

## **Special Education Programs**

### **Policies and Procedures**

The Coconino County Accommodation School District has Governing Board approved policies and procedures for Special Education Students. These policies and procedures are available to the public upon request.

### **Child Find**

This school will assist the Coconino County School Superintendent's office with ensuring that all children with disabilities who range in age from birth through age 21 within its jurisdiction, have the right to a free and appropriate public education (FAPE). The provision of FAPE includes children with disabilities who are advancing from grade to grade, and also include students who have been suspended or expelled from school, or who are being educated in an incarcerated settings.

### **Confidentiality and Transfer of Records**

The educational records of students are confidential documents that are protected by the Family Educational Rights and Privacy Act. This act allows schools to release school records without parental consent to officials of another school district including out of state and local educational agencies. School records may also be released as required to comply with a judicial order or emergency situations.

### **New and Transfer Students**

The district routinely reviews records within 45 days for all newly enrolled students for information about prior screenings, evaluations, and progress in school. Students with suspected disabilities are referred to the Child Study Team for preventative interventions which may include an evaluation for the purposes of identification.

### **Procedural Safeguards**

This school ensures that children with disabilities and their parents or guardians are guaranteed procedural safeguards with respect to the provision of a Free and Appropriate Public Education (FAPE). Procedural safeguards are mailed home with meeting notices and offered to parents or guardians at all IEP/MET Team Meetings and included whenever parents or guardians are given prior written notice.

### **Annual FERPA Notification**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents and guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents, guardians, or eligible students have the right to inspect and review the student's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents, guardians, or eligible students to review the records without copies. Schools may charge a fee for copies.

- Parents, guardians, or eligible students have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent, guardian, or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent, guardian, or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent, guardian, or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest
  - A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or student serving on an official committee or assisting another school official in performing his or her tasks.
  - A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school.
- Other schools to which a student is seeking to enroll.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school. Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents, guardians, or eligible student that the school is not to disclose the information without consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of students with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from several sources, including the student's parents, guardians and staff of the school of attendance. Also, with parental or guardian permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected 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 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 educational records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Ave, SW Washington D.C. 20202-5901	Arizona Department of Education Exceptional Student Services 1535 W Jefferson, Bin 24 Phoenix, AZ 85007
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