



MOUNTAIN
SCHOOL

Parent Handbook
(928) 779-2392
311 W. Cattle Drive Trail

2018-19 School Calendar

August 9 - First Day of School

September 3 - Labor Day

October 5 - 40th Day

October 8 - 10 - First Report Card - Parent Teacher
Conferences

October 11 and 12 - Fall Holiday

November 12 - Veteran's Day Observed

November 21-23 - Thanksgiving Holiday

December 24 – January 4 - Christmas Break

January 21 - MLK Holiday

January 23 - 100th Day

February 13 - 14 Second Report Card – Parent Teacher
Conferences

February 15 & 18 - President's Day Holiday

March 18-22 - Spring Break

April 19 and 22– Spring/Easter Holiday

April 23-25 - Possible break for unused snow days TBD*

May 27 - Memorial Day

May 30 - Last Day of School/ Final Report Card

*Three snow days built in

WELCOME TO MOUNTAIN SCHOOL

Mission Statement

Mountain School, Inc. is a public charter school serving grades K through Five. Children are encouraged to develop, achieve, and celebrate their academic goals with the support and guidance of teachers and parents thus creating a community that nurtures the child's individuality and instills social responsibility.

School Hours

All grades begin at 8:30 a.m. Dismissal is at 3:00 p.m.

At 8:30, students are to go directly to their classrooms, ready to begin class promptly

Students not picked up at 3:15 will be automatically admitted to the after school program. Parents will be responsible for fees charged.

Lunch Schedule

Students will have a recess period before eating lunch. Each grade band has a 25 minute recess followed by a 25 minute lunch. Recess/lunch periods are as follows:

Kindergarten/1	Recess: 11:30 – 11:55	Lunch: 12:00 – 12:25
Grades 2-3	Recess: 12:00 – 12:25	Lunch: 12:30 -12:55
Grades 4-5	Recess: 12:30 – 12:55	Lunch: 1:00 – 1:25

Students are expected to bring plenty of food to sustain them for the school day, including snacks.

It is the responsibility of the parent to ensure that children have adequate, healthy lunches and snacks that will sustain them through the day.

In order to ensure the best possible learning environment for each student, it is the policy of Mountain School that snacks or lunch items brought from home are healthful and nutritious. The absence of refined sugar and caffeine in a food program helps to guarantee less upsets, less hyperactivity, and better health. Fructose and honey are encouraged in products rather than refined sugar. The parents will be responsible to ensure that this food policy is followed.

School Telephone

The school telephone is for school business. Please arrange or discuss your daily plans with your children before they leave for school.

A MESSAGE TO STUDENTS ABOUT RIGHTS AND RESPONSIBILITIES

Student Rights

A "right" is something which belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights:

1. You have the right to a safe school. This means that your school should provide safe classrooms, equipment and rules to insure your safety at school.
2. You have the right to be respected and treated with kindness at school. This means that others should not laugh at you, make fun of you, or hurt your feelings. No one is to embarrass you in front of the class.
3. You have a right to be an individual at school. This means you should be treated fairly whether you are tall or short, boy or girl, dress or talk differently or it takes you a little longer to get the right answer.
4. You have the right to work without being bothered. This means that others should not bother you as you responsibly make good use of your time.
5. You have a right to express yourself. This means that you may talk freely about your ideas and feelings when appropriate.
6. You have a right to tell your side of the story. This means that you may tell your side of the story when accused of breaking a rule.

Student Responsibilities

There are some things you should do without being told. Some of these things you do for others and some of these you do for yourself:

1. You have a responsibility to come to school. This means that you come to school every day, on time, unless you are sick or excused.
2. You have a responsibility to practice good personal cleanliness. This means that you come to school clean.
3. You have a responsibility to take care of property. This means that you take care of school property and respect the property of others
4. You have a responsibility to obey school rules. This means observing all safety playground, and classroom rules.
5. You have a responsibility to complete your classroom assignments. This means to do your best with your class assignments and homework, and hand them in on time.
6. You have a responsibility to take messages home. This means that it is important for you to take all school messages to your parents.
7. You have a responsibility to help make school a good place to be. This means being thoughtful, respectful, and courteous to others.

Attendance Policy

Students should remain out of school only when absolutely necessary because much of the classroom activity cannot be replicated; the benefit of lectures, discussion, and participation is lost forever to those who are absent. It must be emphasized that regular attendance is the key to much of the success a student may gain from his/her school program. The school is held accountable for its attendance rate and is judged through testing scores and Annual Yearly Progress, among other instruments.

The definition of "unexcused absence" is that no phone call was made to the school within two hours of the start of school the morning of the absence, or there was inadequate communication about the failure to be at school. (ARS 15-803). The excuse for the absence should be directly related to the child. Doctor's notes are required for absences due to illness resulting in more than five days and vacations must be pre-approved by the teacher. School work must be made up during the vacation period.

Absences may be considered excessive when the number of absent days exceeds ten percent of the number of required attendance days as prescribed in ARS 15-802 and could be grounds for dismissal. A corrective plan must be developed with the parents to improve the student's attendance.

Students leaving school during school hours or arriving after the school day has begun must be signed in or out by a parent at the front desk.

Tardiness

If students arrive at the school after the commencement of classes, the parents will be required to escort their child into the school, and a tardy slip will be issued. Five tardies in one trimester will result in a letter from the school board requesting that the parents have their child to school on time. More than five tardies per semester is considered excessive, and will result in a pink slip. Two pink slips in a 30 day period will result in suspension. Tardies will not be counted on inclement weather days.

Immunization Laws

State law requires that all children be completely immunized before attending school. Arrangements for immunization law require that we suspend from school any child whose immunization record is not up-to-date (Arizona Revised Statutes 15-873). Our school nurse will notify you if your child's medical records are not in compliance with the law. Special forms, available in the school office, must be completed for exception to the immunization requirement. Children who have not been immunized will be excluded from school in the event of an epidemic.

Safety To and From School is a Parent Responsibility

Mountain School will continue to have the parents be the main source of transportation to and from school. Please stress to your children the importance of safety during arrival and dismissal times. The following are points to discuss with your child:

- ❖ School rules apply on the way to and from school, particularly respecting schoolmates and property owners along the way.
- ❖ Report home (or other designated location) at a time set by the parents.
- ❖ Cross at crossing walk with crossing guard only.
- ❖ Stay away from any stranger offering a ride or treats.
- ❖ Call the school if you are going to be late.
- ❖ Stay with your classroom teacher until your parent arrives. (Walkers and After-Care students will be supervised by Mountain School staff until they are escorted off school property or to the gym.)

This policy's intent is to protect all children as they both arrive and depart the school grounds.

Health Policy

You are required to provide the school with a health record before the first day your child enters school. Health records are part of the enrollment form. Returning students' health records must be updated at the school office. Remember to update phone numbers, emergency contacts, as well as immunization boosters.

Medications can only be administered to a child with written permission from the parents. All medications **MUST** be in the original container with the child's name on it. A doctor's diagnosis and prescription will accompany all medications including prescriptions for ADHD.

The following is a list of symptoms to guide you in deciding whether your child should be sent to school. Do not send your child to school on days when any of the following symptoms are present:

- 1) Fever (temperature over 98.6 F; must be fever-free without medication for 24 hours)
- 2) Rash
- 3) Cough
- 4) Discharge of discolored or profuse amount of mucous from the nose
- 5) Diarrhea
- 6) Vomiting (must be 24 hours from last episode for your child to attend school)
- 7) Sore Throat
- 8) Pink Eye

The school is committed to sun safety and will encourage the children to wear hats and sunscreen whenever outside play occurs.

Food Allergy Policy

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment. Mountain School will require documentation of the allergy and will work with parents, and staff to develop a plan that accommodates the child's needs under the direction of a physician. A copy of the School Guidelines for Managing Students with Food Allergies is available upon request.

Recess Policy

Goal: The purpose of this policy is to ensure that the students of Mountain School will engage in activities that improve their health and increase their daily physical activity. These activities will have a direct result on the long-term academic outcomes of all students.

Daily Recess: All students will participate in daily physical activity that is both supervised and structured, in addition to their regularly scheduled PE classes and unstructured recess time. These activities include, but are not limited to:

- Flocabulary – A program for students which integrates language, movement and singing to increase vocabulary
- Regularly scheduled hiking trips to local and regional areas
- Creative Movement for grades K-2
- Dancing and stretching using Traditional American Music & Games
- Girls on the Run – Grades 3-5
- Dance during Music Class
- Organized games at recess, supervised by support staff

Study periods of two or more hours will be broken up with stretching and active programs like Brain Gym. Our interactive curriculum requires children to be moderately active.

Physical Education: All students will receive a minimum of 45 minutes per week of PE classes. They will spend at least fifty percent of physical education time participating in moderate to vigorous physical activity.

Emergencies

In the event of an accident or sudden onset of illness, the school will not hesitate to seek proper care for a child. You will be called immediately after first aid is given. If you cannot be reached, the emergency numbers you indicated on the enrollment form will be called. If these persons are not available, your child's doctor is called and the local 911 number is called for emergency assistance. (For this reason, we require you to sign the emergency release form before the child enters school.) The consent statement that you signed will accompany the child so that treatment can be given immediately in your absence.

Field Trip Transportation Policy

In accordance with recommendations in Arizona State Safety Laws, parents transporting children on field trips should adhere to the following policy: All children under the age of eight must use a booster seat in the back seat of the car. Children under the age of eight should not be transported in the front seat. Mountain School has approved booster seats available for children who do not have them on the day of a field trip. Cell phone use while driving is not allowed.

Field Trips

Field trips are part of your child's regularly scheduled class activities, as determined by each classroom teacher. While there is a field trip permission section on the student enrollment form, your child's teacher will notify you of all field trips. ***Parents who assist in these activities are expected to follow the itinerary set by the teacher, and sign the "Field Trip Guidelines and Expectations for Parent Chaperones and Drivers" acknowledgement form.*** Parent drivers must file a current driver's license and insurance documentation at the front office. Field trips are an enjoyable part of the curriculum and parents, teachers and students all benefit from each experience.

In order for a student to attend the overnight field trips at the end of the year, all activity fees must be paid in full. If a parent does not wish his/her child to go on a scheduled field trip, the parent will be responsible for the child's care and academic activity during the time of the scheduled field trip.

Parent – School Communication

Please make sure you always communicate the following to teachers or administration:

- ❖ When your child wishes to bring an animal to school.
- ❖ When your child wishes to bring a student visitor to school.
- ❖ When you wish to bring refreshments to school
- ❖ If something has happened that may be emotionally upsetting to your child.
- ❖ When you have a complaint.

Visitor Policy

All visitors to Mountain School must sign in at the front desk and wear a visitor badge for the duration of their stay. This includes visiting parents and family members.

Snow Day Schedule

Mountain School has a snow day schedule to help cope with winter weather and ensure safety. Mountain School will follow Flagstaff Unified School District's snow day schedule, whether it is a cancellation or a 2-hour delay. On a snow delay schedule school begins at 10:30 a.m., with the doors open at 10:15 a.m, however, Aftercare will open at 7:30 a.m. There is no before or aftercare on a snow day schedule. An email blast will be sent to families confirming the snow day or delay schedule.

Homework Philosophy

Homework is a valuable activity as an adaptation, application and extension of classroom experiences. Homework should not be assigned to students as either busy work or punishment. Homework teaches the skills of independent study and learning outside of the school environment.

Appropriate and reasonable homework such as enrichment, reinforcement, and completion of work will be assigned. Assignments will be given clearly and concisely. It is recognized that some subjects will require more practice in developing skills and comprehension and will necessitate more study at home. The type, frequency, and quantity will be determined by the needs of the individual student and teacher judgment, using the guidelines below. Homework is a shared responsibility among students, parents, and teachers.

Our current homework policy suggests a maximum of ten minutes per grade level, i.e., 10 minutes for 1st grade, 20 minutes for 2nd grade, etc.

Student Assessment

Two formal processes are used to assess student growth and learning: Report cards and portfolios. Report cards typically reflect how your child is performing based on "numbers," such as number of assignments turned in and number of correct answers given on a test. Portfolios are actual work samples collected throughout the school year and typically reflect growth through the year and academic work a child is capable of doing.

Two-Household Family Policy

In an effort to provide the best experience possible for children of two household families, the following procedures will be observed by the parents and Mountain School staff members:

- ❖ An initial meeting will be scheduled to discuss what the child's teacher needs to know to provide a safe environment for the child.
- ❖ The parents will provide to the teacher a visitation schedule in writing. The school may request a copy of any custody agreements or court orders.
- ❖ There will be one Parent-Teacher conference per semester per family.
- ❖ Teachers will provide to an absent parent, information about his/her child's performance based on what's reasonable for the child's grade level and situation.
- ❖ Teachers will provide extra copies of homework or flyers as requested by parents.
- ❖ The teacher will not be expected to relay information from one parent to the other.
- ❖ The teacher will not discuss with one parent any communication about the other that is derogatory.
- ❖ Teachers will not testify in court for any parent as a representative of the school.
- ❖ Parents will not engage in any confrontational behavior with each other at school. Parents who violate this policy will be asked to leave the campus or the police department will be called to intervene.

These policies promote a calm, safe environment for all and are made with the best interests of the children in mind.

Cell Phone/Personal Electronics Policy

Mountain School discourages student use of electronic devices* because of the distraction they can cause. Students may not use personal electronic devices* during school hours, before care, or aftercare without the explicit, written permission of their teacher and Mountain School administration. However, if the parent or guardian deems it necessary for the student to bring a cell phone or other electronic device* to school it must be stored in the student's backpack in "do not disturb" mode, muted or turned off, or it will be removed and kept in the office until picked up by the parent/guardian. If it is necessary to make calls to parents/guardians or other family members regarding transportation, an electronic device* may be used after school dismissal times, for the purpose of communicating transportation, with the verbal permission of the supervising staff member. The school is not responsible for loss of or damage to an electronic device.

*Electronic devices include, but are not limited to: Apple watch, Gizmo, or equivalent, cell phone, iPod, iPad, gaming device, etc.

Lost or Damaged Articles

The school cannot be responsible for damaged or lost articles. Students bringing valuable items (i.e. collections, toys, electronics) to school do so at their own risk.

Mountain School Volunteer Service Program

The Parent Advisory Committee assists the teachers and staff in finding volunteers to fill the needs that arise in and out of the classroom.

Families are requested to donate 50 hours per year.

You may buy-out hours, if desired, by donating \$5.50 per hour. (\$275.00 per year)

Parents may contribute requested classroom supplies and deduct the amount spent at the buyout rate by submitting and recording related receipts.

If you need suggestions for volunteer opportunities please contact a PAC member to help you.

PAC Contacts

Stephanie DeGomez, President, 602-750-4117

Audra Morales, PAC Liaison 928-779-2392

As members of PAC, we are committed to bringing together the talents of our teachers and parents. Our goal is to enhance our children's education by creating a rich learning environment. We will achieve this by providing our teachers with support and facilitating the flow of information between our families and staff, thereby creating a pleasant working atmosphere.

1. Be honest
2. Use appropriate and polite language
3. Walk in the classrooms, hallways, and sidewalks
4. Hands and feet to yourself
5. Non-violent play and toys only
6. Be respectful of others and their property
7. Follow directions the first time
8. Inside voices in classrooms and vans
9. Quiet hallways
10. Contribute to a safe, non-disruptive school environment

Think how wonderful our school is when we all follow these simple rules!

SCHOOL MANNERS

- A clean classroom and surrounding grounds should be maintained at all times.
- Student shall be respectful of teachers, kind and courteous to classmates.
- Students shall observe school rules, pursue the required course of study, and cooperate with the teachers.
- Students shall do all assigned chores at the end of each school day before leaving to an acceptable level of completion.
- Profanity and cruel put-downs will not be tolerated and will have consequences.

STUDENT BEHAVIOR CODE

Mountain School has established rules regarding student dress and behavior. The goals of this code are:

- To maintain a level of discipline which will create a school environment conducive to learning;
- To change unacceptable behavior demonstrated by the students; and
- To provide consistent and fair discipline for violations of school rules.

This code of conduct has been developed to clearly define what acceptable and unacceptable student behavior at Mountain School is. Every student is responsible for his/her behavior while at school; the teachers and parents will work together to help the student change unacceptable behavior. If the student fails to accept responsibility for his/her unacceptable behavior, then it becomes the parent's responsibility to insure their child behaves in an appropriate manner at school.

If the unacceptable behavior continues despite warnings and redirection or is a Class III infraction, it will warrant parental involvement. The school staff will issue a "pink slip" informing parents of the incident. The violations will be reviewed and the student informed of the reason for disciplinary action. In School Suspension will be implemented if determined necessary by the staff.

A Child Study Team may be established to assist students who are frequently challenged by the Behavior Code.

DRESS CODE

In order to create and maintain the image of the school, Mountain School students should dress appropriately and focus on neatness, person hygiene, and cleanliness. Personal appearance should be such that it does not interfere with schoolwork, create disorder, or disrupt learning in the classroom.

Specifically, clothing or accessories advertising or promoting the following are not allowed:

- Illegal chemicals/drugs
- Alcoholic beverages
- Tobacco product
- Obscenities/profanity/vulgarity
- Nudity
- Racial, ethnic, sexual, or religious prejudice
- Violence and/or cruelty
- Clothing indicating gang relationships

Children are responsible for wearing appropriate clothing for current weather conditions. Keep in mind that Flagstaff weather conditions can change rapidly, and available layers of clothing are highly recommended. Snow gear, including boots, mittens and snowpants are required for snowy winter recess and PE. Shorts are permitted during warm weather, and hats may be worn as long as they are within the dress code guidelines and are not a distraction. Please be aware of the following limitations:

- ❖ No bare bellies or see-through shirts.
- ❖ Any other items determined to be disruptive to the learning process.
- ❖ Shoes must be worn at all times.
- ❖ Clothing should be appropriate for school activities, such as supportive shoes for PE.

The Principal makes final decisions regarding attire.

Selling/Trading

Students are not allowed to sell items at school, other than for a school-sponsored project.

Restitution

State law stipulates that parents are held responsible for damage to public or private property by their children. Students/parents are required to pay for damaged or lost textbooks, library books, and other school property. Teachers will refer students to the office to determine the cost of damaged property.

District Weapons Policy

No student shall go onto the school premises with a firearm, explosive weapon, knife, or any other dangerous or illegal instrument or simulated instrument (for example, a toy gun) displayed or represented by the student as a dangerous instrument. No student shall interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, explosive weapon, knife, or other dangerous or illegal

instrument or simulated instrument represent as a dangerous instrument. Any violation of any part of this policy will result in student's suspension.

DISORDERLY CONDUCT

In order to create a true sense of community, it is imperative that an orderly and manageable framework be maintained. It is the responsibility of each member of the community of learners to help preserve all aspects of the classroom environment. Any effort to undermine classroom order will result in disciplinary actions.

Disorderly conduct is considered to be the following:

Class I Infractions

- Late to Class
- Failure to respect the personal space of others
- Use of vulgar or obscene language or gestures; swearing, sexually inappropriate language, use of the word "sucks" in its slang form.
- Disruptive classroom behavior or sounds, including negativity
- Resisting authority or failure to follow directions.
- Inappropriate bathroom etiquette.

Class II Infractions

- Vandalism or destruction of school or individual property
- Giving false information calculated to mislead
- Slander/lying about others
- Stealing

Class III Infractions

- Insult or verbal abuse of teachers
- Harassment, verbal or physical threats, or bullying, on the basis of sex, race, color, national origin or disability. (Definition: Bullying is abusive behavior by one or more students against a victim or victims. It can be a direct attack, including teasing, taunting, threatening, stalking, name-calling, hitting, making threats, coercion. Or a more subtle transgression using malicious gossip, spreading rumors, and intentional exclusion of others during school play.)
- Endangerment
- Theft
- Possessing weapons or explosives (firecrackers, poppers, caps, etc.)
- Assault of teachers, staff, or other students
- Physical aggression (fighting, hitting, throwing things)
- Drug abuse - the non-medical use of chemical substance, licit or illicit, which results in an individual's physical, mental, emotional, or social impairment. As defined by ARS 13-3401 (alcoholic beverage, inhalant)

Table of Consequences

Class I Infractions:

1. Warning
2. Other consequences (lunch detention, extra chore, phone call home)
3. Pink slip

Class II Infractions:

1. Warning
2. Pink slip

Class III Infractions:

1. Phone call to parent to pick up student and suspension pending discipline committee.

PINK SLIP CONSEQUENCES

SUSPENSION:

Two pink slips in a 30-day period results in suspension, (# of days determined by degree of infraction - 1, 2, or 3).

LONG-TERM SUSPENSION:

One week suspension as a steeper gradient when short term suspension has no effect on the student.

EXPULSION:

Four pink slips in a 30-day period.

CONSEQUENCES:

The administrator will be informed and involved in all levels of disciplinary action at her discretion:

1. Warning - Teachers will indicate by word or gesture a warning to the student to make an immediate improvement in behavior.
2. Lunch detention/In School Suspension (ISS) - The student will be assigned to spend the lunch period or another period of the day in isolation from other students for one or more days, as assigned by the teacher.
3. Physical isolation within school building - The student will be physically isolated from the other students within the building. During such isolation, the student will be expected to continue the tasks or work assignments as if he/she had not been separated. The length of such isolation will be in effect during the lunch break as well as during class time. This may include being removed from or suspended from attending a field trip with the class.

4. Extra chore - The student will be assigned an extra chore to be completed at lunch or at the end of the day to make reparations for an infraction.
5. Phone call to parents – A phone call will be made to the parent as soon as possible after the infraction. The teacher or administrator will discuss the behavior with the parent at that time, and further consequences may be necessary.
6. Conference - Notification will be by pink slip. If necessary, a conference will be scheduled with the student, the parents, the teacher, and any other individuals who may be involved as soon as possible after the incident.

We as a school reserve the right to make appropriate and responsible changes to the consequences based on individual needs.

CLOSED CAMPUS

Mountain School maintains a closed campus for the safety of its students and teachers. During school hours, students may leave the campus only in the company of their parents or the teachers. This policy applies to free time during lunch as well as classroom hours.

CHILD FIND

Policy assures that:

- A. All child with disabilities, who are in need of special education and related services shall be identified, located and evaluate (§300.125).
- B. A practical method shall be developed and implemented to determine which children are currently receiving needed special education and related services (§300.125).
- C. This policy 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).

Procedures include, but are not limited to:

1. Mountain School will maintain documentation of the public awareness efforts to inform the public and parents within their jurisdiction, of the availability of special education services (§300.125, AAC R702-401).
 - a. The administrator will inform the public through mailed newsletters and posted documents of special services for children from six months to five years. This will be done at least twice during the school year. This information will be maintained on the office computer and the administrator's file.
2. Screening activities will be implemented for all newly enrolled students and those transferring in without sufficient records.
 - a. Office personnel will overview incoming records.
 - b. Office personnel will send 45 day screening forms to teachers for each incoming student.
3. The screening will be completed within 45 days of enrollment.
 - a. Teachers will complete and return forms to the office within this time period.
4. The screening will include consideration of academic or cognitive, vision, hearing, communication, emotional and psychomotor domains (AAC R7-2-401(c)).
 - a. The administrator will review 45 day screening form for all components annually.
 - b. Screenings that indicate possible disability will be studied and discussed in a Student Study Team consisting of a classroom teacher, the special education coordinator and other appropriate parties.
 - c. Parents will be notified of discussions and decisions.
 - d. If a referral is made, (60 days to complete from date of referral to eligibility meeting):
 - Prior written notice will be sent with intent to evaluate with special education. The special education coordinator will complete the form that will be mailed to the parents by office personnel. Procedural safeguards must be included in this mailing.
 - Inform parents of the right to request an assessment to determine whether the child continues to be a child with a disability.

- Special education coordinator will collect pertinent existing data and deliver to office personnel.
 - Office personnel will coordinate possible dates for meeting to review data. Notification of meeting form will be delivered to all team members, including date, time, and location. This form will be placed in team members' mailboxes.
 - Team members will make decisions on need for additional data and/or eligibility.
 - If additional data is needed, a plan will be developed by team members. Signed, written permission will be obtained from parents by the special education coordinator and delivered to the office.
 - Testing will be conducted. Office personnel will schedule testing dates once the signed written permission slip is returned. Parent and student will be notified by office personnel of testing time and location.
 - Office personnel will receive possible dates for eligibility meeting from the tester. The office will then coordinate possible dates for all team members. Notification of meeting will be delivered to all team members. The team will meet again to review the results to determine eligibility.
5. Mountain School will maintain documentation and annually report the number of children with disabilities within each disability category that have been identified, located and evaluated (§300.125).
6. Mountain School will refer children suspected of having a disability aged birth through two years old to the Arizona Early Intervention Program for evaluation and, if appropriate, services.

**MOUNTAIN SCHOOL'S
POLICY
REGARDING**

**THE FAMILY EDUCATION RIGHTS AND PRIVACY
ACT (FERPA)**

(Approved by the Board of Directors for Mountain School on July 2002)

The Family Rights and Privacy Act (FERPA) specify rights related to educational records.

In order to fulfill its obligation under FERPA, Mountain School has established the following policy regarding all educational records that are kept by the school:

Each parent or guardian has the right to:

- Inspect and review his/her child's educational records
- Make copies of these records
- Receive a list of all individuals having access to those records
- Ask for an explanation of any item in the records
- Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights
- Request a hearing on the issue if the school refuses to make the amendment

If there are any questions, please contact:

Vanessa Fitz-Kesler, Director
Mountain School
311 West Cattle Drive Trail
Flagstaff, Arizona 86005
(928) 779-2392

MOUNTAIN SCHOOL

SECTION 504 OF THE REHABILITATION ACT INFORMATION

Section 504 of the Rehabilitation Act of 1973 is an act which prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. This act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities which includes such things as: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working;
2. Has a record of such impairment; or
3. Is regarded as having such impairment;

Mountain School recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the Mountain School system.

Mountain School has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and, if a child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school he/she has the right to a hearing with an impartial hearing officer.

The Family Education Rights and Privacy Act (FERPA) also specify rights related to educational records. FERPA gives the parent or guardian the right to:

1. Inspect and review his/her child's educational records;
2. Make copies of these records;
3. Receive a list of all individuals having access to those records;
4. Ask for an explanation of any item in the records;
5. Ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
6. A hearing on the issue if the school refuses to make the amendment.

If there are any questions, please contact:

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Mountain School
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(928) 779-2392

Annual Notification to Parents Regarding Confidentiality of Student Education Records and School Directory Information

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Educational Rights and Privacy Act (FERPA). Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained includes, but is not limited to: the student's and parents' names, address and telephone number; the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results, number of credits earned, immunization records, disciplinary records, if any, correspondence from parents, and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that at all stages of gathering, storing, retaining and disclosing education records to third parties that it complies with the federal confidentiality laws. In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA, the rights of the parents regarding education records are transferred to the student at age 18.

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 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 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.

Notice of Intent to Destroy Records

The Department of Special Education, Mountain School district, maintains confidential/intellectual, achievement reports and/or psychological reports on individuals who have been referred and tested for any type of disability.

Federal guidelines state five years after cessation of services, records may be destroyed if they are no longer needed to provide services to the child.

Destruction of records is the best protection against improper and unauthorized disclosure. However, the records may be needed by you or your child for social security benefits or other purposes.

The records include those for anyone who was tested and served in any type of special education program during the school years up to and including 2011. If you would like those records, please contact the records office at Mountain School Special Education Department, 311 W. Cattle Drive Trail, Flagstaff AZ 86005, T- 928-779-2392, F – 928-779-3246.

After August 31, 2016, if we have not had contact with you, the school will assume that you wish for the records to be destroyed and will proceed under federal guidelines.

Contact

Mountain School

311 W. Cattle Drive Trail

Flagstaff AZ 86005

928-779-2392