



## PROCEDURAL SAFEGUARD LETTER

**Dear Parent/Guardian/Surrogate:**

The enclosed Procedural Safeguard Notice describes your rights as the procedures that safeguard your rights under the state and federal special education law, including the Individual with Disabilities Educational Act, commonly referred to as "IDEA 2004." These laws and regulations require schools to provide a free appropriate education (FAPE) to all students with disabilities who are in need of special education. A free appropriate public education, or FAPE, means special education and related services designed to meet the individual educational needs of your child provided, at no cost to you, in conformity with your child's Individualized Education Program (IEP).

The information contained in this Procedural Safeguard Notice is important to you and your child. Please take time to review it. While we have attempted to consolidate a great deal of information into a readable format, we recognize that the information can be cumbersome. If you need clarification, you can seek help from designated personnel in your school. You also have the right to be informed of organizations that are established to assist parents in understanding their rights under these laws. Some of these resources are provided on the next page and contained in the Procedural Safeguards Notice.

If you have a concern about your child's educational program, please contact the Principal for your child's school. This type of communication is often helpful in resolving concerns. You may contact Christine Herman, at 610-983-4080 ext. 264, for questions concerning students in grades K-6; or Michelle Boyd, at 610-983-4080 ext.123, for questions concerning students in grades 7-12.

You also have the right under federal law to file a complaint with the Pennsylvania Department of Education and/or to initiate due process procedures as described in Section IV of this Procedural Safeguard Notice.

Sincerely,

Gina Guarino Buli  
CEO and LEA

## **Local Resources for Parents**

If you have a child with mental retardation and/or emotional disturbance, he/she is entitled under the Pennsylvania Mental Health and Mental Retardation Act of 1966 and the Pennsylvania Mental Health Procedures Act of 1976 to the services of a local mental Health/Mental Retardation (MH/MR) Center for an independent medical, psychological, and educational evaluation to be performed by a state-certified professional at no cost to you.

### **MH/MR Base Service Units**

#### **Chester County MH/MR**

900 Lawrence Drive  
West Chester, PA 19380  
610-696-8090

#### **Montgomery County MH/MR**

1430 Dekalb Street  
Norristown, PA 19404-0311

### **Local Chapters of the Pennsylvania Association for Retarded Citizens**

#### **The ARC of Chester County**

900 Lawrence Drive  
West Chester, PA 19380  
610-696-8090

#### **The ARC of Montgomery County**

1010 West 9<sup>th</sup> Street  
King of Prussia, PA 19406  
610-265-4700

### **Legal Assistance**

#### **Pennsylvania Bar Association**

P.O. Box 186  
Harrisburg, PA 17108  
800-932-0311 (Phone)

[Visit PA Bar Association Webpage](#)

#### **Disability Rights Network of PA**

800-692-7443  
717-236-8110

[Visit Disability Rights of PA Website](#)