



Parental Rights Policies and Procedures

Recently approved Arizona legislation requires school districts to notify parents and families of their rights and what they can access from the school district. At Clarkdale-Jerome School, we want to be open and transparent about what this new legislation means and have outlined specific protocols.

Visitors to Schools

Governing Board Policy KI (Visitors to Schools) “allow for visits, tours and observations of all classrooms by parents of enrolled pupils and parents who wish to enroll their children in the future. The form located below (Visitors to Schools) will allow you to request a school tour/visit and/or classroom observation. Please complete this form and return to our principal, Mrs. Westcott. She will work with you to arrange for a visit or observation.

Link to **CJSD Board Policy** [VISITORS TO SCHOOL POLICY KI-E](#)

Parental Involvement in Education

Materials Access – Parents or guardians of students enrolled in the District shall have access in advance to instructional materials, learning materials and activities currently in use, or being considered for use, in the District. Such access shall be governed by the following:

- A. Requests must be in writing and must specify the materials that the parents or guardians want to review.
- B. Requests shall be submitted to the office of the Superintendent.
- C. At least one (1) copy of such instructional materials shall be available for parent or guardian review.
- D. Printed textbooks, supplementary books, and other printed subject matter may be checked out for removal from District premises for up to forty-eight (48) hours. All other materials, including films, may be reviewed only on District premises.
- E. School personnel involved in handling requests to review materials will notify the parents or guardians as to when and where such materials may be picked up or reviewed.
- F. Materials will be available on a first-come, first-served basis.

Written and Electronic Access to Records - Parents may request the written and electronic records accessible under A.R.S. 15-143 from the District office, including, but not limited to, all of the following:

- A. Attendance records
- B. Test scores of school-administered tests and statewide assessments
- C. Grades

- D. Extracurricular activities or club participation
- E. Disciplinary records
- F. Counseling records
- G. Psychological records
- H. Applications for admission
- I. Health and immunization information, including any medical records that are maintained by a health clinic or medical facility operated or controlled by the school district or charter school or that are located on school district or charter school property.
- J. Teacher and counselor evaluations (of students)
- K. Reports of behavioral patterns
- L. E-mail accounts (of their child)
- M. Online or virtual accounts or data

When a parent submits a written request for information to the Superintendent or a school principal during regular business hours:

- A. The Superintendent or Principal shall:
 - 1. Deliver the requested information to the parent within ten (10) calendar days, or
 - 2. Provide to the parent a written explanation for denial of the requested information.
- B. If the requested information is denied or is not received by the parent within fifteen (15) calendar days:
 - 1. The parent may submit in writing to the Governing Board a request for the requested information, and
 - 2. The Governing Board shall consider the request at the next scheduled meeting of the Board on which the request can be properly noticed. If the request cannot be properly noticed on the next scheduled meeting agenda, the Governing Board shall formally consider the request at the next subsequent public meeting of the Governing Board.

Objections to Learning Materials and Activities

A student whose parent or guardian objects to any learning material or activity may be withdrawn from the activity or from the class or program in which the material is used, providing:

- A. The objection is in writing and is specific in its description of the activity or learning material to which the parent or guardian objects.
- B. The objection includes a statement that the parent or guardian understands that the educational information and concepts covered in the activity or material may not be covered in any other manner or form and that the parent or guardian understands that the student may not be able to make up the material or activity in any other way.

- C. Although the student may be unable to make up for the missed activity or material, no penalty will accrue to the student in grades or credit, with the exception that, if the objection removes a student from a substantial portion of a class, promotion and credit decisions will be based on applicable District policies.
- D. All such objections shall be directed to the principal of the school in which the student is enrolled, who shall forward a copy of the written objection to the Superintendent, indicating that the student has been removed from the activity or stating the reason for non-removal.
- E. Upon receiving a principal's recommendation for removal or non-removal, the Superintendent will review the situation and make a decision regarding the matter and communicate that decision to the parent or guardian and the principal.
- F. Within ten (10) days after receiving notification of such decision from the Superintendent, the parent or guardian may request an appeal to the Board.

If you would like to learn more about your rights as a parent, please click on the following links below:

Link to **CJSD Board Policy Exhibit [PARENTS BILL OF RIGHTS Policy KB-EB](#)**

Link to **Arizona Department of Education [PARENTAL RIGHTS HANDBOOK](#)**

Availability of Instructional Employee Resumés

The District administration shall inform enrolled students' parents or guardians of the availability of each teaching employee's resumé and make that document available for inspection upon the request of an enrolled student's parent or guardian. Such information shall not include a teacher's address, salary, social security number, and telephone or other personally identifiable information as determined by the District.

If you would like to view this information, it will be available at the Clarkdale-Jerome School District Administration Office located at 1615 E. Main Street, Clarkdale, AZ 86324. Should you have any questions, please contact Kris Fuchs at (928) 634-5035 for assistance.