



Acknowledgement of Special Notices

The Family Educational Rights and Privacy Act (FERPA), a Federal law, require that Canyon Grove Academy, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Canyon Grove Academy may disclose appropriately designated "directory information" without written consent, unless you have advised Canyon Grove Academy to the contrary in accordance with Canyon Grove Academy procedures. The primary purpose of directory information is to allow Canyon Grove Academy to include this type of information from your child's education records in certain school publications or electronic media including newsletters, websites, blogs, etc. Examples include:

- A playbill, showing your student's role in a drama production, Honor roll or other recognition lists such as Spelling Bee, Geography Bee, Science Fair, Principal's 100 Club, Student of the Month, Newspaper, Graduation Programs, Sports Activities, Yearbook and any other school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, telephone listings – unless parents have advised LEA that they do not want their student's information disclosed without prior written consent.

If you do not want Canyon Grove Academy to disclose directory information from your child's education records without prior written consent, you must notify Canyon Grove Academy in writing by August 1st, 2017. Canyon Grove Academy has designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

Print Student's Name and Grade _____

Date: _____

I Give CGA Permission: Parent/Guardian Signature: _____

Date: _____

I DO NOT Give CGA Permission: Parent/Guardian Signature: _____

Date: _____



Acknowledgement of Special Notices, continued

ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

In compliance with Section 504 of the Rehabilitation Act ("504") and the Americans with Disabilities Act (ADA), Canyon Grove Academy will provide reasonable accommodations to qualified individuals with disabilities. Students, parents or employees needing accommodations should contact their school ADA/504 Coordinator. In compliance with the Equal Educational Opportunity Act of 1974 and Title VI of the Civil Rights Act of 1964, it is Canyon Grove Academy's policy to provide alternative language services to limited English proficient (LEP) students so that students with language barriers have a meaningful opportunity to participate in Canyon Grove Academy's educational programs. Canyon Grove Academy provides English as a Second Language (ESL) instruction and other effective services to students who are identified as LEP by means of a thorough evaluation process. Parents or guardians who want to request alternative language services for their child should contact Canyon Grove Academy.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY

It is the policy of Canyon Grove Academy to provide equal educational and employment opportunities for all individuals. Therefore, Canyon Grove Academy prohibits all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran's status. This policy extends to all aspects of Canyon Grove Academy's educational programs, as well as to the use of all Canyon Grove Academy facilities, and participation in all school-sponsored activities.

CIVIL RIGHTS GRIEVANCE PROCEDURE

Compliance of discrimination should be filed with the individual's principal or supervisor and/or with the school Compliance Officer/EEO Coordinator according to the provisions of the School Civil Rights Grievance Procedure, copies of which are available at Canyon Grove Academy. If the complaint is against the principal or supervisor, the complaint may be filed directly to the Compliance Officer/EEO Coordinator or to the Canyon Board Academy Board of Trustees.

Complaints of discrimination should be reported as soon as possible, but no later than 90 days after the incident(s) in order to be effectively investigated and resolved.

Students Name and Grade _____

Parent/Guardian Signature: _____ Date: _____