

PARENT & STUDENT INFORMATION AND RIGHTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 MEMORANDUM TO ALL PARENTS AND STUDENTS, EIGHTEEN YEARS OF AGE OR OLDER

"Pupil records" means all the information of a personal nature on the pupil recorded and retained by the school and which is used or expected to be used in whole or in part by the school or any other school or agency. Pupil records shall not include the work notes of a teacher or other professional unless such notes are used or expected to be used by anyone other than the professional.

Pupil records are considered professional and confidential and shall be available under the following circumstances:

1. To the parent or guardian of the pupil unless a parent's parental rights have been severed by a court.
2. To the professional staff of the school district in which the information was obtained.
3. In accordance with written instructions of a parent or guardian to transfer the records to another school, institution or agency.
4. To any state or federal agency as long as such records do not identify the student and upon the approval of the local school district board.
5. With respect to grade transcripts, to any other school or educational institution to which the student is attending or has applied for admittance.
6. To a pupil or person over the age of eighteen whose records are maintained by the school.

Upon confirming a parent or guardian's identity, the authorized personnel of a school district shall, upon request, make available to the parent or guardian of a pupil the content of the pupil's record.

The parent or guardian shall be permitted to be accompanied by one other person of his choosing at such time as the parent or guardian reviews the content of their pupil's record, in the presence of a school official.

As a parent or guardian, you have the right to challenge the accuracy of your child's records and are entitled to a hearing with respect to that challenge, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy of other rights of the child.

Viewing of student records upon request of parents must be granted within 45 days. A parent or guardian shall have the right to insert a personal statement into their child's permanent record. They shall also have the right to request amendment of said record. They shall receive notification of the procedure to be followed should they wish to challenge the records and have statements amended.

A parent or guardian has the right to request copies of certain documents in the student's file. The district will charge \$1.00 per document for this service.

A student, eighteen years of age or older, shall have access to his own records, but may not view anything in the record pertaining to the financial statement of his parents.

Parents or guardians and/or eligible students have the right to deny public use of "Directory Information". Notification must be given to the institution within 30 days of enrollment if the parent or guardian and/or student wishes to deny the institution the right to give out directory information.

Definition of "Directory Information". The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

You are herein notified that you have the right to file a complaint with the Federal Government, Department of Education, if the Show Low School District violated the Family Educational Rights and Privacy Act.

Copies of the Memorandum may be obtained from the Superintendent's office of the Show Low School District.

PARENTS & STUDENT RIGHTS SECTION 504 OF THE REHABILITATION ACT OF 1973 MEMORANDUM TO ALL PARENTS & STUDENTS

This memorandum is to advise you of the rights of students as they are set forth in Section 403 of the Rehabilitation Act of 1973.

1. All facilities must be barrier-free, i.e. readily accessible to and usable by the handicapped.
2. Programs or activities in existing facilities will be made accessible to the handicapped within 60 days and if no other alternatives, such as reassignment of classes or home visits, will achieve program accessibility, structural changes in the facilities will be made within two years.
3. Every handicapped child will be entitled to free public education appropriate to his or her individual needs, regardless of the nature or severity of the handicap. In those unusual cases where placement in a special residential setting is necessary, public authorities will be financially responsible for the tuition, room and board.
4. Handicapped children must not be segregated in the public schools, but must be educated with the non-handicapped in regular classrooms to the maximum extent possible.
5. Educational institutions must undertake each year to identify and locate unserved handicapped children.
6. Colleges and universities must make reasonable modifications in academic requirements, where necessary, to ensure full educational opportunities for handicapped students.
7. Educational institutions and other social service programs must provide auxiliary aids, such as readers in school libraries or interpreters for the deaf, to ensure full participation of handicapped persons.

CHILD FIND

As required by law, the District must define and pursue efforts to see that:

- All children with disabilities, including those attending private schools who are in need of special education and related services are identified, located and evaluated. (§300.125)
- A practical method is developed and implemented to determine which children are currently receiving needed special education and related services. (§300.125)
- The program also applies to highly mobile children with disabilities and children that are suspected of being a child with a disability under §300.7 and in need of special education, even though they are advancing from grade to grade. (§300.125)

To carry out these duties assigned District personnel will:

- ~Maintain documentation of the public awareness efforts to inform the public and parents within their jurisdiction, including private and religious schools, of the availability of special education services. (§300.125, AACR702-401)
- ~Implement screening activities for all newly enrolled students and those transferring in without sufficient records.
- ~Complete the screening activities within 45 days of a student's enrollment.
- ~Include in the screening consideration of academic or cognitive, vision, hearing, communication, emotional and psychomotor domains. (AACR7-2-401(c))
- ~Maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located and evaluated. (§300.125)
- ~Consult annually with private or religious schools in the District to determine the number of students enrolled in those schools who are identified as eligible for special education and related services regardless to whether they are receiving services. (§300.454)

Whenever there are children participating in early intervention services who are expected to participate in preschool programs for children with disabilities, a smooth and effective transition is to be accomplished through application of the following provisions:

- ~Transition conferences will be arranged for children between the ages of 2 years, 6 months and 2 years, 9 months.
- ~An IEP or IFSP will be developed and implemented by a child's third birthday to ensure FAPE. (§300.132); and
- ~For a child who turns 3 years of age during the summer, the IEP team will determine the date for initiation of services including eligibility for extended school year services. (§300.121, AACR7-2-501(c))
- ~Children aged birth through two years, and suspected of having a disability will be referred to the Arizona Early Intervention Program for evaluation and, if appropriate, services.

GIFTED TESTING

Show Low School District will be setting up gifted testing at least three times this school year. Testing will take place in November, January, March and finally in May depending upon the need. Please contact the Show Low Special Services Office at 537-6034 for the exact dates.

Special Services Department

For more information concerning Special Services, please call Beth Marsh, Special Services Director, at 537-6034.