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## **Family Education Rights and Privacy Act (FERPA)**

### **Annual Notification to Parents Regarding Confidentiality of Scholar Education Records and School Directory Information.**

Confidentiality of education records is a right of public-school scholars and their parents. This right is provided for by two federal laws, the Individuals with Disabilities Education Act (IDEA), and the Family Education Rights and Privacy Act (FERPA). Under these laws, "educational records" means those records that are: (1) directly related to a scholar; and (2) maintained by an education agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in public school. The types of information gathered and maintained includes, but is not limited to: the scholar's and parents' names, address, and telephone number; the scholar'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.

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 gathered from a number of sources including the scholar's parents and staff of the school 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 scholar and the scholar's parents and the maintenance of accurate records of the scholar'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 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 Family Educational Rights and Privacy Act (FERPA) affords parents and scholars over 18 years of age ("eligible scholars") certain rights with respect to the scholar's education records. They are:

**1. The right to inspect and review the scholar's education records within 45 days of the day the school receives a request for access.** Parents or eligible scholars 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 parents or eligible scholar of the time and place where the records may be inspected.

**2. The right to request the amendment of the scholar's education records that the parent or eligible scholar believes is inaccurate or misleading.** Parents or eligible scholars may ask a school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identifying the part of the record they want changed and specifying why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible scholar, the school will notify the parent or eligible scholar 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 scholar when notified of the right to a hearing.

**3. The right to consent to disclosures of personally identifiable information contained in the scholar'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 personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or scholar 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. Upon request, a school official may disclose education records, without consent, to officials or another school district in which a scholar seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records on request.

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by a school 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 20204605

A school may designate information in education records as "directory information" and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines "directory information" as follows:

The scholar'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 scholar.

Notices of these rights are available, upon request, on audio tape, in Braille, and in languages other than English. You may contact the AZ Department of Education at (602) 542-3111.

## Fees and Charges

### Fee Schedule for Extracurricular Activities

Activity	Fee
Approved Athletics – (basketball, flag football, volleyball, track, etc.) <i>Approved amount is the maximum allowable fee per sport. The fee charged will be based on actual costs and may be covered by ECA donations.</i>	\$100 per sport / quarter
Field Trips - <i>Approved amount is the maximum allowable fee per trip. The fee charged will be based on actual trip costs and may be covered by ECA donations.</i>	One-day field trip \$65 or less Overnight/in-state field trip \$600 or less Overnight/out-of-state trip \$2,450 or less
Student Club Activities e.g., Choir, Art, Gems, Girl Revolution, Journalism etc. <i>Approved amount is the maximum allowable fee per activity. The fee charged will be based on actual activity costs and may be covered by ECA donations.</i>	One activity or event \$300 or less and Monthly Dues \$40 or Per private session \$30
All other extracurricular activities that require a specific financial contribution from each participating student.	As approved by the Governing Board when the specific activity is approved.

### Field Trips

Parents must sign a written permission form for their child(ren) to participate in field trips. While on field trips, scholars are required to follow all policies and rules that apply at school. Scholars who are transported by the school are under the authority of the operator of the school approved vehicle and all other supervising adults. Scholars who ride school transportation to the field trip location must return via school transportation to Paideia.

Field trips are a great privilege provided by Paideia Academy to complement the learning experience of the scholars in coached projects. Scholars who have demonstrated inappropriate or disruptive behavior in the classroom or on previous field trips may not be allowed to participate in the trip **at the sole discretion of the Principal.**

Parents, volunteers, and all who supervise students on field trips must read and sign our “Volunteer Agreement” prior to the trip. Chaperones and volunteers must speak English or bring a translator to facilitate supervision responsibilities. Only pre-approved adult chaperones may ride school provided transportation if room permits. Non-chaperoning adults must provide their own transportation. Siblings of scholars and other children may not ride school provided transportation and should not accompany or join the class on field trips, which are for the benefit of scholars in the class.