



**Tidioute Community Charter School**  
***Providing a World -Class Education in a Small Town Environment***

---

***“Working Together to Accomplish More”***

January 16, 2023

Parent Right to Know Information as Required by the Elementary and Secondary Education Act (ESEA) [Section 112 (e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

Dear Parent/Legal Guardian:

Your child attends Tidioute Community Charter School which receives Federal Title 1 funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child’s education. The purpose of this letter is to inform you about your right to request information about the qualifications of the classroom staff working with your child.

Federal education regulations allow you to learn more about teachers’ training and credentials. You may ask about the qualifications, certification requirements of teachers, and teachers with emergency certificates from PDE. Additionally, you are permitted to know about the college degrees held by teachers .

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional’s qualifications.

The Every Student Succeeds Act (ESSA), which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA), includes additional right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
  - Subject matter tested
  - Purpose of the test
  - Source of the requirement -PDE
  - Amount of time it takes students to complete the test, and
  - Time and format of disseminating results.

**241 Main Street \* Tidioute, Pa 16351**  
**Phone (814)484-3550 Fax (814)484-3977**  
**www. Tidioutecharter.com**

Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. In the 2022-2023 school year, due to a serious certified teacher shortage throughout Pennsylvania, there are six teachers at TCCS teaching classes on a PDE approved emergency certificate: Dan Glazebrook, Summer Black, David Newcombe, Rachael Anderson, Angela Blair, Sally Swartzbaugh, and one administrator, Melissa Mahaney. Each of these teachers has a bachelor's degree from a university and is working toward an official Level I - PA Certification. Each of these teachers and an administrator has been required by TCCS administration to be accepted into an approved PDE approved teacher certification program no later than January 31, 2023 and will be monitored weekly as new employees.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact us. Thank you for choosing TCCS as your school of choice. TCCS is dedicated to demonstrating individual attention to each student.

Sincerely,

Doug Allen, CEO - [dallen@tidioutecharter.com](mailto:dallen@tidioutecharter.com)

Ryan Steffan, Principal - [rsteffan@tidioutecharter.com](mailto:rsteffan@tidioutecharter.com)

cc: Parent letters' file  
Title One file

**241 Main Street \* Tidioute, Pa 16351**  
**Phone (814)484-3550 Fax (814)484-3977**  
**www. Tidioutecharter.com**

**THE NORTHWEST TRI-COUNTY INTERMEDIATE UNIT,  
ITS MEMBER SCHOOL DISTRICTS, CHARTER SCHOOLS and  
PRIVATE REHABILITATION RESIDENTIAL INSTITUTIONS (PRRIs)**

**Hereby Provide**

**Annual Notification of Rights under FERPA for  
Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

- 1) The right to inspect and review the student’s education records within 45 days of the day the Local Education Agency (LEA) receives a written request for access.

The supervisor of student records 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, misleading or otherwise in violation of the student’s privacy rights under FERPA.

The parents or eligible students should write the supervisor of student records, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the LEA decides not to amend the record as requested by the parent or eligible student, the LEA 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 has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The LEA maintains a list of these school officials.

Another exception permits the disclosure of LEA educational records without consent to officials of another school in which a student seeks or intends to enroll.

It is the policy of the LEA to not release directory information except as specified in the above statements or without providing parents an opportunity to deny such releases.

- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the LEA 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 20202-8520  
Or call 1-800-872-5327

**ANNUAL PUBLIC NOTICE OF SPECIAL EDUCATION SERVICES  
& PROGRAMS, SERVICES FOR GIFTED STUDENTS, &  
SERVICES FOR PROTECTED HANDICAPPED STUDENTS**

**The Northwest Tri-County Intermediate Unit  
and its Member School Districts, Charter Schools  
and Private Rehabilitation Residential Institution (PRRI)**

Conneaut School District  
Corry Area School District  
Crawford Central School District  
Erie's Public Schools  
Fairview School District  
Fort LeBoeuf School District  
General McLane School District  
Girard School District  
Harbor Creek School District  
Iroquois School District  
Millcreek Township School District  
North East School District  
Northwestern School District  
PENNCREST School District  
Union City Area School District  
Warren County School District  
Wattsburg Area School District

Erie RISE Leadership Charter School  
Montessori Regional Charter School  
Perseus House Charter School of Excellence  
Tidioute Community Charter School  
Robert Benjamin Wiley Community  
Charter School  
  
Harborcreek Youth 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, intermediate units and charter schools are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitle Implementation of Chapter 15. Also, school districts 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 procedure in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter schools of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit and charter schools shall publish written information in the handbook and on the website. Children ages 3-21 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 school district where the child attends or the Director of Special Education for the NW Tri-County Intermediate Unit identified at the end of this public notice.

Children age 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 a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25 percent 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 additional information you may contact the Early Intervention Department at the Intermediate Unit. (See Evaluation Process below for contact info.)

### **Evaluation Process**

Each school district, intermediate unit and charter schools have 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 Early Intervention Supervisor, NW Tri-County Intermediate Unit #5, 252 Waterford St., Edinboro, PA 16412 or call 1-800-677-8461.

### **Consent**

School entities cannot proceed with an evaluation or reevaluation, 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 at [www.pattan.net](http://www.pattan.net). Once written parental consent is obtained, the school district, intermediate unit, charter schools, or PRRIs will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education 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, intermediate unit staff or charter school 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, intermediate units, charter schools and PRRIs maintain records concerning all children enrolled in the 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 stages. 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 the FERPA at the following URL: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

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 preschool or school aged child, public or private, contact the school or district where your child attends. Additionally one may contact the name and number or e-mail listed below:

Christine Carucci  
Director of Special Education  
Northwest Tri-County Intermediate Unit #5  
252 Waterford Street  
Edinboro, PA 16412  
1-800-677-5610  
[christine\\_carucci@iu5.org](mailto:christine_carucci@iu5.org)

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

## **Tidioute Community Charter School Child Find Notice 2022-2023**

Notice to Parents /Guardians, Public:

TCCS , 241 Main Street , Tidioute, PA 16351

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district, charter school area or all PA charter schools. TCCS, Tidioute, PA is required regarding child find responsibilities. School districts, intermediate units and charter schools are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. 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 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 procedure in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents, guardians, or members of the public, throughout the school district, intermediate unit, and charter schools of the child identification activities (TCCS, Tidioute, PA) and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit and charter schools shall publish written information in the handbook and on the website. Children ages 3-21 can be eligible for special education programs and services. See TCCS Website and Student Handbooks.

If parents or a professional provider of services such as a physician believe that a child may be eligible for special education, the parent should contact the school district or charter school where the child attends or the Director of Special Education at TCCS or the NW Tri-County Intermediate Unit #5 in Edinboro, PA. Children aged 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 a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25 percent 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 additional information you may contact the Early Intervention Department at the Intermediate Unit. (See Evaluation Process below for contact info.)

Evaluation Process EVALUATION

Each school district, intermediate unit and charter schools have a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child in grades K-12 at TCCS, contact the school, view the TCCS webpages, or call 484-3550. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to the Early Intervention Supervisor, NW Tri - County Intermediate Unit #5, 252 Waterford St., Edinboro, PA 16412 or by calling 1-800-677-8461.

## **Consent**

School entities cannot proceed with an evaluation or reevaluation, 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 at [www.pattan.net](http://www.pattan.net). Once written parental consent is obtained, the school district, intermediate unit, charter schools, or PRRIs will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education 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, intermediate unit staff or charter school 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, intermediate units, charter schools and PRRIs maintain records concerning all children enrolled in the 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 stages. 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.

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.

For additional information related to student records, the parent can refer to the FERPA at the following URL: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html> .

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 preschool or school aged child, public or private, contact the school or district where your child attends. Contact Tidioute Community Charter School Special Education Department at:

Director of Special Education Tidioute Community Charter School

241 Main St. Tidioute, PA 16351  
814-484-3550  
[mahaney@tidioutecharter.com](mailto:mahaney@tidioutecharter.com)

Or / IU#5 -Edinboro, PA

The school district, intermediate unit and charter school (\* TCCS , TIDIOUTE,PA ) will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed , marital status , sexual preference identification, financial status, or because a person is a

disabled veteran or a veteran of the Vietnam era. ALSO: No preschool, elementary or secondary school pupil enrolled in a school district, intermediate unit, or charter school program ( TCCS ) shall be denied equal opportunity to participate in both age and program appropriate instruction or activities due to sex, race, color, handicap, creed, national origin, marital status , age, sexual identification preference , family status, or financial status or hardship. The TCCS Title Nine administrator is Mr. Ryan Steffan.: [rsteffan@tidioutecharter.com](mailto:rsteffan@tidioutecharter.com)