

# Annual Notice to Parents

## 1. Equal Opportunity and Notice of Nondiscrimination

Vail School District does not discriminate on the basis of color, race, national origin, sex, age, religion, genetic information, or disability in admission or access to, or treatment or employment in, its educational programs or activities. Inquiries concerning Title VI, VII, IX, Section 504, and Americans With Disabilities Act may be referred to Superintendent Calvin Baker, or Assistant Superintendent Kevin Carney, at 13801 E. Benson Highway, Vail, AZ 85641 520.879.2000

## 2. Vocational Program Equal Opportunity

Section IV(O) of the March 21, 1979 Federal Register guideline for Civil Rights compliance in vocational education requires a notification to the public that:

All vocational opportunities in the Vail School District will be offered without regard to race, color, religion, sex, age, national origin, or disability. Program offerings and admission criteria are available at each high school guidance center.

## 3. District Compliance Officer

The person designated to coordinate Title IX complaints is: Kevin Carney  
Assistant Superintendent  
Vail School District  
13801 E. Benson Highway  
Vail, AZ 85641  
520-879-2005

## 4. Students with Disabilities Notice

Vail School District provides a free appropriate education to each qualified child with a disability. Vail Schools need help in identifying and locating every qualified person with a disability residing in the Vail School District who is not already receiving a public education. If you know of a person with a disability of school age (3 to 21) who is not in school, please contact Vail School District. The individual to contact is:

Kevin Carney  
Assistant Superintendent  
Vail School District  
13801 E. Benson Highway  
Vail, AZ 85641  
520-879-2005

## 5. Absence from School

When an excuse or authorization of absence from the parent having custody of the student has not been provided to the school office, the school shall make a reasonable effort to promptly telephone and notify parents or persons having custody of a student upon the student's absence. Students in grades kindergarten (K) through six (6): Within two (2) hours after the first class in which the student is absent. Students in grades seven (7) and eight (8): Within two (2) hours of an absence when the absence is from the student's first class of the day. Within five (5) hours of an absence from a class other than the student's first class of the day.

The District and its Board, employees, or agents are not liable for failure to notify.

Further, on or before the enrollment of a student in Grades K-8, the District shall notify parents or other persons who have custody of a student of their responsibility to authorize any absence of the student from school and to notify the school in advance or at the time of any absences. The District also requires that at least one telephone number, if available, be given to the school office so that a "reasonable effort to notify by telephone" may be accomplished. This telephone number, if available, shall be provided at the time of enrollment of the student in the school. The parents or persons having custody of a student shall promptly notify the school of any change in this telephone number.

## 6. Notification to Parents Regarding Confidentiality of Student Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

(1) The right to inspect and review the student's education records.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect.

The principal 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 Vail School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District 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) It is the intent of the District to limit the disclosure of personally identifiable information contained in a student's education records, including disciplinary records, except by the prior written consent of the parent or eligible student or under certain limited circumstances as permitted by the FERPA, the USA PATRIOT Act or the NCLB Act.

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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a 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 legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Another exception which permits disclosure without consent is that upon request, the District discloses education records without consent to the

officials of another school district in which a student seeks or intends to enroll. There are other exceptions contained in FERPA.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District 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  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## 7. Directory Information

During the school year, District staff members may compile non confidential student directory information such as:

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, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.

According to state and federal law, this directory information as identified above may be publicly released without permission of parents. However, if you **do not** wish any or all of the above information released about your son/daughter, you must make a request in writing and send it to the building principal before August 30, 2019. If this notification is not received, we will assume that your permission is given to use your son's/daughter's directory information as described above.

## 8. Notice of Availability of Teacher Resumes

State statute (ARS 15-341) requires that teacher resume information be available for inspection on request of parents and guardians of pupils enrolled at a school. Please contact the District Office at 879-2000 for more information.



December 2018

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### 9. Model Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are under age eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

#### **Consent before students are required to submit to a survey that concerns one or more of the following protected areas:**

1. Political affiliations or beliefs of the students or student's parent;
2. Mental or psychological problems of the students or student's family;
3. Sex behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income other than as required by law to determine program eligibility.

#### **Receive notice and opportunity to opt a student out of:**

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

#### **Receive/Inspect, upon request and before administration or use:**

1. Protected information surveys of students;
2. Instruments used to collect personal information from

students for any of the above marketing, sales, or other distribution purposes; and

3. Instructional material used as part of the educational curriculum.

Vail School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect students privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Vail School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Vail School District will also directly notify parents and eligible students, such as through registration materials, the U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

\* Collection, disclosure, or use of personal information for marketing, sales or other distribution.

\* Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.

\* Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

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

### 10. The McKinney Vento Act: Parent/Student Rights for Those in Transition

Arizona public schools shall provide an educational environment that treats all students with dignity and respect. Every student experiencing homelessness or transition shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applied to all services, programs, and activities provided or made available.

#### **A student may be considered eligible for services under McKinney-Vento Homeless Assistance Act if he or she is presently living:**

- \* In temporary shared housing, a shelter, or transitional living program
- \* In a hotel/motel, campground, or similar situation due to lack of alternatives
- \* At a bus station, park, car, or abandoned building
- \* In temporary or transitional foster care placement

#### **According to the McKinney-Vento Act, eligible students have rights to:**

##### **Immediate enrollment:**

Documentation and immunization records cannot serve as a barrier to the enrollment in school.

##### **School Selection:**

Eligible students have a right to select from the following schools:

- \* The school he/she attended when permanently housed (School of Origin)
- \* The school in which he/she last enrolled (School of Origin)
- \* The school in the attendance area in which the student currently resides (School of Residency)

**Remain enrolled** in his/her selected school for the duration of homelessness, or until the academic year upon which they are permanently housed.

**Participate in programs** for which they are eligible, including Title I tutoring programs, free lunch in schools with the National School Lunch Program, Head Start & Even Start Preschool Programs.

##### **Transportation Services:**

A McKinney-Vento eligible student attending his/her School

of Origin has a right to transportation to and from the School of Origin.

##### **Dispute Resolution:**

If you disagree with school officials about enrollment, transportation, or fair treatment of a homeless child or youth, you may file a complaint with the school district. The school district must respond and attempt to resolve it quickly. During the dispute, the student must be immediately enrolled in the school and provided transportation until the matter is resolved. The McKinney Vento liaison will assist you in making decisions, providing notice of any appeal process, and filling out dispute forms.

For more information, refer to [www.ade.az.gov/schooleffectiveness/specialpops/homeless](http://www.ade.az.gov/schooleffectiveness/specialpops/homeless) or contact:

*Alexis Clermont, M.Ed  
Homeless Education Coordinator  
Arizona Dept. of Education  
1535 W. Jefferson Street  
Phoenix, AZ 85007  
(602) 542-4963  
[alexis.clermont@azed.gov](mailto:alexis.clermont@azed.gov)*

