

Annual Notifications of Rights to Review Student – Policy 216

The Bedford Area School District collects, maintains and disseminates information for regular and exceptional students in accordance with established guidelines. These guidelines outline the rights of the parents as follows:

1. Parents and/or guardians have the right to inspect the record of their child.
2. Parents who wish to review their child's record should arrange to do so by contacting the elementary principal, middle school principal, high school principal, or guidance counselors.
3. Records of exceptional students shall contain a list of those persons having professional access.
4. Parents have the right to question the contents of the record, attach a written statement to the record in question, or request a hearing to such removal of the questioned material as outlined in the policy.
5. The Student Records Policy may be reviewed at the superintendent's office, elementary principal's office, middle school principal's office, and the high school principal's office. Questions concerning student records may be directed to the elementary principal, middle school principal, high school principal or the guidance counselor of any district building.

Students with Disabilities Notice

In compliance with state and federal law, the Bedford Area School District will provide to each protected handicapped student, without discrimination or cost to the student or family, those related aids, services, and accommodations which are needed to provide opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. 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 programs. These services and protections under Chapter 15 for "protected handicapped students" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs. For further information on the evaluation procedures and provision of services to protected handicapped students, contact Dr. Paul Ruhlman, Assistant Superintendent, for the Bedford Area School District, 814-623-4225.

Nondiscrimination Policy - 104

It is the policy of the Bedford Area School District not to discriminate on the basis of race, color, national origin, sex or handicap in its educational-vocational programs or employment as required by Title IX, Section 504 and Title VI.

Use of Medication Policy – 201

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication in accordance with the direction of a parent or guardian or family physician to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student or when the student would not be able to attend school if the medicine were not made available during school hours.

For purposes of the policy, "Medication" shall include all medicines prescribed by a physician.

Before any medication may be administered to any student during school hours, the Board shall require the written request of the parent or guardian, which shall give permission for such administration and shall relieve the Board and its employees of liability for administration of medication.

The Board shall also require the written order of the prescribing physician for prescription drugs which shall include the purpose of the medication, the dosage, the time at which or special circumstances under which medication is prescribed and possible side effects of medication.

The document(s) shall be kept on file in the office of the school nurse.

Special Education Policy – 113

It is the responsibility of the Pennsylvania Department of Education to ensure that all children with disabilities residing in the Commonwealth, including children with disabilities attending private schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated. This responsibility is required by a federal law called the Individuals with Disabilities Education Improvement Act of 2004.

The IDEIA requires each state educational agency to publish a notice to parents, in newspapers or other media, before any major identification, location, or evaluation activity. The IDEA '97 requires this notice to contain certain information. Another federal law, the Family Educational Rights and Privacy Act of 1974 (FERPA), which protects confidentiality, requires educational agencies to notify parents annually of the confidentiality rights (FERPA regulations were amended in 1996). Pennsylvania special education regulations require each school district to fulfill the IDEA '97 notice requirement by providing an annual public notice. To comply with the above requirements, following is the annual public notice for the school districts in the accompany list. Note: The federal and state special education regulations upon which this notice was based were those regulations in effect on October 15, 1998.

The Bedford Area School District is required by the IDEIA to provide a free appropriate public education to children with disabilities who need special education services and related services. (Note: the duty to identify, locate, evaluate, and provide special education services to school-age individuals incarcerated in local correction institutions rests with the school district within whose boundaries such an institution is located). Pennsylvania must adopt state laws, regulations, and/or policies conforming to the IDEA '97, which school districts must follow. In Pennsylvania, school-age children with disabilities who need special education and related services are identified as exceptional. Students are exceptional if they need specially designed instruction and have one or more of the following physical or mental disabilities:

- ❖ Autism/pervasive development disorder
- ❖ Serious emotional disturbance
- ❖ Neurological impairment
- ❖ Deafness/hearing impairment
- ❖ Specific learning disability
- ❖ Intellectual Disability
- ❖ Multi-disability
- ❖ Other health impairment
- ❖ Physical disability
- ❖ Speech and language impairment
- ❖ Blindness/visual impairment

In Pennsylvania, students also may be identified mentally gifted under Chapter 16 of the PA School Code.

The IDEIA requires the provision of a free appropriate public education to children with disabilities between 3 years of age and the school district's age of beginners. In Pennsylvania, a child between 3 years of age and the school district's age of beginners who has a developmental delay or one or more of the physical or mental disabilities listed above may be identified as an "eligible young child".

Eligible young children are afforded the rights of school-age exceptional children, including screening, evaluation, individualized education program planning, and provision of appropriate programs and services. The Pennsylvania Department of Education is responsible for providing programs and services to eligible young children under Act 212 of 1990, the Early Intervention Services System Act. The Intermediate Unit 8 provides programs and services. The Pennsylvania Department of education is responsible for providing programs and services to eligible young children on behalf of the Pennsylvania Department of Education. For more information, contact the IU8 Preschool Office at (800) 228-7900.

Screening

Intermediate Unit 8 and the Bedford Area School District have established and implemented procedures to locate, identify, and evaluate students and young children suspected of being exceptional. These procedures include screening activities which include but are not limited to: review of group based data (cumulative records, enrollment records, health records, and report cards); hearing screening (at a minimum of kindergarten, special ungraded classes, first, second, third, seventh, and eleventh grades); vision screening (every grade level); motor screening; and speech and language screening. In schools, which have a Pre-Referral Team, Child Study Team or Instructional Support Team (IST), the above screening activities may lead to consideration by the teams to move to the next level of screening activities.

Intermediate Unit 8 and Bedford Area School District have an established annual schedule to conduct screening activities. The screenings are conducted at specific times during the school year in designated school buildings and community sites. Parents, guardians or surrogate parents may contact their local school district or Intermediate Unit 8 contact person to obtain specific information about the times and locations of screening activities. The contact person for the Bedford Area School District is Dr. Paul Ruhlman, Assistant Superintendent.

Except as indicated above or otherwise announced publicly, screening activities take place in an ongoing fashion throughout the school year. Screening is conducted in the student's home school unless other arrangements are necessary.

Evaluation

When screening indicates that a student may be exceptional, the school district will seek parental consent to conduct an evaluation. Evaluation means procedures used in the determination of whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not mean basic tests administered to or procedures used with all children.

In Pennsylvania, this evaluation is called a multidisciplinary evaluation (MDE). It is conducted by a multidisciplinary team (MDT), which must include at least a school psychologist, a teacher, and the parents. The MDE process, which must be conducted in accordance with specific timelines and must include protection in evaluation procedures. For example, tests and procedures used as part of the multidisciplinary evaluation may not be racially or culturally biased.

The MDE process results in a written evaluation report called an Evaluation Report (ER). This report makes recommendations about a student's eligibility for special education based on the presence of a disability and the need for specially designed instruction. The evaluation report also makes recommendations for educational programming, regardless of whether or not the team recommends that the student is exceptional. Once parental consent for evaluation is obtained, the school district has timelines and procedures specified by law, which it must follow.

Parents who think their child is exceptional may request, at any time, that the school district conduct a multidisciplinary evaluation. This request should be made in writing to the contact person or principal of the school their child attends. If a parent makes an oral request for a multidisciplinary evaluation, the school district shall provide the parent with a form for that purpose.

Parents also have the right to obtain an independent educational evaluation. The school district must provide to parents, on request, information about where an independent evaluation may be obtained. Under certain circumstances, such an independent educational evaluation may be obtained at public expense.

Educational Placement

An Individualized Education Program (IEP) team makes the determination of whether or not a student is exceptional. A single test or procedure may not be the sole factor in determining that a child is exceptional. The IEP team must include at least two members in addition to the parent(s). Other required members include at least one regular education teacher of the child (if the child is, or may be, participating in the regular education environment), at least one special education teacher, or where appropriate, at least one special education provide, and a representative of the school district. If the student is determined to be exceptional, the IEP team develops a written education plan called an IEP. The IEP shall be based on the results of the multidisciplinary evaluation. The IEP team may decide that a student is non-exceptional. In that instance, recommendations for educational programming in regular education may be developed from the ER.

An IEP describes a student's current educational levels, goals, objectives, and the individualized programs and services that the student will receive. IEPs are reviewed on an annual basis. The IEP team will make decisions about the type of services, the level of intervention, and the locations of intervention. Types of services include:

1. Autistic Support
2. Blind-Visually Impaired Support
3. Deaf and Hard of Hearing Support
4. Emotional Support
5. Learning Support
6. Life Skill Support
7. Multiple Disabilities Support
8. Physical Support
9. Speech and Language Support

Level and location of intervention options include:

1. **Itinerant:** Special education supports and services provided by special education personnel for 20% or less of the school day.
2. **Supplemental:** Special education supports and services provided by special education personnel for more than 20% of the day but less than 80% of the school day.
3. **Full-time:** Special education supports and services provided by special education personnel for 80% or more of the school day.

Placement must be made in the least restrictive environment (LRE) in which the student's needs can be met with special education and related services. All students with disabilities must be educated to the maximum extent appropriate with children who are not disabled.

Services for Protected Handicapped Students

Students who are not eligible to receive special education programs and services may qualify as protected handicapped students and therefore be protected by other federal and state laws intended to prevent discrimination. The school district must ensure that protected handicapped students have equal opportunity to participate in the school program and extracurricular activities to the maximum extent appropriate for each individual student. In compliance with state and federal law, the school district will provide to each protected handicapped student without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent to the student's abilities. In order to qualify as a protected handicapped student the child must be of school-age with a physical or mental disability that substantially limits or prohibits participation in or access to an aspect of the school program.

These services and protections for "protected handicapped students" may be distinct from those applicable to exceptional or thought-to-be-exceptional students. The school district or the parent may initiate an evaluation if they believe a student is protected handicapped student. For further information on the evaluation procedures and provision of services to protected handicapped students, parents should contact Dr. Paul Ruhlman, Assistant Superintendent.

Confidentiality

Bedford Area School District protects the confidentiality of personally identifiable information regarding its exceptional, thought to be exceptional, and protected handicapped students (if not protected by IDEA '97 or Pennsylvania's special education regulations) in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and other applicable federal and state laws, policies, and regulations.

Education records means those records that are directly related to the student, including computer media and videotape, which are maintained by an educational agency or by a party acting for the agency. Educational agency, for purposes of this notice, means the local school district and/or the Intermediate Unit 8. For all students, the educational agency maintains education records that 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.

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.

They are:

1. 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 education 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. Requests should be submitted in writing, indicating the records the parents wish to inspect. To the school principal or other appropriate school official. Parents have the right to a response from the school district to reasonable requests for explanation 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 parents 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.

2. If parents think information in an education record is inaccurate, misleading, or violates the privacy or other rights of their child, they may request an amendment of the record. Requests should be in writing and clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. The school district will decide whether or not to amend the record and will notify the parents 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. Additional information regarding the hearing procedures will be provided to the parents or eligible student when notified of the right to a hearing.

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. Parents have a right to receive a copy of the material to be destroyed. However, a permanent record of a student's name, address, and telephone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation. "Destruction" of records means physical destruction or removal of personal identifies from information so that the information is no longer personally identifiable.

The school district will provide, upon request, a listing of the types and locations of educational records maintained, the school officials responsible for these 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 for which the party is authorized to use the records.

3. Parents have 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. "Consent" means: the parent(s) 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 and may be revoked at any time. Information may be disclosed without consent 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); 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 legitimated educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. 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.

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. Parents have a right to file a complaint with U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. Complaints may be filed with the Family

Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the school district or Intermediate Unit 8 and request an explanation.

The school district will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the school district will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

The Appalachia Intermediate Unit 8 and the participating school districts, including Bedford Area School District will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. For information regarding civil rights, grievance procedures, services, activities, programs and facilities that are accessible to and usable by handicapped persons, contact the Appalachia Intermediate Unit 8 Administrative Office or the Administrative Office of the Bedford Area School District.

SPECIAL EDUCATION CONTACTS

Appalachia Intermediate Unit 8
Ms. Amy Woomer
4500 6th Avenue
Altoona, PA 16602
814-940-0223

Bedford Area School District
Dr. Paul Ruhlman
Assistant Superintendent
330 East John Street
Bedford, PA 15522
(814) 623-4225

Child Find Notice

The following is an Annual Notice to parents/guardians to notify you of services available for school-age exceptional students. All taxpayers within the Bedford Area School District receive this notice to comply with state mandates concerning annual Child Find notice. Child Find is a systematic process of locating children under the age of 21 who may be eligible and in need of Special Education intervention.

The Bedford Area School District provides a free, appropriate, public education to exceptional students according to state and federal law. To qualify as an exceptional student, the child must be of school-age, must be in need of specially-designed instruction, and must meet eligibility criteria for one or more of the following physical or mental disabilities as set forth in the Pennsylvania State Standards; autism/pervasive developmental disorder, blindness/visual impairment, deafness/hearing impairment, mental retardation, multihandicap, neurological impairment, other health impairment, physical disability, serious emotional disturbance, specific learning disability, or speech/language impairment.

The district engages in identification procedures to ensure that all students receive an appropriate educational program, consistent of special education and related services that are individualized to meet the educational needs of the student, and reasonably circulated to yield meaningful educational benefit and student progress, at no cost to the parents and in compliance with state and federal law.

Various screening activities are conducted on an ongoing basis to identify students who may be eligible for special education programs and services. These 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 building-level Child Study Team, when appropriate. When screening results suggest that a student might be exceptional, the district seeks parental consent to conduct a multidisciplinary evaluation.

Parents who suspect that their child is exceptional may request a multidisciplinary evaluation of their child at any time through a written request to the school principal or Assistant Superintendent.

Dr. Paul Ruhlman
Bedford Area School District
Assistant Superintendent
330 East John Street
Bedford, PA 15522
814-623-4225

Ms. Leslie Turkovich
Principal, Bedford Elementary School
3639 Business 220
Bedford, PA 15522
814-623-4221

Mr. Kevin Windows
Principal, Bedford Middle School
440 East Watson Street
Bedford, PA 15522
814-623-4200

Mr. Kyle Kane
Principal, Bedford High School
330 East John Street
Bedford, PA 15522
814-623-4250

Services designed to meet the needs of exceptional students include that annual development of an Individualized Education Program (IEP), biennial multidisciplinary reevaluation, supportive intervention in the regular class, supplemental intervention in the regular class or in a special education resource program, placement in a part-time or full-time special education class in a regular school, or placement in a full-time special education class outside of a regular school. The extent of special education services and programs is provided by the District through a continuum of services based on each individual student's degree of need.

If you have any further questions, or need assistance, please call the Bedford Area School District's Assistant Superintendent, Dr. Paul Ruhlman at (814) 623-4225 or talk to the principal of the school your child attends.

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 School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official 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 are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School 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 disclosure 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 school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/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 School 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 School to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-4605

As part of the School District's annual notification under FERPA, we designate for the school year 2002-2003 the following types or categories of information as "directory information."

Directory information means information contained in the educational record of a student, which is not considered harmful or an invasion of privacy if disclosed, so that it may be disclosed without prior parental consent. The school district's list of directory information includes; the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of

members of athletic teams, degrees, honors and awards received and the most recent education agency or institution attended.

Examples of how the school district may disclose directory information include releasing to the newspaper, or other news sources, information about students who have been named to the honor roll, National Honor Society, or as valedictorian, or who participates in any student clubs, activities or sports.

These examples are for illustration only and are not an exclusive list of the manner in which directory information may be disclosed. This notice provides you as a parent or eligible student with an opportunity to object in writing to any or all of those types of information that the School District has designated as directory information. You have the right to refuse to permit the release by notifying the School District in writing that you do not want any or all of those types of information to be designated as directory information for your child or yourself.

Please submit any refusal with the types of information you wish removed from the list of directory information and mail your objectives on or before January 1, of each school year to: Ms. Leslie Turkovich, Bedford Elementary Principal, Mr. Kevin Windows, Bedford Middle School Principal, Mr. Kyle Kane, Bedford High School Principal. If you do not submit a written refusal on or before January 1, of each school year, then the school district may disclose this directory information without your prior consent for the remainder of the school year.

English Language Instruction Notice

The Bedford Area School District has the responsibility under federal law to serve students who are limited English proficient and need English instructional services. Given this responsibility, the school district has the right to ask for the information it needs to identify English Language Learners (ELLs). As part of the responsibility to locate and identify ELLs, the school district may conduct screenings or ask for related information about students who are already enrolled in the district as well as from students who enroll in the school district in the future.

Right to Request Teacher Qualifications

As a parent of a student in the Bedford Area School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. No Child Left Behind federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

1. Whether the Commonwealth of Pennsylvania has licensed or qualified the teacher for the grades and subjects he or she teaches.
2. Whether the Commonwealth of Pennsylvania has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
3. The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
4. Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

Notice of Homeless Education Program

Each year, more than 800,000 school-age children in the United States experience homelessness. The federal No Child Left Behind Act of 2001 includes a provision to make sure that homelessness does not cause these children to be left behind in school. Homeless children should have access to education and the other

services that they need to meet the same challenging state academic achievement standards to which all students are held.

The Bedford Area School District is required to provide activities for an services to, homeless children, including pre-school age homeless children and youth, enabling them to enroll in, attend, and succeed in school or pre-school program.

The law requires all school districts to inform parents or guardians of their rights under this provision of NCLB. Specifically, it states that, pending resolution of a dispute about school placement, a school district must immediately enroll a homeless student in the student's school or origin or other schools selected on the basis of the child's best interest and provide a written explanation of the rights of appeal to the parent or guardian of the student.

Access to Student Information by Military or College Recruiters

Pursuant to federal No Child Left Behind legislation, the Bedford Area School District must disclose to military recruiters and institutions of higher education, upon request, the names, addresses, and telephone numbers of high school age students.

The district must also notify the parent/guardian of their right and the right of their child to request that the district not release such information without prior written consent. A parent/guardian wishing to exercise their option to withhold information to military recruiters or to institutions of higher education must obtain a form from the building principal and it to the building principal.

**Bedford Area School District
330 East John Street
Bedford, PA 15522
(814)623-4295**

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