

APPENDIX E

DOCUMENTS and DISTRICT FORMS

Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within

45 school days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo, académicos o de comportamiento, disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 45 días de escuela desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades*.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the Family Educational Rights and Privacy Act (FERPA), parents, guardians and students over 18 years of age (“eligible students”) have certain rights with respect to that student’s education records. If the student is 18 years old, even if in high school or living with the parent/guardian, the student has all the rights under this Act. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day Life School receives a written request.
2. The right to request the amendment of the student’s education records that the parent, guardian or eligible student believes are inaccurate or misleading. If Life School decides not to amend the record as requested by the parent, guardian or eligible student, Life School will notify the parent, guardian 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, guardian 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 that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Life School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a student teacher; a person serving on the School Board/Board of Directors; a person or company with whom Life 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 tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Life School discloses education records without consent to the following parties or under the following conditions: officials of another school in which a student seeks to enroll; organizations conducting certain studies for or on behalf of the school; accrediting organizations; appropriate officials in cases of health and safety emergencies; state and local authorities, within a juvenile justice system, pursuant to specific State law; and to comply with a judicial order or lawfully issued subpoena.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by Life School to comply with the requirements of FERPA. Written complaints should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue S.W., Washington, D.C. 20202-4605.

Under FERPA, “directory information” includes the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency or institution attended.

Directory information does not include the student’s social security number or student identification number, unless the student identification number, user identification number, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a personal identification number, password, or other factor known or possessed only by the authorized user.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Use of Student Photos and Directory Information Opt Out Form

You have the right to choose whether your student's information is released or not. Please check a box in the appropriate column below and return this form to your student's school. **Parents, guardians, or eligible students who do not check a box, or who do not return this form, give their implied consent for release of directory information, consent to student photographs (grades K–12), and consent to release directory information to the military (grades 9–12 only).** Please return this form directly to the student's school either in person or by U.S. mail. If you have more than one student enrolled, you must complete a separate form for each student.

INFORMATION ABOUT THE MILITARY

The military requests, and is entitled to, the names, telephone numbers, and addresses of high school juniors and seniors, unless the parent, guardian or eligible student checks Box C in the high school portion of this form. The military typically requests this information in the Fall semester of each academic year. **If you do not want information to be released to the military, you must return this form by October 1st in order to ensure that your preferences are entered in time.** Parents, guardians and eligible students are encouraged to remember that checking Box C means that Life School will not release student information to the military, but it does not mean that the military might not gather student information from other sources not affiliated with Life School.

ALL STUDENTS GRADES KINDERGARTEN – 12	ALL STUDENTS IN GRADES 9-12
<p data-bbox="277 1079 727 1108">PLEASE MARK EACH APPLICABLE BOX:</p> <p data-bbox="253 1136 781 1310">A. <input type="checkbox"/> I do NOT consent to the release of directory information about the student named below outside the district such as newspapers and other media, except as authorized by law.</p> <p data-bbox="253 1339 781 1514">B. <input type="checkbox"/> I do NOT consent to the release of photographs or directory information within the district such as yearbooks, rosters for sports information, programs or articles.</p>	<p data-bbox="987 1079 1256 1108">RELEASE TO MILITARY:</p> <p data-bbox="873 1136 1409 1283">C. <input type="checkbox"/> I do NOT consent to the release of the above directory information to the military about the student named below.</p>

Student's Full Legal Name (Printed)

Students Date of Birth (month, day, year)

Parent/Guardian/Full Legal Name (Printed)

Parent/Guardian Signature

Date (month, day, year)



Computer and Internet Acceptable Use Agreement

STUDENT

I understand and will abide by the above Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Name: _____
(Please Print)

Campus Name: _____

User's Signature: _____
Date

PARENT OR GUARDIAN

As the parent or guardian of _____, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for Life School to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the telecomputing network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for this student.

Parent or Guardian's Name: _____
(Please Print)

Date _____ Signature _____



Life School

2015-2016 School Year

Student and Parent Handbook Acknowledgment

YOU MUST COMPLETE AND RETURN THIS FORM TO YOUR CHILD'S CAMPUS

Student's Last Name (Please Print)	Student's First Name (Please Print)	Student's Middle Name (Please Print)
Student's Birth Date (mm/dd/yyyy)	Student's Grade	Student's Homeroom Teacher (if applicable)
Student's Campus	Student's ID (if known)	

LIFE SCHOOL was founded on the premise that parents are a child's primary teachers and should be involved in their ongoing formal education. Therefore, you as parent, legal guardian or other legally responsible adult for a child attending LIFE SCHOOL acknowledge the following:

1. I have read and understand the Student/Parent Handbook and the Student Code of Conduct and the listed guidelines including the truancy policy.
2. I understand and consent to the responsibilities outlined in the LIFE SCHOOL Student/Parent Handbook & Student Code of Conduct.
3. I also understand and agree that my child shall be held accountable for the behavior and consequences outlined in the Student/Parent Handbook at school and school-sponsored activities, including school-sponsored travel and any school-related misconduct, regardless of time or location.
4. I have read and understand the uniform dress code for LIFE SCHOOL. My child may be subject to disciplinary action for failing to follow policy. If I am unable to provide the required uniform for my child, I may contact campus administration for possible assistance.
5. I have read and understand LIFE SCHOOL policy regarding cell phones on campus and their prohibited use during all Texas Student Assessment Program testing.
6. I am also aware that the use of tobacco products by any individual is prohibited on all District property.
7. I understand that any student who violates the rules in the Student/Parent Handbook shall be subject to disciplinary action.
8. I have read and understand the general LIFE SCHOOL complaint procedure requirement that teachers will be a parent's first contact before bringing a complaint to the administration.
9. I understand that the above check list and that the LIFE SCHOOL Student/Parent Handbook and Student Code of Conduct may not include all requirements and responsibilities of the School and that for additional information or clarification of material, I should contact my child's campus principal's office.

Please visit <http://www.lifeschools.net/> to access our Student/Parent Handbook.

Signature of Student (Age 10 or older)		Signature Date
Parent/Guardian Last Name	Parent/Guardian First Name	Parent/Guardian Middle Name
Signature of Parent/Guardian		Signature Date