



Annual Notice to Parents and Guardians

Equal Opportunity at Tucson Preparatory School

Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973 carry the notice requirement mandating the Tucson Preparatory School policy of nondiscrimination.

This school does not discriminate on the basis of race, color, national origin, sex or handicap in its education programs or activities which it operates or in its employment practices.

Vocational Program Equal Opportunity Section IV(O) of the March 21, 1979 Federal Register guidelines for Civil Rights compliance in vocational education requires a notification to the public that: All vocational opportunities will be offered without regard to race, color, national origin, sex or handicap.

Compliance Officer

The person designated to coordinate Title IX and Section 504 is:

Jody Sullivan, Director
Tucson Preparatory School
104 East Prince Road
Tucson, Arizona 85705
Phone: (520) 622-4185

Handicapped Student Notice

Tucson Preparatory School operates a public secondary program, and according to the Rehabilitation Act of 1973 (Section 504 Regulations) we must provide a free appropriate education to each qualified handicapped child in the most normal setting appropriate.

Tucson Preparatory School needs help in identifying and locating qualified handicapped persons who are not receiving a public education. If you know of a handicapped person of school age (21 or below) not in school, please contact Tucson Preparatory School so we may comply with our duty under this law to provide an educational opportunity to the individual. The person to contact is:

Hans Malmstedt
Tucson Preparatory School
104 East Prince Road
Tucson, Arizona 85705

Absence from School

Notification of Parents

Legislation from the 1987-1988 school year under Title 15, Chapter 8, Article 1, Section 15-807 requires:

A) If a student is absent from school without excuse or without notice to the school by the parent/guardian, the school shall make a responsible effort to promptly telephone and notify the parent of the pupil's absence from school.

B) On or before the enrollment of a pupil, the school shall notify parents of their responsibility to authorize any absence of the pupil from school and to notify the school in advance or at the time of any absence and that the school requires that at least one telephone number, if available, be given for purposes of this law.

The school of enrollment shall be promptly notified of any change in the phone number. Parents are encouraged to notify the school in all cases of pupil absences.

Notification to Parents Regarding Confidentiality of Student Educational Records

Tucson Preparatory School has policies regarding the collection, storage, retrieval, use and transfer of educational records of all students to ensure the confidentiality of the information and to guarantee parents and students rights to privacy. These policies and procedures are in compliance with:

- A) The Family Education Rights and Privacy Act, Title XX United States Codes, Section 1231-G and 1232-H, and the Federal Regulations (45CFR, Part 99) issued pursuant to such act;
- B) The Education of all Handicapped Children Act, Title XX United States Codes, Section 1412 (2) (D) and 1417 (C), and Federal Regulations (45CFR, 121A560-575) issued pursuant to such act;
- C) Arizona Revised Statute Title XV, Section 151, as amended 1978. Student education records are collected and maintained to help in the instruction, guidance, and educational progress of the student, to provide information to parents and staff, to provide a basis for the evaluation and improvement of school programs, and for legitimate educational research.

The student records maintained by the school may include but are not necessarily limited to identifying data, report cards and transcripts of academic work, completed standardized achievement test scores, attendance data, reports of psychological testing, health data, teacher or counselor observations, and verified reports of serious or recurrent behavior patterns.

These records are maintained in the school office under the supervision of the registrar and school director and are available only to the teachers and staff working with the student. If your son or daughter should transfer to another school, these records will be sent to the new school upon its request. Otherwise records are not released to agencies or persons without prior written consent of the parent.

You have the right to inspect and review any and all records related to your child including a listing of the persons who have reviewed or have received copies of the information. You also have the right to review the educational and work histories of the teachers and staff who instruct your child(ren). Parents wishing to review their child's records or their child's teachers' records should contact the school for an appointment. School personnel will be available to explain the contents of the records for you.

Copies of student educational records will be made available to parents when it is not practicable for you to inspect and review the records at the school. Charge for the copies of records will be the actual cost of copying, which is usually 10 cents per page.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made and to add comment of your own. If at any time an agreement between the school and parent cannot be reached, you may contact the school director and request a hearing.

Federal law also permits the parent to file a complaint with the United States Office of Education in Washington, D.C. if you feel the school is violating public school records policies and statues.

During the school year, the school staff may compile non-confidential student directory information such as student's name, date and place of birth, address, telephone number, grade, school of attendance, most recent school attended, diplomas, awards and honors received, major field of study, record of participation in officially recognized activities and sports, height, weight, and team members, personally identifiable photographs, video tapes, films, and other visual media, personally identifiable interviews, either audio only or audio and visual and other similar information.

According to state and federal law, this directory information as identified may be publicly released without permission of parents. If you do not wish any or all of this information released about your son or daughter, you may so request by signing the form on this page and returning it to the school principal within ten days of receipt of this notice. If this notification is not received, we will assume that your permission is given to use the directory information as described for your son or daughter.