

**HAZLETON AREA  
SCHOOL DISTRICT  
NONDISCRIMINATION  
POLICY**

It is the policy of the Hazleton Area School District not to discriminate on the basis of race, sex, color, age, religion, ancestry, marital status, or disability in its educational-vocational practices. Announcement of this policy is in accordance with State law including the Pennsylvania Human Relations Act and with Federal law, including Title VII of the Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

The Hazleton Area Career Center offers vocational programs in Automotive Technology, Broadcasting Communications, M.S. Specialist (Business), Child Care, Collision Repair Technology, Computer Aided Drafting, Construction Technology, Cosmetology, Culinary Arts, Diesel Technology, Electrical Technology, Graphic Communications, Nurse Assisting, Health Careers, HVAC/Plumbing, Law Enforcement, Precision Machine Technology and Welding.

Admission to any of these programs is based on completion of ninth grade. The Hazleton Area Career Center will not discriminate on the basis of race, color, national origin, sex, or handicap in its educational programs and activities or program practices as required by Title VI, Title IX, and Section 504.

For information regarding civil rights or grievance procedures, contact Dr. DeBorah Carr, Title IX Coordinator, Hazleton Area School District, 1515 W. 23rd Street, Hazleton, PA 18202, 570-459-3111.

For information regarding services, activities, programs and facilities that are accessible to and usable by handicapped persons, contact Mr. Carl Manfredi, Section 504 Coordinator, Hazleton Area School District, 1515 W. 23rd Street, Hazleton, PA 18202 570-459-3111.

The Hazleton Area Educational System will also assure national origin minority persons who lack English language skills the opportunity to participate in all educational programs, services, and activities. For information regarding English as Second Language activities, contact Mrs. Cathy Fanelli-Andrews, Hazleton Area School District, 1515 W. 23rd Street, Hazleton, PA 18202, 570-459-3111.

**This information is available in alternate forms upon request.**

**HAZLETON AREA  
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CONFIDENTIALITY POLICY**

The Hazleton Area School District's Confidentiality Policy for the maintenance and dissemination of student records is available for review by any interested party. Contact any district administrator and/or building principal for this information.

"Education records" mean those records that are directly related to the student which are maintained by an educational agency or by a party acting for the agency. "Education agency", for purposes of this notice, means the local school district. For all students, the school district maintains education records which include but are not limited to:

Personally identifiable information-confidential information that includes, but is not limited to, the student's name, name of parents and other family members, the address of the student or student's family, and personal information or personal characteristics which would make the student's identity easily traceable.

Directory Information-information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

Directory information may be released without parent consent. Parents have the right to refuse to let an agency designate any or all of the above information as directory information. The school district must obtain parent consent before disclosing personally identifiable information to anyone not entitled to see it under law. (Note: student consent takes the place of parent consent if the student is 18 years old or attending a postsecondary institution.) "Consent" means: the parents have been fully informed regarding the activity requiring consent in their native language or other mode of communication, they understand and agree in writing to the activity, and, they understand that consent is voluntary and may be revoked at any time.

Parents have the right to inspect and review a child's education record. The school district will comply with a request to inspect and review educational records without unnecessary delay and before any meeting regarding an IEP or any due process hearing, but in no case more than 30 days after the request has been made. Parents have the right to a response from the school district to reasonable requests for explanations and interpretations of the records. Parents have the right to request copies of the records. While the district cannot charge a fee to search for or to retrieve information, it may charge a copying fee as long as it does not effectively prevent the parent from exercising their right to inspect and review the records. Parents have the right to appoint a representative to inspect and review their child's records. If any education record contains information on more than one child, parents have the right only to inspect and review the information relating to their child.

If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request

amendment of the record. The school district will decide whether or not to amend the record and will notify the parent in writing of its decision. If the school district refuses to amend a record, it will notify the parents of their right to a hearing to challenge the disputed information.

Such records hearings will be held within a reasonable time after a parent request and the parent shall be notified of the date, time, and place a reasonable time in advance. The hearing may be conducted by any individual, including a school district official, who does not have a direct interest in the outcome of the hearing. The parents will have a full and fair opportunity to present evidence at the hearing and may be assisted or represented by one or more individuals including an attorney.

The school district will make its decision in writing a reasonable time after a hearing, basing its decision solely on the evidence and reason for its decision. If the hearing decision is that the information is inaccurate, misleading or otherwise in violation of the privacy of other rights of the child, the school district will amend the information and inform the parents in writing. If the hearing decision is that the information will not be amended, the parents have the right to place a statement in the education record setting forth reasons for disagreeing with the hearing decision. Any such explanation placed in the records of a child will be maintained as long as the records of the child are maintained and will be disclosed whenever the record is disclosed to any party.

The school district will inform parents when personally identifiable information is no longer needed to provide educational services to a child. Such information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and telephone number, his or her grades, attendance records, classes attended, grade level completed, and year completed may be maintained without time limitation. "Destruction" of records means physical destruction or removal of personal identifiers from information so that the information is no longer personally identifiable.

The school district will provide, upon request, a listing of the types and location of educational records maintained, the school officials responsible for the records, and the school personnel authorized to see personally identifiable information. Such personnel receive training and instruction regarding confidentiality. The school district keeps a record of parties obtaining access to education records including the name of the party, the date access was given, and the purpose which the party is authorized to use the records.

The school district will provide a copy of its confidentiality policy upon request. Complaints may be filed with the Family and Educational Rights and Privacy Act Office, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20201.

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**Dr. Deborah Carr, Title IX Coordinator**

**Mr. Carl Manfredi, 504 Coordinator**

1515 West 23rd Street, Hazleton, PA 18202

(570) 459-3111

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**ADDENDUM TO NOTICE OF PARENTAL RIGHTS**

Consistent with the recent changes to the Individuals with Disabilities Education Act, the District is notifying you of the following changes to the Notice of Parents Rights:

**Prior to a due process hearing, parents must provide written notice to the District regarding their problem with the District's proposed or existing program, placement, evaluation, or identification.**

Parents requesting a due process hearing must notify the school in writing of the nature of the problem with the school's proposed or existing program, placement, evaluation or identification; facts relating to such problem; and a proposed resolution of the problem to the extent known and available to the parents at the time. This notice is mandatory, and the failure to provide it to the school can diminish or extinguish a claim for attorney's fees and costs if the parents are represented by counsel.

**Parental claims for tuition reimbursement can be reduced or denied entirely--**

(1) If a parent does not advise the school at the last IEP team meeting prior to withdrawal of their child from school or at least ten business days prior to withdrawal of their child from school.

- (a) that they are rejecting the school's program and placement offer;
- (b) their concerns with that offer, and
- (c) their intent to enroll the child in a private school at public expense.

**OR**

(2) If prior to withdrawal, the school notifies the parents of its intent to evaluate with its reasons therefore, and the parents refuse to make their child available for such evaluation.

**OR**

(3) If the court finds that the parents acted unreasonable.

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