

News from Stormy the Sidewinder SSE, A Great Place to Be!

August 2023

August
Character Trait:
Responsibility

Dear Families,

Welcome to the 2023-2024 school year at Superstition Springs Elementary. We hope everyone had a great summer and we are excited to see our Sidewinders! We look forward to a wonderful year!!!

Upcoming Events:

1. Front Office Opens – July 10 (8:00-3:00)
2. Class Lists available via Infinite Campus – July 18 (after 4:00)
3. Open House – Advantage Preschool, Building Blocks, KPrep, Kindergarten – July 21 (3:30-5:00)/grade 1-6 (4:00-5:30)
4. First Day of School – July 25
5. Early Release Wednesdays (1:55) – July 26, August 2, 9, 16, 23
6. Fall Picture Day – August 3
7. PTSO Wooden Spook Cookie Dough Fundraiser – August 7-21
8. School Council – August 7 (3:15)
9. PTSO – August 10 (3:15)
10. Kona Ice Treat Sale at Lunch – August 18
11. 11:55 Release – August 30

Morning Drop Off Routine

SSE will remain a closed campus in the morning. Students will go directly to class. Entrances will open at 7:50 a.m. and close at 8:05 a.m. Please see the map below for specific locations.

July 25-28 (only)

Kindergarten – will meet classroom teacher by the flagpole 7:50 a.m.- 8:05 a.m. (only Kindergarten students may enter by the flagpole.)

Grade 1 and 2 – will enter through the bike rack gate entrance and meet their teacher in the library.

Grades 3-6 – will enter the bike rack entrance, or the auto drop off entrance and go directly to the classroom (SSE employees and 6th grade students will be at all entrances to assist).

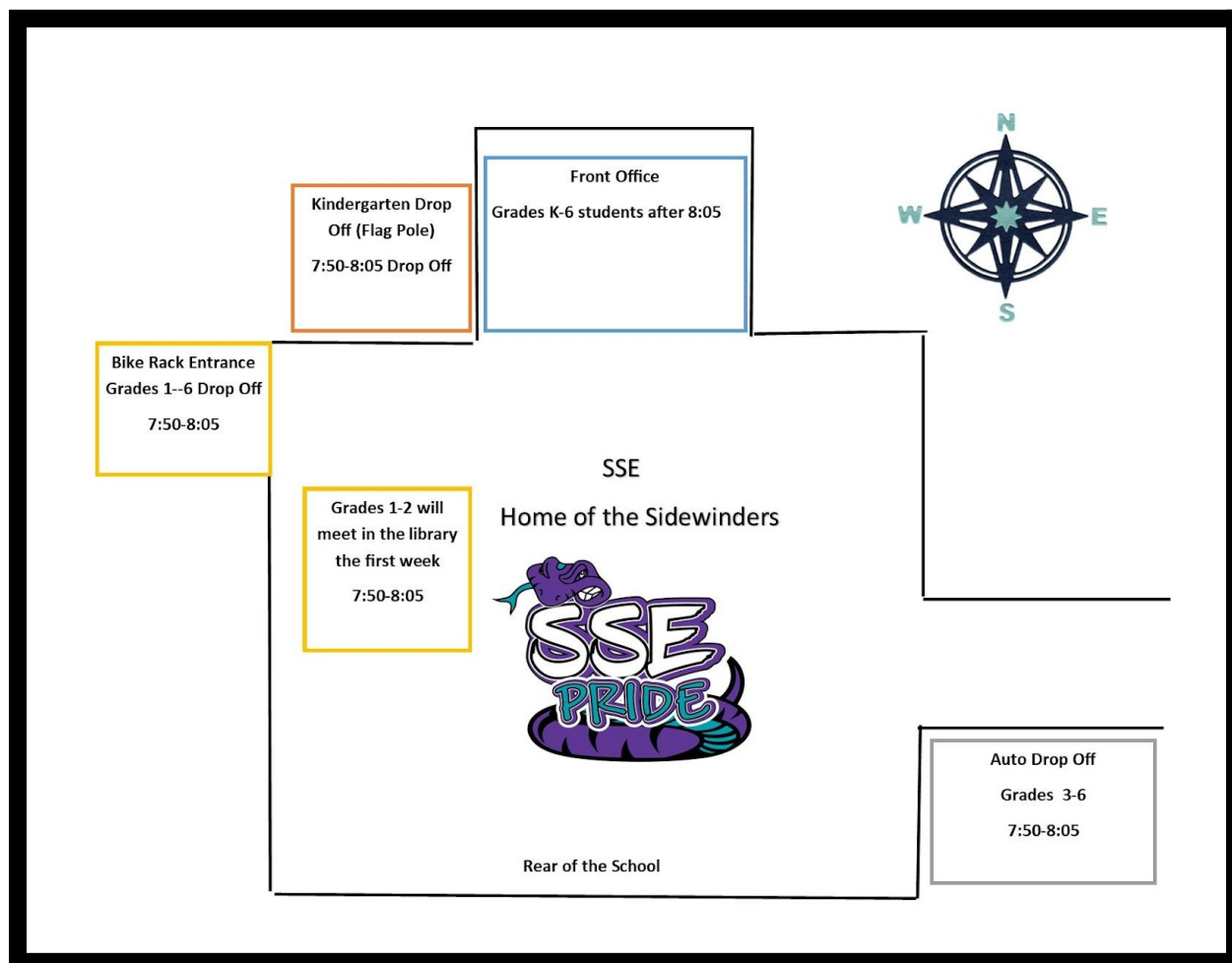
Tim Moses, Ed.D
Principal

Superstition Springs
Elementary
480-641-6413
Fax 480-854-881
www.gilbertschools.net

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Social Worker

SEL (Social and Emotional Lessons)

SEL will take place twice a month, in the Library where it will be co taught with Mrs. Harmsen and Mrs. Gardiner and the other time in your student's classroom. One program that we use is Second Steps. There are three main units in the Second Step program and one extra unit for kindergarten to 3rd grade. The following is a summary of each unit.

- Skills for Learning (Kindergarten to 3rd Grade): Students gain skills to help themselves learn, including how to focus their attention, listen carefully, use self talk to stay on task, and be assertive when asking for help with schoolwork. During this unit we look at picture cards, listen to songs, and play games.
- Empathy: Students learn to identify and understand their own and others' feelings. Students also learn how to take another's perspective and how to show compassion. During this unit, Kindergarten to 3rd grade students look at picture cards, listen to songs, and play games. Grades 4th to 6th watch video clips from Second Steps.
- Emotional Management: Students learn specific skills for calming down when experiencing strong feelings, such as anxiety or anger at school. During this unit Kindergarten to 3rd grade students look at picture cards, listen to songs, and play games. Grades 4th to 6th watch video clips from Second Steps.
- Problem Solving Steps: Students learn a process for solving problems with others in a positive way. During this unit Kindergarten to 3rd grade students look at picture cards, listen to songs, and play games. Grades 4th to 6th watch video clips from Second Steps.

Should you have any questions please feel free to contact me. If you would like your child not to participate in SEL, please click on the link below for the opt out form. Please print, complete, and return to the school. Thanks for all your support!

[SEL Form](#)

Shawnda Harmsen MS, RYT, RCYT
Email: shawnda.harmsen at gilbertschools.net

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Phone: 480.641.6413 x 1407

GPS Wellness Resources for Families: <https://www.gilbertschools.net/wellness>

Student Awareness Contract

AWARENESS CONTRACT AND STUDENT CONDUCT POLICIES FOR THE GILBERT PUBLIC SCHOOLS (GPS) 2023-2024

This "Awareness Contract" has been created in order to increase the safety and well-being of all students and staff in GPS. It confirms that all students and parents/guardians have received information regarding behavioral expectations (Student Handbook) as well as knowledge of access to all related policies via the GPS Website. [Videos](#) have been created to assist your understanding of this area.

All Governing Board Policies and Administrative Regulations and the Student Handbook may be accessed at: www.gilbertschools.net Policies specific to "students" are primarily located in Sections I and J of the GPS Policy Manual. An "Awareness Video" is also located at each school website which further outlines student behavioral expectations.

The Student Handbook contains required disclosure of information and highlights many other important components of being a successful student in our schools. Please pay particular attention to the following policies and regulations which can be found at [ASBA Policy Bridge](#):

- Policy IJNDB, IJNDB-R, and IJNDB-EA regarding use of technology resources and the Student Acceptable Use Agreement
- Policy JB, JB-R, JB-E, and JBA regarding discrimination and harassment
- Policy JE, JE-R, and JE-E regarding student attendance
- Policy JIC, JIC-RA, and JIC-RB regarding student conduct
- Policy JICA and JICA-R regarding student dress
- Policy EE, EEAA, and EEAE regarding student conduct on District vehicles
- Policy JICF and JICF-R regarding negative student group or gang affiliation
- Policy JICFA, JICFA-R, JICFA-EA, and JICFA-EB regarding hazing
- Policy JICK, JICK-R, JICK-EA, and JICK-EB regarding bullying
- Policy JICG and JICG-R regarding tobacco/vape pen use by students
- Policy JICH and JICH-R regarding drug/alcohol use by students
- Policy JICI regarding dangerous instruments and deadly weapons in school
- Policy JK and JKD regarding student suspension/expulsion/due-process rights
- Policy ACAA and ACAA-R regarding Title IX- Sexual Harassment

By your signatures below (parents will be signing electronically), you are affirming that:

- You and your student(s) are aware of and will abide by all GPS Policies and Regulations related to appropriate student behavior and expectations.

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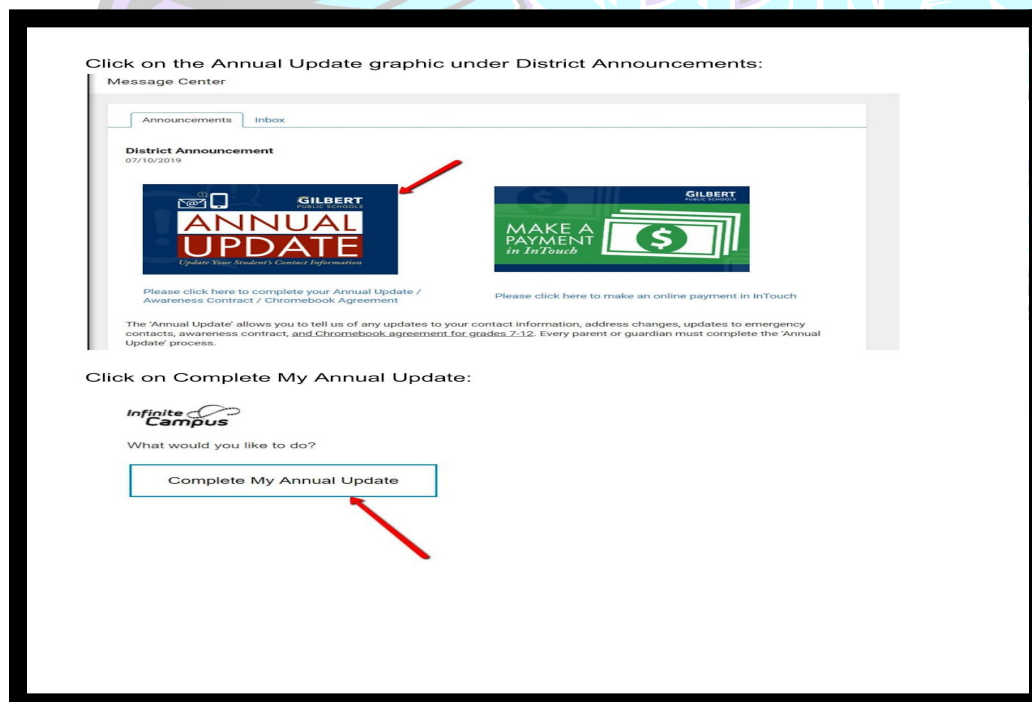
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- You and your student(s) are in receipt of and/or have been notified of electronic access to the GPS Student Handbook. The Handbook can be accessed at www.gilbertschools.net via each of the school's websites.
- You and your student(s) will abide by the GPS Use of Technology Resources Student Acceptable Use Agreement (IJNDB-EA and IJNDB-EC)
- If the student is found in violation of GPS Policies, he/she may be disciplined, which could include being suspended or expelled from school.
- I am aware that Gilbert Public Schools provides our students and teachers with numerous digital tools and systems to facilitate teaching and learning. These digital tools and systems include Google's G Suite for Education, for word processing, spreadsheets and presentation tools, in addition to non-core Google additional services such as YouTube. Video conferencing tools such as (but not limited to) Webex may also be used for remote and online learning.
- If further clarification is needed, you should contact the school principal.

Parents will be signing electronically.

Infinite Campus Emergency Contacts & 'Annual Update' Instructions for 2023-2024 School Year



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PTSO General Meeting Dates (all meetings are from 3:15-3:45)

August 10
September 7
October 19
November 9

December 14
January 18
February 8
March 7

April 11
May 9

SSE School Reminders:

School Hours (in-person)

Our school hours are from 8:10 a.m. – 2:55 p.m. Wednesday from 8:10 a.m.-1:55 p.m., and half days from 8:10 a.m. - 11:55 a.m. The first bell rings at 8:05 a.m. with the tardy bell ringing at 8:10 a.m. Thanks for your cooperation.

Attendance and Tardiness

Regular attendance is an important factor in the establishment of a good scholastic record. Missed work is often difficult to make up. There is no substitute for actual participation in the daily classroom activities, discussion, and work. Regular attendance is a necessity for two reasons: (1) it is required by state law; (2) it is essential to student success, enjoyment, and achievement of schoolwork. Irregular attendance may lead to a loss of school interest, poor or careless study habits, and a lack of potential achievement. Please help your child have a wonderful experience at Superstition Springs by having them attend regularly and on time. Please try to schedule doctor, dentist, and/or other appointments outside the school day. When absences or tardies occur, parents should notify the school office by calling 480-641-6413 before 8:30 a.m. the morning of the absence. If notification is not received, the student will be given an unexcused absence.

Absences:

Students who are not in school 90% of the time (18 absences) may be retained. Documentation and successful completion of the grade level is required before a student is considered for promotion. Students who are not in school the required amount of time may be reported to the County as truant. The complete attendance policy is available in the front office.

Late Arrival (Tardy):

If a student arrives after the tardy bell, he/she must report to the office before going to the classroom. Please notify the front office if your child is going to be late. The complete policy is available in the front office.

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Early Student Sign Out:

For the protection and safety of your child, a student will only be released from the classroom before regular dismissal time when the parent/guardian comes into the office and signs the child out. Students will only be released to person(s) authorized by the parent/guardian. Please remember leaving early (before the end of the school day) is counted as a tardy in the child's attendance record and accumulates the same as morning tardies.

Breakfast and Lunch

Breakfast is available for our students starting at 7:50 a.m. every morning. The cost is \$1.75. School lunches will cost \$2.90 per day, milk/juice \$.75, and water \$1.00. We use a computerized system to facilitate meal purchases. You may send cash or checks to purchase meals; please make checks out to Superstition Springs Elementary. You may also use mylunchmoney.com to put money on your child's account; however, there is an additional \$1.95 fee per transaction. You will be required to keep track of the positive balance in the account so that your children are able to purchase meals. Children may bring a cold lunch and purchase a carton of milk if they desire. Please refer to the information packet regarding free and reduced lunch and breakfast qualifications. We encourage families to fill out the packet. Breakfast and lunch menus are available on the District website each month.

Gilbert Public Schools receives important additional Federal funds based on income guidelines directly related to student free & reduced lunch eligibility. Taking the time to complete a [GPS Free & Reduced Lunch Application](#) means our schools can continue providing important additional academic support and services for students (even if your child decides not to participate in the lunch program). Thank you for taking the time to complete an online application and to help ensure our school receives its fair share of Federal funds.

You can complete the application online at www.gilbertschools.net/meals

Communication

We believe it is very important for parents and guardians to be involved in their child's learning. Communication between home and school is vital to this partnership. For this reason, we utilize our Infinite Campus program to send newsletters, updates, and reminders electronically. (Paper copies will be sent home with your child upon request.) Please make sure your child's teacher has your updated email address. In addition, all newsletters are also posted on our website at www.gilbertschools.net and can be accessed by clicking on the "Visit Your School" link on the right and selecting Superstition Springs.

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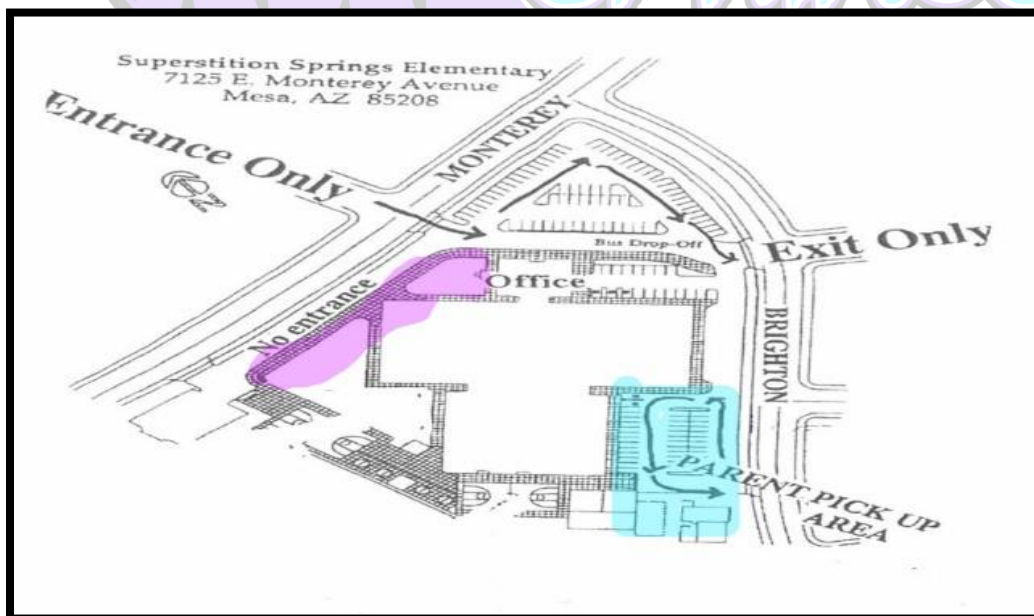
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Traffic Rules/Map

Also included in this packet is a map to communicate our traffic rules including drop off and pick up zones (Purple zone = flagpole walkers, parent pickup in front of school flagpole area, and bike riders/Teal Zone -= students will exit by the intermediate playground and cross at Brighton, and parent drive through pick up.)

Only buses and daycare vans are allowed to drop off in the front of the school. Parent drop-off and pick-up is located off Brighton. If using the drop-off/pick-up lane, please stay in your car and a staff member will help get to the car safely. Your patience is appreciated while waiting to enter this drive. You may park in the parking spaces provided in the front of the building and walk your child into school. Students are not allowed to walk in the parking lot without adult supervision.

Students may ride their bikes to school and we encourage them to obey all traffic rules and cross their bikes in the crosswalks. The bike rack is located at the side of the campus; please remember to bring a lock. For safety reasons, it is strongly recommended that all students riding bikes wear an appropriate helmet. After 8:05 a.m. parents should park in the parking lot and walk their students into the front office. We appreciate your assistance in following the traffic flow. This is a busy place and we want to keep everyone safe.



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Special Education Policies and Procedures

Special Education policies and procedures are available for review in the front office and on the GPS District website.

Child Find

The intent of Child Find is that all children **from birth through age 21** with delays or disabilities are identified, located and evaluated to receive the support and services they need (this includes any preschool-age students served on your campus).

Public schools and the Arizona Early Intervention Program are responsible for “finding” eligible children and providing services needed for them to reach their developmental milestones or meet their educational needs.

Districts are required to train all district staff on Child Find procedures each school year and have documentation in the form of sign in sheets and agendas for monitoring purposes. (R7-2-401.D.2). District personnel such as bus drivers, cafeteria workers, administrative assistants, teachers, para-educators, etc., should receive training on Child Find policies and procedures each year, including how to make referrals to Arizona Early Intervention Program (AzEIP) for children birth to three. Tragically, sometimes parents are told by school staff that they should call back when the child turns three. Staff unaware of AzEIP referral procedures may inadvertently prohibit a child from receiving valuable early intervention services. <http://www.azed.gov/special-education/az-find/> (Arizona Department of Education, 2013).

Identification/screening procedures shall be completed **within 45 calendar days** after enrollment for each kindergarten student and new student enrolling without appropriate screening records. The screening helps “identify” any areas of concern that need to be evaluated further. In order to receive early intervention or special education services, a child must be evaluated to confirm they have a delay or disability that falls under state definitions.

If needed, the child is evaluated by staff on your campus, using state criteria for specific delays or disabilities. If eligible, the Arizona Early Intervention Program or a public school system will offer early intervention or special education services according to the child’s needs.

- Early intervention supports and services assist families of children who are eligible by helping children ages Birth to three years develop to their full potential. In Arizona, early intervention services are provided through the Arizona Early Intervention Program (or AzEIP). Contact AzEIP at (602) 532-9960 if you have a child 0–3 years of age that you suspect may have a disability.

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- Preschool special education services for children ages 3–5 provide special strategies to help children reach their developmental milestones. Contact Amanacer Preschool at (480) 497-3461 if you have a child 3–5 years of age that you suspect may have a disability.
- Special education services for school-ages children in kindergarten through the age of 21 provide specialized instruction and services to assist children in the educational environment. Contact your local campus if you have a school-age student that you suspect may have a disability.

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 Disability 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 parent’s 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 records, 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 gathered 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.

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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 educational 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. These 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.

Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the

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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 student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

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 may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records upon request.

4) The right to file a complaint with the U.D. Department of Education concerning alleged failures by a school to comply with requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-4605
(202) 260-3887 Voice
(800) 877-8339 TDD

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 student’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 student.

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

Notificación Anual a los Padres con Respecto a la Confidencialidad de los Expedientes Académicos de los Estudiantes

La Ley de los Derechos y Privacidad Educacionales de la Familia (Family Educational Rights and Privacy Act o FERPA) es la ley Federal que protege la privacidad de los expedientes académicos de los estudiantes. FERPA les da a los padres ciertos derechos con respecto a los expedientes

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académicos de sus hijos. Estos derechos pasan al estudiante cuando éste alcanza la edad de 18 años o asiste a una escuela superior al nivel preparatoria. Estudiantes a quienes los derechos han sido transferidos son “estudiantes elegibles.”

- Los padres o el estudiante elegible tienen derecho a inspeccionar y revisar el expediente académico del estudiante que es mantenido por la escuela dentro de un período de 45 días a partir de la solicitud hecha al administrador de la escuela. No es obligación de las escuelas proporcionar copias a no ser que sea imposible para los padres o el estudiante elegible revisar el expediente académico sin copias. Las escuelas pueden cobrar una cuota por proporcionar copias.
- Los padres o el estudiante elegible tienen el derecho a solicitar por escrito que la escuela corrija el expediente académico que ellos creen sea inexacto o engañoso. Si la escuela decide no corregir el expediente académico, el padre o estudiante elegible tiene derecho a una audiencia formal. Después de la audiencia, si la escuela todavía decide no corregir el expediente, el padre o estudiante elegible tiene derecho de poner una declaración en el expediente que presenta su punto de vista sobre los datos protestados.
- Por lo general, las escuelas deben tener permiso de los padres o del estudiante elegible por escrito para poder revelar cualquier dato del expediente académico del estudiante.

Autoridades escolares con interés educacional legítimo

- Autoridad escolar es una persona empleada o contratada por la escuela para servir como administrador, supervisor, maestro o personal de apoyo (incluyendo personal de salud, personal policial, abogado, auditor u otros con funciones similares); una persona que sirve en la mesa directiva de la escuela; o padre o estudiante que sirve como miembro de un comité autorizado o que asiste a otra autoridad escolar en sus funciones;
- Un interés educacional legítimo significa que la revisión del expediente es necesaria para cumplir con una responsabilidad profesional para la escuela;

Otras escuelas en las que el estudiante está solicitando inscripción;
Autoridades especificadas para propósitos de auditoria o evaluación;
Partes competentes en relación a asistencia de financiamiento para un estudiante;
Organizaciones conduciendo ciertos estudios por o en nombre de la escuela;
Organizaciones de acreditación;
Para cumplir con una orden judicial o citación emitida de acuerdo con la ley
Oficiales competentes en casos de emergencias de salud y seguridad; y
Autoridades estatales y locales, dentro del sistema de justicia para menores, de conformidad con la ley estatal específica.

Las escuelas pueden divulgar, sin consentimiento, datos de “directorio” tales como nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento, honores y premios, participación en deportes (incluyendo estatura y peso de los atletas) y fechas de asistencia si no

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son notificados por los padres o estudiante elegible que la escuela no debe divulgar la información sin consentimiento.

La Ley de la Educación de Personas con Discapacidades (Individuals with Disabilities Education Act or IDEA) es una ley federal que protege los derechos de estudiantes con discapacidades. Además de los expedientes académicos normales, los expedientes académicos para estudiantes con discapacidades podrían incluir materiales sobre evaluación y exámenes, datos médicos y de salud, Programas Educativos Individualizados y notificaciones y autorizaciones relacionadas, reportes de progreso, materiales relacionadas con acciones disciplinarias y acuerdos de mediación. Tal información es reunida de un número de fuentes, incluyendo los padres del estudiante y personal de la escuela donde asiste el estudiante. También, con permiso de los padres, se pueden reunir datos de fuentes pertinentes adicionales, tales como doctores y otros proveedores de servicios de la salud. Estos datos son recogidos para asegurar que el menor es identificado, evaluado y provisto de una Educación Pública Adecuada Gratuita de acuerdo con las leyes estatales y federales sobre educación especial.

Cada una de las agencias participantes bajo la Parte B de IDEA debe asegurarse que, en todas las etapas de la recolección, archivo, retención y divulgación de los expedientes académicos a terceras partes, cumpla con las leyes federales de confidencialidad. Además, la destrucción de cualquier expediente académico de un menor con una discapacidad debe ser de acuerdo con los requisitos reglamentarios de IDEA.

Para información adicional o para presentar una queja, puede llamar al gobierno federal al (202) 260-3887 (voz) o al 1-800-877-8339 (TDD) o al Departamento de Educación de Arizona (ADE/ESS) al (602) 542-4013. O puede usted contactar:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, 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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Este aviso está disponible en inglés y en español en la website del ADE en www.ade.az.gov/ess/resources bajo formas. Para asistencia para obtener este aviso en otros idiomas, contacte al ADE/ESS en el número de teléfono/dirección que se da arriba.

Tim Moses, Ed.D
Principal

Superstition Springs
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This information is gathered 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 educational 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. These 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.

Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

Revised 6/26/03

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If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her task.

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 may disclose education records, without consent, to officials of another school district in which a student seeks or intends to enroll, if the school states in its annual notification of FERPA rights that it forwards records upon request.

- 4) The right to file a complaint with the U.D. Department of Education concerning alleged failures by a school to comply with requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
Washington, D.C. 20202-4605
(202) 260-3887 Voice
(800) 877-8339 TDD

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 student'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 student.

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

Revised 6/26/03

Tim Moses, Ed.D
Principal

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Notificación Anual a los Padres con Respecto a la Confidencialidad de los Expedientes Académicos de los Estudiantes

La Ley de los Derechos y Privacidad Educativos de la Familia (Family Educational Rights and Privacy Act o FERPA) es la ley Federal que protege la privacidad de los expedientes académicos de los estudiantes. FERPA les da a los padres ciertos derechos con respecto a los expedientes académicos de sus hijos. Estos derechos pasan al estudiante cuando éste alcanza la edad de 18 años o asiste a una escuela superior al nivel preparatoria. Estudiantes a quienes los derechos han sido transferidos son "estudiantes elegibles."

- Los padres o el estudiante elegible tienen derecho a inspeccionar y revisar el expediente académico del estudiante que es mantenido por la escuela dentro de un período de 45 días a partir de la solicitud hecha al administrador de la escuela. No es obligación de las escuelas proporcionar copias a no ser que sea imposible para los padres o el estudiante elegible revisar el expediente académico sin copias. Las escuelas pueden cobrar una cuota por proporcionar copias.
- Los padres o el estudiante elegible tienen el derecho a solicitar por escrito que la escuela corrija el expediente académico que ellos creen sea inexacto o engañoso. Si la escuela decide no corregir el expediente académico, el padre o estudiante elegible tiene derecho a una audiencia formal. Después de la audiencia, si la escuela todavía decide no corregir el expediente, el padre o estudiante elegible tiene derecho de poner una declaración en el expediente que presenta su punto de vista sobre los datos protestados.
- Por lo general, las escuelas deben tener permiso de los padres o del estudiante elegible por escrito para poder revelar cualquier dato del expediente académico del estudiante.

Autoridades escolares con interés educacional legítimo

- Autoridad escolar es una persona empleada o contratada por la escuela para servir como administrador, supervisor, maestro o personal de apoyo (incluyendo personal de salud, personal policial, abogado, auditor u otros con funciones similares); una persona que sirve en la mesa directiva de la escuela; o padre o estudiante que sirve como miembro de un comité autorizado o que asiste a otra autoridad escolar en sus funciones;
- Un interés educacional legítimo significa que la revisión del expediente es necesaria para cumplir con una responsabilidad profesional para la escuela;

Otras escuelas en las que el estudiante está solicitando inscripción;

Autoridades especificadas para propósitos de auditoria o evaluación;

Partes competentes en relación a asistencia de financiamiento para un estudiante;

Organizaciones conduciendo ciertos estudios por o en nombre de la escuela;

Organizaciones de acreditación;

Para cumplir con una orden judicial o citación emitida de acuerdo con la ley

Oficiales competentes en casos de emergencias de salud y seguridad; y

Autoridades estatales y locales, dentro del sistema de justicia para menores, de conformidad con la ley estatal específica.

Las escuelas pueden divulgar, sin consentimiento, datos de "directorio" tales como nombre del estudiante, dirección, número de teléfono, fecha y lugar de nacimiento, honores y premios, participación en deportes (incluyendo estatura y peso de los atletas) y fechas de asistencia si no son notificados por los padres o estudiante elegible que la escuela no debe divulgar la información sin consentimiento.

La Ley de la Educación de Personas con Discapacidades (Individuals with Disabilities Education Act or IDEA) es una ley federal que protege los derechos de estudiantes con discapacidades. Además de los expedientes académicos normales, los expedientes académicos para estudiantes con discapacidades podrían incluir materiales sobre evaluación y exámenes, datos médicos y de salud, Programas Educativos Individualizados y notificaciones y autorizaciones relacionadas, reportes de progreso, materiales relacionadas con acciones disciplinarias y acuerdos de mediación. Tal información es reunida de un número de fuentes, incluyendo los padres del estudiante y personal de la escuela donde asiste el estudiante. También, con permiso de los padres, se pueden reunir datos de fuentes pertinentes adicionales, tales como doctores y otros proveedores de servicios de la salud. Estos datos son recogidos para asegurar que el menor es identificado, evaluado y provisto de una Educación Pública Adecuada Gratuita de acuerdo con las leyes estatales y federales sobre educación especial.

Cada una de las agencias participantes bajo la Parte B de IDEA debe asegurarse que, en todas las etapas de la recolección, archivo, retención y divulgación de los expedientes académicos a terceras partes, cumpla con las leyes federales de confidencialidad. Además, la destrucción de cualquier expediente académico de un menor con una discapacidad debe ser de acuerdo con los requisitos reglamentarios de IDEA.

Para información adicional o para presentar una queja, puede llamar al gobierno federal al (202) 260-3887 (voz) o al 1-800-877-8339 (TDD) o al Departamento de Educación de Arizona (ADE/ESS) al (602) 542-4013. O puede usted contactar:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D. C. 20202-5901

Arizona Department of Education
Exceptional Student Services
1535 W. Jefferson, BIN 24
Phoenix, AZ 85007

Este aviso está disponible en inglés y en español en la website del ADE en www.ade.az.gov/ess/resources bajo formas. Para asistencia para obtener este aviso en otros idiomas, contacte al ADE/ESS en el número de teléfono/dirección que se da arriba.

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