

**2023-2024**  
**PARENT HANDBOOK**



**MOUNTAIN SCHOOL**

**311 W. Cattle Drive Trail  
Flagstaff, Arizona 86005  
(928) 779-2392**

# **2023-2024 Calendar**

**August 9- First day of School**

**September 4- Labor Day Holiday**

**October 4-40<sup>th</sup> Day**

**October 12-13 Fall Holiday**

**October 25-26 First Report Card and Parent Teacher Conferences**

**November 10- Veterans Day**

**November 22-24- Thanksgiving Holiday**

**December 21 – January 3 - Winter Break**

**January 15- MLK Holiday**

**January 19- 100<sup>th</sup> Day**

**February 14-15 - Second Report Card and Parent Teacher Conferences**

**February 19 - President's Day Holiday**

**March 11-15- Spring Break**

**April 29, May 3, May 10 and May 17- (possible break for unused snow days)**

**May 24 - Last day of School (final report card)**

**May 27- Memorial Day**

**Trimester end dates-**

**1<sup>st</sup> trimester- October 20, 2023**

**2<sup>nd</sup> trimester- February 9, 2024**

**3<sup>rd</sup> trimester- May 24, 2024**

## **WELCOME TO MOUNTAIN SCHOOL**

### **Mission Statement**

*Mountain School, Inc. is a nonprofit, 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. Monday through Thursday. Fridays are early release days, dismissal is at 12:30 p.m.

8:15 - 8:30 a.m., students are to go directly to their classrooms, ready to begin class promptly.

Students not picked up at 3:15 p.m. (12:45 p.m. on Fridays) will be automatically admitted to the Aftercare program. Parents will be responsible for fees charged.

### **Lunch Schedule: Monday-Thursday**

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 (Full Day)	Recess: 11:00 – 11:25 a.m.	Lunch: 11:30 – 11:55 a.m.
Grades 1-2	Recess: 11:30 – 11:55 a.m.	Lunch: 12:00 – 12:25 p.m.
Grades 3-4	Recess: 12:00 – 12:25 p.m.	Lunch: 12:30 – 12:55 p.m.
Grade 5	Recess: 12:30 – 12:55 p.m.	Lunch: 1:00 – 1:25 p.m.

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 recommendation of Mountain School that snacks or lunch items brought from home are healthy and nutritious. Limiting refined sugar and caffeine supports emotional and physical health.

### **School Telephone (928-779-2392)**

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

### **Student Health Information**

Health information is 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 annually.

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 100.4 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

### **Food Allergies**

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.

### **Immunization Laws**

State law requires that all children be completely immunized before attending school. Arizona law requires that students not be allowed to attend school without first submitting documentary proof of vaccination, unless the student qualifies for a legal exemption. A.R.S. §§ 15-872(B), -873 Our administration 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 an exemption to the immunization requirement. Children who have not been immunized will be excluded from school in the event of an outbreak. § 15-873(C).

### **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.

### **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 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). After ten, consecutive unexcused absences a student will be dropped from enrollment.

Absences are excused following communication from a parent or guardian on the day of the absence. 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 8:35 a.m. a tardy slip will be issued. Tardies will be tracked and this data is added to the student's report card.

### **Visitor Policy:**

Any visitor to Mountain School that is permitted to go beyond the front lobby must sign in at the front desk and wear a visitor badge for the duration of their stay. If you are experiencing any illness, please contact us by telephone or email and refrain from entering the building

### **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:

- ❖ Cross at crosswalk 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 parents arrive. (Walkers and Aftercare students will be supervised by Mountain School staff until they are escorted off school property or to the gym.)

Walker/biker parent permission forms are available at the front office and are required for students to walk or bike home from school independently.

### **Birthday Celebration Policy**

Due to the high occurrence of food-related allergies and food sensitivities, and because birthdays occur on a regular basis, averaging two or more a month, edible birthday treats are not allowed at school. Birthdays are important milestones for children of all ages and we wish to celebrate your child's special day in a meaningful way with his or her friends and classmates. In order to ensure that all students may participate fully, we have adopted food-free guidelines for these celebrations. Teachers have established routines and traditions in each of their classrooms for birthday celebrations that will be communicated to you at the beginning of the school year.

### **Recess Policy**

Per A.R.S. section 15-118, students in Grades 1-5 will have at least two periods of recess per day in which to engage in physical activity and/or social interaction with other pupils. Students in half-day Kindergarten will have at least one recess per day. These are scheduled as a morning break and a lunch recess, held outdoors as much as possible. Within the classroom, study periods will be broken up as deemed necessary by the teacher with stretching and brain breaks. Additionally, all full-day students will receive 45 minutes per week of one teacher-led Physical Education (PE) class. They will spend at least fifty percent of physical education time participating in moderate to vigorous physical activity.

### **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 or under 4'9" tall must use a booster seat in the back seat of the car. See A.R.S. § 28-907(B). Children under the age of eight or under 4'9" tall 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. There is a field trip permission section on the student enrollment form that encompasses permission for all scheduled field trips. Your child's teacher will provide advance notice of all field trips. Parent volunteers are occasionally needed as chaperones and/or drivers for field trips off campus. *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, which will be kept on file at the front office.* Parent chaperones and drivers must obtain a valid IVP fingerprint clearance card prior to any field trip. Parent drivers must also 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. Students are expected to follow all Mountain School rules on field trips and will be removed from the trip if they are not meeting school behavior expectations.

### **Parent – School Communication**

Communication with classroom teachers is through ClassDojo and school wide information will be posted on the ClassDojo school story. Administration and the front office can be reached by email or phone. The school phone number is 928-779-2392.

### **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 guidelines, 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, before-school care will open from 9:15-10:15 a.m.. There is no before-school care or aftercare on snow days when school is canceled. A post on ClassDojo’s school story will be sent to families confirming the snow day or delay schedule.

### **Homework Philosophy**

Our goal is to approach homework as a path to meaningful experiences and opportunities to enhance learning and communication between home and school. Daily reading at home will be considered a part of homework for all classrooms. Research shows that twenty minutes of daily reading at home significantly increases academic performance (*Nagy and Herman, ca. 1987*). Additional appropriate and reasonable homework may be assigned at the teacher’s discretion, as projects or needs arise. Assignments will be given clearly and concisely. In instances where a student may require more practice in developing skills and comprehension, a reasonable period of study at home may be advised through a conversation between parents and the teacher.

### **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:

- ❖ If requested by both parents, 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. However, neither the school nor any school employee will be responsible for enforcing a custody agreement or court order.
- ❖ When possible, we request one Parent-Teacher conference per semester per family.
- ❖ Upon request, teachers will provide to both parents information about his/her child's performance based on what is reasonable for the child's grade level and situation.
- ❖ Teachers may provide extra copies of homework or flyers if 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.

- ❖ No teacher will voluntarily testify or agree to testify in a court proceedings, but school employees will comply with a validly-issued and served subpoena.
- ❖ 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 are discouraged from bringing personal and valuable items (i.e. collections, toys, electronics) to school and do so at their own risk.

### **Mountain School Parent Volunteers**

The Parent Teacher Organization (PTO) assists the teachers and staff in finding volunteers to fill the needs that arise in and out of the classroom.

Families are requested to volunteer 30 hours per year and to log hours through the PTO approved process.

An IVP fingerprint clearance card is required to be on file at the school prior to volunteering in the classroom, at recess or on field trips. As a guest speaker a fingerprint card is not needed.

If you need suggestions for volunteer opportunities, please contact the PTO liaison to help you.

**PTO Liaison:** Audra Morales, PTO Liaison 928-779-2392

As members of the PTO, we are committed to bringing together the talents of our teachers and parents. Our goal is to enhance our children's education by supporting a rich learning environment. We will achieve this by providing our teachers with support and helping to facilitate the flow of information between our families and staff.



## **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 take reasonable steps to provide safe classrooms, equipment and rules to ensure 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.

## **MOUNTAIN SCHOOL'S GUIDE TO ACCEPTABLE STUDENT BEHAVIOR**

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

### **SCHOOL MANNERS**

- A clean classroom and surrounding grounds should be maintained at all times.
- Students shall be respectful of teachers and 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 ensure 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 behavior form informing parents of the incident. The violations will be reviewed and the student informed of the reason for disciplinary action. In-School Suspension or other consequences 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, personal 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 snow pants are required to participate in snowy winter outdoor 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.
- ❖ No 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 or trade items at school, other than for a school-sponsored project. This applies during school hours, as well as before and after care programs.

## **Restitution**

State law provides that parents are held responsible for damage to school property by their children. A.R.S. § 15-842(B). 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 represented as a dangerous instrument. Any violation of any part of this policy will result in a student's suspension or expulsion.

## **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

- 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 substances, licit or illicit, which results in an individual's physical, mental, emotional, or social impairment. This includes alcoholic beverages, inhalants, and any of the substances listed in ARS 13-3401.

## **Table of Consequences**

Class I Infractions:

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

Class II Infractions:

1. Warning
2. Behavior Referral

Class III Infractions:

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

**CONSEQUENCES:** If a behavior referral is issued, parents will be notified and appropriate consequences will be enacted to include: removal from classroom or special privilege for a period of time, chores or community service on campus, written apologies, or suspension.

**SUSPENSION AND EXPULSION:** Pursuant to Sections 15-840 through 15-844.

### **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.

## **SPECIAL EDUCATION & CHILD FIND**

Mountain School abides by the requirements of applicable federal and state laws in serving students with disabilities, including the Individuals with Disabilities Education Act (IDEA), A.R.S. § 15-761, et seq., and A.A.C. § R7-2-401, et seq. Consistent with these requirements, Mountain School has established, implemented, and made available to parents and school-based personnel the special education policies and procedures set forth herein. To the extent applicable to charter schools generally, and to the grade levels served by Mountain School, the school's written special education policies and procedures include those set forth in the most current version of the Arizona Department of Education's Policy & Procedure Checklist, as updated, which is incorporated herein and is available electronically to school-based personnel and all parents at: <https://cms.azed.gov/home/GetDocumentFile?id=5b2a8ac81dcb250f1c55e667>.

### **POLICY**

Mountain School will ensure that all children with disabilities enrolled in Mountain School and who are in need of special education and related services are identified, located and evaluated.

### **PROCEDURE**

#### **§300.111 Child Find**

Mountain School will identify, locate and evaluate all children with disabilities within their population served who are in need of special education and related services.

- 1) Child Find must also include children who are suspected of being a child with a disability and in need of special education, even though:
  - a) They are advancing from grade to grade
  - b) Highly mobile children, including migrant children.
  
- 2) Mountain School will maintain a record of children who are receiving special education and related services.

#### **AAC R7-2-401.C Public Awareness**

Mountain School shall inform the general public and parents within its boundaries of responsibility of special education services for students aged 3 through 21 years and how to access those services, including information regarding early intervention services for children aged birth through 2 years.

#### **AAC R7-2-401.D Child Identification and Referral**

- 1) Mountain School shall establish, implement and make available (either in writing or electronically) to its school-based personnel and all parents within Mountain School's boundaries of responsibility, written procedures for the identification and referral of all children with disabilities, birth through 21 years.

- 2) Mountain School will require the appropriate school-based personnel to review the written procedures related to child identification and referral on an annual basis, and maintain documentation of the school-based personnel review.
- 3) Identification (screening for possible disabilities) shall be completed within 45 calendar days after:
  - a) Entry of each preschool or kindergarten student and any student enrolling without appropriate records or screening, evaluation, and progress in school; or
  - b) Notification to Mountain School by parents of concerns regarding the developmental or educational progress by their child (ages 3 years through 21 years).
- 4) Screening procedures shall include vision and hearing status and consideration of the following areas:
  - a) Cognitive or academic;
  - b) Communication;
  - c) Motor;
  - d) Social or behavioral; and
  - e) Adaptive development.

\* Screening procedures do not include detailed and comprehensive evaluation procedures.

- 5) For a student transferring into a school, Mountain School shall review enrollment data and educational performance in the prior school. If there is a history of special education for a student not currently eligible for special education or poor progress, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services.
- 6) If a concern about a student is identified through screening procedures or review of records, the parents of the student shall be notified of the concern within 10 school days and informed of Mountain School's procedures to follow-up on the student's needs.
- 7) Mountain School shall maintain documentation of the identification procedures utilized, the dates of entry into school, notification by parents of a concern and the dates of screening. The results shall be maintained in the student's permanent records.
- 8) If the identification process indicates a possible disability, the name of the student shall be submitted to the administrator for consideration of the need for a referral for a full and individual evaluation or other services. A parent or student who has reached the age of majority may request an evaluation of the student.
- 9) If, after consultation with the parent, Mountain School determines that a full and individual evaluation is not warranted, Mountain School shall provide prior written notice and procedural safeguards notice to the parent in a timely manner.

- 10) 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):
    - i. 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.
    - ii. Inform parents of the right to request an assessment to determine whether the child continues to be a child with a disability.
    - iii. Special education coordinator will collect pertinent existing data and deliver to office personnel.
    - iv. Office personnel will coordinate possible dates for meetings 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.
    - v. Team members will make decisions on need for additional data and/or eligibility.
    - vi. 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.
    - vii. Testing will be conducted. Office personnel will schedule testing dates once the signed written permission slip is returned. Parents and students will be notified by office personnel of testing time and location.  
Office personnel will receive possible dates for eligibility meetings 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.
- 11) Mountain School will refer children suspected of having a disability from birth through two years old to the Arizona Early Intervention Program for evaluation and, if appropriate, services.



## THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("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 after the day the Mountain School receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the school director a written request that identifies the records they wish to inspect. The director 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 Mountain School to amend their child's or their education record should write the director 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 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 provide written consent before the school discloses personally identifiable information (PII) from 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. The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest must be set forth in the school's or school district's annual notification for FERPA rights. A school official typically includes a person employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve 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 typically has a legitimate educational

interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Mountain School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

Please direct all questions to:

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

## **NOTICE OF NONDISCRIMINATION SECTION 504 OF THE REHABILITATION ACT**

Section 504 of the Rehabilitation Act of 1973 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.

If there are any questions, please contact:

Vanessa Fitz-Kesler, Director  
Mountain School  
311 West Cattle Drive Trail  
Flagstaff, Arizona 86005  
(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 students 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.

Pursuant to A.R.S § 41-151.12 and the Arizona State Library's Retention Schedule for charter schools, [https://apps.azlibrary.gov/records/general\\_rs/GS-1074.pdf](https://apps.azlibrary.gov/records/general_rs/GS-1074.pdf), special education records are held for four years after a student exits or is dismissed from special education in Mountain School.

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. If you would like those records, please contact the Special Education Director at 311 W. Cattle Drive Trail, Flagstaff AZ 86005, Phone: 928-779-2392, Fax: 928-779-3246.