical exams are provided. A fluoride program is offered for grades K-8.

English Language Learners (ELL)

Population of Reference: Students registering in the Littlestown Area School District K through 12 whose functional language is other than English (formerly known as ESL students). Upon registration, these students will become “English Language Learners.” Our goal is to help these students achieve proficiency in the English language, thereby enhancing their potential to matriculate through the district curriculum.

English Language Learner Program Partner: The Littlestown Area School District works very closely with the Lincoln Intermediate Unit ESL Program to provide the itinerant services of a trained instructor. Keep in mind these are not bilingual services, but rather an effort to provide an “immersion” process in the English language. Students move through the regular education curriculum and the services of the ESL instruction.

Services Provided:

Registration of ELL student: In addition to the components of the regular registration process, parents and guardians of ELL students will complete a “Home Language Survey” which provides the district more specific information involving the need to be established for this student for ELL services. Those personnel involved with registering in each building will assist parents and guardians to complete the survey. Upon completion of the survey, the Coordinator of Curriculum and Instruction’s office must be notified immediately and services will begin.

AT & T Language Line Services: Registration personnel in each school have this service available to use to assist them in registering and providing information for each ELL

child and their parents/guardians. Services are available 24 hours a day, seven days a week. Simply call the toll free number, state your language need, provide billing information and an interpreter will be added to the call to assist in over 140 languages. This over-the-phone interpretation from English into so many languages is a quick, easy way to communicate across the language barrier. This service will begin immediately.

English Language Learners (ELL) Inservice Education for Professional Staff: The Littlestown Area School District is required to provide Professional Education regarding ELL students to all professional employees each school year. Act 48 credit will be provided for employees attending these sessions.

PICTURE PROCEDURE

Throughout the school year, the Littlestown Area School District may have many opportunities to share newsworthy information and/or pictures of its students with the student body, staff, and community. Our school district maintains a web page for use by students, administrators, teachers, and community members. At times, we may wish to share newsworthy information about our students, using photos, and/or student art work (e.g., drawings, poems, creative writings) on our web pages.

If the opportunity arises for your child to be part of a news event or item, we shall assume we have your implied consent to use his/her picture, unless you provide us with prior written notification to the contrary. If you prefer that your child's identifiable picture not be used, please send a letter to your child's building principal, stating that you do not wish your child's identifiable picture to be used on the school district's web page.

NOTIFICATION OF RIGHTS

The Family Educational 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 45 days of the day the district receives a request for access.
Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student 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 Littlestown Area School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student 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 notified of the right to 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 educational interests. A school official is a person employed by the 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 District has contracted to perform a special task (such as an 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 if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district 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 District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20201-4605

DISTRICT COMPLIANCE STATEMENT AND DESIGNATED COMPLIANCE OFFICER

The Littlestown 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 person has been designated to handle inquiries regarding the non-discrimination policies:

Mr. Lawrence Ott, Compliance Officer, Administration Office, 162 Newark Street, Littlestown, PA 17340. Telephone (717) 359-4146, ext. 1210.

For further information on notice of non-discrimination, visit <http://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.