



ADULT BASIC EDUCATION/GENERAL EDUCATION DEVELOPMENT



ABE/GED® STUDENT HANDBOOK

2016 - 2017

STAY INFORMED. BECOME INVOLVED. JOIN OUR STUDENTS' JOURNEY.

WEBSITE: www.srpmic-ed.org

FACEBOOK: www.facebook.com/srpmicschools



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

SALT RIVER ADULT BASIC EDUCATION / GENERAL EDUCATION DEVELOPMENT (GED®) PROGRAM

Welcome Letter

Dear Students,

On behalf of the entire staff of the Salt River Pima-Maricopa Indian Community (SRPMIC) Education Department and the Adult Basic Education / General Educational Development (ABE/GED®) program, we welcome you to one of the finest adult education programs available. We are confident that the ABE/GED® offers you the highest quality learning experience. The ABE/GED® staff is dedicated to helping you reach your fullest potential as future citizens of the Salt River Pima-Maricopa Indian Community. It is a tremendous responsibility entrusted to all of us and one that we take very seriously.

The ABE/GED® program includes a developmentally appropriate education curriculum.

If you're enrolled in the preparation program, we need you to complete your required hours each week. At Salt River Pima-Maricopa Indian Community Schools, we value your education and we know you do too. *Regular attendance and commitment are keys to your success.*

We hope you find this handbook informative and helpful and that it answers all your questions regarding the schedules, policies, and procedures. If you ever have any questions or concerns about the program, please feel free to speak with our knowledgeable staff or stop by the ALA-DOC-GED® Administrator's office.

Sincerely,

Mary Ann Wood

ALA-DOC-GED® Administrator

TRUANCY ORDINANCE REQUIRES THAT STUDENTS ATTEND
SCHOOL BETWEEN AGES FIVE (5) THROUGH EIGHTEEN (18).

THE PRIMARY RESPONSIBILITY FOR ATTENDANCE REST
WITH THE STUDENT AND PARENT/GUARDIAN.

COMMUNITY LAW SRO-382-2011



In an effort to *Go Green* and save resources, we are making all student *handbooks available online*. Please make sure you read your handbook and all related bell schedules, policies, and procedures. If you ever have any questions or concerns about the program, please feel free to speak with our knowledgeable staff or stop by the ECEC Administrator's office.

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Mission Statement

“The Salt River ABE/GED Program provides rigorous and personalized instruction and assessment to adult learners in the Salt River Pima-Maricopa Indian Community who desire to build an academic foundation and earn their High School Equivalency (GED®).”

Goal Statement

The Salt River ABE/GED® Program will provide adult learners individualized instruction to meet their learning needs so that they may take and pass the four (4) content areas of the GED® exam and earn their GED®.

Substance Abuse Stance

The SRP-MIC Education Board believes that the use, possession, or sale of illegal drugs presents an especially hazardous threat to the health, safety, and welfare of the school community. The Board further believes that it is incumbent upon the Community schools to take whatever legal means they can to reduce the use, abuse, sale and distribution of drugs among students.

For information on the Alternative Site’s policies regarding drugs please see Article 4: Student Policy – Student Discipline..

Directory of Important Numbers

GED® Program Office	480-362-2145
GED® Classroom 20.....	480-362-2575
GED® Classroom 21.....	480-362-2587
Administrator.....	480-362-2132
Fax	480-362-2159

Hours of Operation

GED TESTING SCHEDULE	
M, TU, W, TH, FRI	Session Times Vary
REGISTRATION	Online at myged.com or by referral from the ABE/GED® Program for Community Members wanting the Education Department to pay the testing fee.

SALT RIVER ABE/GED® PREPARATION PROGRAM	
Room 20	8:00am-2:00pm M, T, W
Room 21	8:00am-1:00pm M, T, W
Scheduled Tutoring Sessions Rooms 20 & 21	8:00am-12:00pm Friday
Registration	1 st and Third Thursdays of each month from 1:00pm-3pm Students must arrive before 1:30pm
Placement Testing Session Room 21	Thursday 8:00am-11:00am Students must have registered the week prior and arrive at their scheduled time. Students must stay to complete placement to stay enrolled.
GEDReady® Practice Testing Session Room 20	Thursday 8:00am-1:00pm Students must arrive at schedule time and have a referral based on successfully passing the TABE A test to 12 th grade equivalency in all areas from the ABE/GED® Program.
Lunch/Prep	CLOSED FROM 2:00pm-4:00pm daily

School Calendar

Please view the school calendar online at <http://ala.srpmic-ed.org/>

Registration

Enrollment

Students can enroll in the Salt River ABE/GED® classroom the first and third Thursdays of each month at 1:00pm. Enrollees must arrive by 1:30pm and stay for the Locator Assessment or they will not be permitted to enroll. Potential students must complete an application and complete the full assessment battery at the following Thursday Placement Test Session before starting GED® preparation classes. During enrollment, students will select class times, review the student contract and rules regarding GED® class attendance and take the Locator Assessment. Students will complete additional testing the following Thursday at their Placement Testing Session. Students will begin classes the Monday following the Placement Testing. If enrollees do not show up for the Thursday Placement Testing Session, they will not be able to complete enrollment and will have to wait 30 days to re-enroll.

Students who wish to enroll in the ABE/GED® Program must be over the age of 18 years, or have a signed waiver from the Salt River Education Board, or must be at least 16 years of age and be able to verify residency outside of SRP-MIC. Students must also be SRP-MIC enrolled Community members, reside within SRP-MIC boundaries, or be the legal spouse or child of an SRP-MIC enrolled Community member to be eligible for enrollment in the ABE/GED® Program.

The ABE/GED® Program is limited to 50 students at a time. If classes are full, students will be placed on a waiting list and will be contacted when there is an opening. Enrollment is on a first come first served basis.

ALL ABE/GED® STUDENTS WILL BE REQUIRED TO SIGN A STUDENT CONTRACT OUTLINING MINIMUM ATTENDANCE, BEHAVIOR, AND ACADEMIC PROGRESS GUIDELINES. FAILURE TO ADHERE TO THE STUDENT CONTRACT WILL RESULT IN THE STUDENT BEING DROPPED FROM THE GED® PROGRAM.

Withdrawal

Students who wish to voluntarily withdraw from the ABE/GED® classroom should notify the ABE/GED® teachers. Students who fail to maintain their student contracts will be dropped from the ABE/GED® classroom. Students who are dropped must wait 30 days before they may re-enroll at the Wednesday registration session. If the GED® Program has a waiting list, they will go on the waiting list in the order in which their new application is received.

School Property Damage

No student shall damage or deface Salt River Education Department property. If education property is damaged, the consequences imposed for damaging school property will depend upon the level of damage and circumstances. Students may be subject to withdrawal for willful destruction of school property. Willful destruction occurs when a student

knowingly damages, defaces, or destroys education property (including loaner shirts). In cases in which a student engages in conduct that results in damage to education property, ABE/GED may notify the SRPMIC Police and make formal charges for the purpose of having the SRPMIC Court order the student, or his parents/guardians, to make full or partial restitution to ABE/GED® in accordance with SRPMIC law.

Student Services

Health Services

The Salt River ABE/GED® Program does not have an on-site school nurse. Adult students should not bring medications to the ABE/GED® classroom unless they have a written medical note. Students who cannot meet the attendance requirement due to illness must present a doctor's note to their teacher to be officially excused for that week.

Parking

Students are permitted to drive their own vehicle to school. Students should park in the parking lot east of the ALA campus, adjacent to the Community Garden. If all spots are taken, students can park in the parking lot west of the BIA trailers near the gate at Longmore. Students may not park in the north lot adjacent to the classroom trailers unless students have a handicap plate/sticker and park in the handicap parking spots. Students who are parked in the north lot will be asked to move their vehicles.

Security

The ABE/GED® Program maintains one security officer on campus to help ensure the safety of students, staff, and visitors. ABE/GED® Program students are not permitted on the ALA campus. Students accessing the GED® Pearson Test Center (Room 4) must access the room by the south gate that enters directly to Room 4.

Security Checks - Students are expected to comply with the dress code and other policies regarding safety and security. Security will complete cursory checks of compliance daily.

Emergency Procedures

The most important priority is to ensure the safety of students and staff. Therefore, the schools and the surrounding education buildings will practice the fire drills, lockdown drills, bus evacuations and mass evacuations.

Emergency drills and evacuations are scheduled often to teach students the safest, quickest route out of the School building and the School buses.

Every educational site must complete the following drills:

- Fire drill – one (1) per month

- Lockdown drill – one (1) per quarter (every 3 months)
- Bus Evacuation – one (1) per school year
- Mass Evacuation – Each site will rotate one (1) per school year

Attendance

ABE/GED® students must attend classes according to their student contract. Failure to attend classes according to the contract will result in the student being dropped from the ABE/GED® classroom. If a student is ill, the student needs to present a doctor's note to his/her teacher to be excused.

School Procedures

Open Campus

ABE/GED® is an open campus. All students are required to sign in on the clipboard in the classroom when they arrive for school. Students may leave as needed but must sign out and in. Students must sign out when they are leaving for the day. **Attendance hours will be verified using the sign in sheet. A student who does not sign in or sign out will not be considered here for that day.**

Visitors

For the safety of students, as well as the staff, the teachers and security officer must be aware of everyone's identity and location in the ABE/GED® classroom. This includes visitors. A visitor is anyone who is not a student, school faculty or staff member entering the ABE/GED® classroom campus for school business. **All visitors must check in at the Front Office (located at the ALA) before they are permitted to enter any classroom or school grounds.**

Children under the age of 18 who are not enrolled in the ABE/GED® Program are not permitted in the ABE/GED® classroom or testing site. The exception is the child of a mother who is breast-feeding up to the age of 6 months. Childcare is not provided.

Telephone Usage

ABE/GED® students needing to use a phone may ask to use the phone located in the main office of the ALA. **STUDENTS MAY NOT USE THE CLASSROOM PHONE.**

Cellular phones are not allowed to hinder the instructional process. Students who wish to use their phone should step outside the classroom.

Internet Use

All classroom computers are equipped with Internet access. Every effort has been made to filter inappropriate information. However, students accessing the Internet have the ultimate responsibility to regulate themselves and to follow the rules and regulations governing computer usage/Internet access. Parents/guardians and students or students over the age of 18 will be required to sign a document agreeing to this condition and stating their understanding of it before the student may access the Internet. Use of Internet for activities not related to coursework may result in the loss of computer privileges.

Student records

Parents/Guardians and students over the age of 18 have access to their student's school records. School employees observe confidentiality of student records and recognize that only important, factual information should be in permanent records. Student and family privacy rights are carefully protected to ensure that records are used only for educational purposes and in your child's best interest.

Confidentiality

Salt River ABE/GED® complies with both the Health Insurance Portability and Accountability Act (HIPPA) and the Family Education Rights and Privacy Act of 1974 (FERPA), federal laws that protects the privacy of student medical and education records. Parents and students have specific, protected rights regarding the release of records and information.

Lost & Found

Salt River ABE/GED® Program and their employees are not responsible for lost or stolen property. Lost and found items will be kept at the front office

Hats & Other Headwear

No hats or headwear may be worn; this includes bandanas, hairnets, knit stocking caps and do-rags. Chains, spikes, etc. are **NOT** to be worn at school.

Regulated Items

The following items will be regulated during school hours:

- Backpacks and purses must not denote gang affiliation, drug or alcohol use, or other inappropriate symbols or activities. All backpacks and purses are subject to search.
- Teachers may permit cell phones and music players in the classroom. Students should respect others when using the devices so they do not interfere with other's learning.
- Teachers have the discretion to ban a person or class from using the items in the classroom.

Academics

Progress Reports

Teachers will discuss student progress with the student individually at least once a month. The teacher and student will discuss student progress and develop or modify the plan for taking the GED assessment based on the student progress.

If a student fails to meet the contract requirements the teacher will attempt to call the student to notify the student that he/she is dropped and when the next registration date is. Teachers will document their attempt to call.

College and Career Programming Courses

On occasion, ABE classroom students are given the opportunity to participate in College and Career Programming courses through the Salt River Education Division. The Education Division will pay the associated fees of participating students. Students are responsible for informing the instructor and/or coordinator of the College and Career Programming courses of any outstanding fees. Participating students are also required to provide any receipts associated with the fees to the College and Career Programming coordinator within 10 calendar days upon payment of fees.

GED® Testing Requirements

Salt River Education Division provides GED® testing to Community and non-Community members through the Salt River PearsonVue® Testing Center. Community members who would like the SRP-MIC Education Division to pay their testing fee must follow the referral process with the ABE/GED® Program. Non-Community members must pay the required fee before testing online at myged.com.

Special Education

The ABE/GED® Program complies with all federal mandates regarding IDEA.

GED® Completion

Students who pass all portions of the GED® will receive their GED® diploma upon final verification.

Transportation

Salt River ABE/GED® Program does not provide transportation to and from school for students. Students are required to provide their own transportation including paying for transit passes.

Policies & Procedures Relating to Student Behavior

Please refer to Student Conduct & Discipline Handbook as located on the website <http://www.srpmic-ed.org>.

Dress Code

Approved attire consists of the following:

- Clothes that reflect appropriate dress for the student learning environment
- Student clothing must be clean, not tattered.
- Salt River Schools' athletic hats may be worn during the season in which the sport is played, but not in the classroom.

Prohibited clothing, grooming and other items including but not be limited to:

- Any item that may be determined as gang related. Gang clothing means anything displaying gang insignias, monikers, color patterns, bandannas, hats, jewelry, clothing, belts, or any other clothing or personal property with gang significance.
 - Examples include but may not be limited to:
 - Any clothes with Insane Clown Posse (ICP), Wu Tang, and Odd Future Logos and memorial shirts may not be worn, and/or
 - Any red or blue colored hair, shoes, shoe laces, clothing, and nails, and/or
 - T-shirts that are shades of red and blue, and any other colors or items as determined by designated district personnel.
- Any item that may interfere with the educational process.
- Any item that may be determined as inappropriate in a school setting.
- Clothes that are immodest or revealing, such as see-through clothing, spaghetti straps, short shorts or short skirts.
- Long, hanging chains and/or spike jewelry.

Student Disciplinary Consequences:

The following steps will be taken to address students found with these items or wear the above clothing:

1. The items will be immediately confiscated or a dress code-compliant shirt or shorts will be issued.
2. On the first and/or subsequent offenses, the offense will follow the guidelines indicated within Student Conduct & Discipline Handbook.

Certain offenses may also be a violation of local or state law. Therefore, law enforcement authorities may be notified and may take action separate and in addition to any action taken by the school.

Student Rights & Due Process

Students withdrawn due to student contract violations are not considered a suspension or an expulsion.



SALT RIVER
ABE/GED PROGRAM

SCHOOL YEAR 2016-2017

Student/Parent Acknowledgement

This is to certify that I, _____ (Print student first & last name)
can access this 2016-2017 Adult Basic Education / General Educational Development (ABE/GED®) Student Handbook
online at www.srpmic-ed.org. I also acknowledge that if I want a copy of the handbook printed then I will make that
request by calling the front office.

I also understand that I shall be subject to compliance with the Education Board approved policies, which are available
on the public website – <http://www.srpmic-ed.org>. I have read and understand the SRPMIC Community Attendance
Policies; Salt River Community Code, Article III- Incurrible Acts.

My student and/or I understand the policies and realize they must be obeyed at all times. We also understand that
certain consequences will occur when the policies are not followed.

Student Signature

Date

Parent Guardian Signature (*if under 18 years old*)

Date

Please complete form and return to the school office.



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

ABE/GED PROGRAM

Digital/Non-Digital Student Image (likeness) & Voice Release Form

I _____ (Print student first & last name) give my consent for the reproduction of my voice and / or likeness, without regard to said reproduction being digital or non-digital, for purposes related to business conducted by the SRPMIC Education Division. Uses will include but may not be limited to the following: images and / or video content used for the Education Division Community School(s) web site(s) or approved social media sites, yearbook photography, posters and content related to school promotion or broadcast(s) both internal and external including news outlets; as approved, where necessary, by Education Division Leadership.

Reproduction of my voice and / or likeness shall not be used with or without my name for any other purpose whatsoever without my express written consent.

I acknowledge that the Salt River Pima-Maricopa Indian Community is the owner of all rights and copyrights in and related to the reproduction thereof. All digital and non-digital copies or originals shall constitute the property of the owner solely and completely.

The EDUCATION DIVISION shall have the right to retain and maintain the property (as identified herein) subject to the direction of the Community or an authorized representative thereof, in order to protect or safeguard such property on behalf of the Salt River Pima-Maricopa Indian Community.

I understand that I shall receive no compensation for my appearance and participation.

I represent that I am (Check one):

☐ 18 years of age, or older, and have the right to enter into this agreement.

☐ Under 18 years of age and my parent or guardian has consented to my execution of this release by signing below.

Student Signature

Date

Parent/Guardian Signature (*if under 18 years old*)

Date



Technology Acceptable Use Agreement for Students & Parents

Rev 7.8.2014

1. Introduction

Electronic information resources are available to students and parents, who are assigned a resource access account. These resources included, but are not limited to the following items, access to electronic devices, Internet access and access to various Education Division related resources. Our goal in providing resource access to students and parents is to promote educational excellence by facilitating resource use, innovation, communication and acceptable use.

2. Terms and Conditions of this Acceptable Use Agreement

The student and/or parent signature at the end of this Acceptable Use Agreement is legally binding. The signature also indicates the student and/or parent has carefully read and understands the terms and conditions of appropriate use and thereby agrees to abide.

- a) **Acceptable Use:** Acceptable use means that student and/or parent uses the Education Division provided resources and connectivity to third party resources, such as the internet, in an appropriate manner, abiding by the rules and regulations as described in this agreement.
- b) **Privileges:** The use of electronic information resources is a privilege, not a right. Inappropriate use of resources provided by the Education Division may result in disciplinary action (including but not limited to suspension of account privileges or possible expulsion), and/or referral to legal authorities. Education Division Administration, Site Leaders, and/or the Education Division Information Technology Department, may limit, suspend or revoke access to electronic resource access at any time.
- c) **Resource Access Etiquette:** Each student and/or parent is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to the following:
 - **Be polite.** Never send or encourage others to send abusive messages. Use appropriate language. (Items that are written, sent, or received on an isolated terminal have the potential to be viewed globally.)
 - **Use electronic communications appropriately. There shall be** no sales, advertisements or solicitations, chain letters, etc. are allowed. Communication is not guaranteed to be private. Anyone making use of Education Division's technology resources has potential access to a variety of communications based systems. Activities relating to or in support of illegal or inappropriate activities are considered a violation of this agreement and therefore must be reported to the Education Division Administration, Appropriate Education Division Site Leader(s) and / or the Education Division Information Technology Department.
 - **Tolerance.** There is zero tolerance for the act(s) of bullying, sending or receiving explicit materials, sending or receiving explicit messages, copyright infringement, representing another's work as one's own work or disruption of the Education Division Technology resources.
- d) **Unacceptable Network Use:** Transmission or intentional receipt of any inappropriate material or material in violation

of law, Community or Education Division policy is strictly prohibited. This includes, but is not limited to: material protected by federal law; copyrighted material; threatening or obscene material; material protected by trade secrets; commercial activities by for-profit institutions; use of product advertisement or political lobbying, including lobbying for public office; the design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; and inappropriate language or images of any type. Illegal or inappropriate activities, including games, use of the technology resources in any way that would disrupt use by others, or activities of any kind that do not conform to the rules, regulations and policies of the SRPMIC Education Division, are forbidden. It is unacceptable to participate in any activity such as the exchange of information or graphics sent or received that include/suggest sexting, pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and/or other listings previously described in this user agreement.

- e) **Transportation of Community Information:** No student and/or parent may duplicate any portion of Community owned, stored or held electronic information for the purpose of transportation beyond SRPMIC Community property without proper permission from the Education Division Administration and permission from SRPMIC and /or Office of General Counsel via written/electronic communication or contract. Exemptions do apply to student and/or parent work that falls under activities or assignments related to completion of school work, commonly referred to as “homework assignments”.
- f) **Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy any electronic data, property of the Education Division or of any other Community owner assets. Vandalism also includes, but is not limited to abusive overloading of data on the server, intentional uploading, downloading or creation of computer viruses, spyware, malware or other malicious software. Any engagement in vandalism constitutes unacceptable use and will subject the student and/or parent to appropriate disciplinary action.
- g) **Security:** Securing SRPMIC Education Resources is a high priority. You understand and agree that you shall attempt to use any other resource access account, beyond your assigned account, local or remote to access any system(s), device(s) or resource(s) while accessing the SRPMIC Education network(s). Any security concern shall be reported to Education Division Administration, Appropriate Education Division Site Leader, and / or the Education Division Information Technology Department, no later than 24 after the observed occurrence. SRPMIC Education Division makes reasonable effort to comply with CIPA and other regulations for filtering internet based content which may be available to students or parents. However, in the event students and/or parent are able to access dangerous or inappropriate material, students and/or parents must take responsibility for their own safety by exercising safe browsing and by reporting any inappropriate content he/she finds to the Education Division Administration, Appropriate Education Division Site Leader, and / or the Education Division Information Technology Department no later than 24 after the observed occurrence.
- h) **Privacy:** It is required that students and/or parents not reveal personal information which may not be limited to; however, does include the following: home address, phone numbers, password, credit card numbers or social security number, etc.; this also applies to information of organizations including but not limited to the SRPMIC Community and the SRPMIC Education Division. It is understood that all communications, internet browsing and data accessed or created are subject to review, monitoring and auditing. Also, should I choose to “publish” on the Internet, I will make certain I have obtained at a minimum proper permission from the Education Division Administration and possibly may also be required to acquire permission from the SRPMIC Community, SRPMIC Education Board and / or Office of General Counsel, where applicable.

3. Student and/or Parent Signature of Agreement

Rules of conduct are described in this *"Salt River Pima-Maricopa Indian Community Schools Technology Acceptable Use Agreement for Student(s) and Parent(s)"* apply when making use of SRPMIC Education Technology resources. This applies to but is not limited to usage while located at Community facilities or Education Division Community schools or while remotely accessing the Community School Resources. I understand any violations of the above provisions will result in the loss of my user resource access account and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities. I therefore agree to maintain acceptable standards and to report any misuse of technology resources to the appropriate persons mentioned in this document.

I, _____ (Print student first & last name) have read the Technology Acceptable Use Agreement for Student(s) & Parent(s) and understand that all electronic communications, internet browsing and data accessed or created while using Education Division issued electronic devices or while using Education Division Networks are subject to review, monitoring, logging and auditing. I hereby agree to comply with the above described conditions of this entire document.

Student Signature

Date

Parent/Guardian Signature (*if under 18 years old*)

Date

Annual Notification to Parents/Guardians regarding Confidentiality of Student Educational Records

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, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. 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 privacy of personally identifiable information 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 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 School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(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, DC 20202-8520

Arizona Department of Education
Exceptional Student Services
1535 West Jefferson Street
Phoenix, Arizona 85007

Please sign the handbook acknowledgement page that you have read and understand the above; by doing so you agree that you have received the annual notification as designated by law.