

Berean Academy

Parent/Scholar Handbook



Home of the Eagles

*We are a collaborative academic community
focused on scholar learning and achievement.
We will set high expectations and provide each scholar
with the essential tools to succeed.*

Sierra Vista Campus
1169 N. Colombo Ave.
Sierra Vista, Arizona 85635
Phone 520-459-4113
Fax 520-459-4121
Serving grades K-12

School Hours
Monday through Thursday
Kinder-6th 8:00 a.m. to 3:30 p.m.
7th – 8th 7:50 a.m. to 4:00 p.m.
9th – 12th 7:50 a.m. to 4:00 p.m.
Flex Friday (Make-up/Discipline Day)
8:00 a.m. - Noon
Aftercare Noon - 5:30p.m.

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School Calendar: is available on our web-site or at the Front Desk

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Berean Academy Scholar's Pledge

My Education is my responsibility, and I take this opportunity seriously.

I choose to behave with honesty and respect toward others and myself.

Learning to control myself is the key to my success.

As I do, I can expect my Mentors and other staff members
to help me accomplish my goals.

Berean Academy Mentor's Pledge

It is my privilege and responsibility to educate each scholar
to the full potential of their ability.

Exercising self-control and drawing upon the resources of our Professional

Learning Community will ensure our scholars' and our success.

I choose to behave with honesty and respect toward others and myself.

Welcome

Welcome to Berean Academy! We are excited to have your scholar attending our school. Berean Academy is a free public charter school, open upon availability to any scholar regardless of race, ethnicity, religion, age, disability or national origin. Berean Academy is supported by the Arizona State Board for Charter Schools and the Arizona Department of Education. It is our commitment to provide a safe, happy, and educational environment for all scholars.

Mission Statement

We are a collaborative academic community focused on scholar learning and achievement. We will set high expectations and provide each scholar with the essential tools to succeed!

Vision Statement

Berean Academy is where students are valued for being an individual. We provide a safe, family-oriented environment, where we discipline and educate through Love and Logic. We value a high moral code and strive to be a thriving academic and extra curriculum community that fulfills the needs of all students.

Public Records

Upcoming Board meetings are posted prior to the actual event on the bulletin board in the school office and the school website. Board minutes are kept in a three ring binder in the business manager's office and on the school website. Employee resumes are also in a three ring binder in the office, both are available upon request for inspection by parents.

Accreditation

Berean Academy Kindergarten through 12th Grades are accredited by



<http://www.advanc-ed.org/oasis2/u/par/accreditation/summary?institutionId=54712>

IT'S THE LAW

A.R.S. 13-3620 Requires that school personnel and anyone else who has the responsibility for the care or treatment of children MUST report child abuse to the Police or Child Protective Services. Child abuse includes: physical abuse, sexual abuse, and neglect.

Berean Academy and the Cochise County Interagency Protocol require that both the Police and CPS be notified.

A.R.S. 13-3620 also states that anyone who fails to report suspected child abuse is guilty of a Class I misdemeanor.

A.R.S. 13-3620 further states that anyone acting with malice, who knowingly and intentionally makes a false report is guilty of a Class III misdemeanor.

IF YOU KNOW OF ANY SUSPECTED ABUSE

1. Share the information immediately with one or more of the following: Principal, Counselor, or Social Worker.
2. Either help make the report to CPS or report the information yourself to:
CPS: 1-888-767-2445 or Sierra Vista Police: 520-458-3311
*Please see A.R.S. 13-3620.1 in regards to reporting suspected child abuse.

504 Plans Identification Process

1. If a student is experiencing educational difficulties, a Multi-Disciplinary Educational Team (MET) will meet to discuss these concerns. These concerns can be brought to the MET by filling out the MET FORM (Appendix A).
 - a. Educational difficulties must include low performance in classes or not being able to access the curriculum in the same way the other students in class do.
 - b. MET is comprised of the 504 coordinator, the classroom teacher/s, and parents (if possible). 504 Coordinator may invite other teacher experts such as the Title I, ELL, OT, and/or SPEECH teachers.
 - c. Parents and/or teachers may fill out the MET FORM.
 - d. Documentation, such as a letter from a doctor or medical records, of the student's disability, difficulties, diagnoses, or challenges must be provided by the parent.
2. The MET form is then given to the MET team. The MET team will discuss intervention strategies to help correct the difficulties. The primary function of the MET is to offer assistance to teacher.
3. If the strategies are unsuccessful after a 9 week period (or longer, if deemed appropriate by the MET team), the team can make a referral for evaluation the SECTION 504, Special Education, or Title I (Appendix A).
4. If the parent is bringing in a 504 plan from another school for the student, the MET team does not need to try other strategies for a 9 week period (or longer) to make the referral. However, the MET may require that the student be evaluated by the new MET team in order to secure proper accommodations and a new 504 plan for the student. The 504 Coordinator will notify the parents/guardians in writing of the school's reason and intent to conduct an evaluation. The notice should include a description of the evaluation (Galileo, FBA, Brigance, or psychological/academic evaluations) and procedural safeguards. Berean Academy would prefer that the parents' signature is obtained for best practices (found in eIEP Pro).
 - a. **Procedural Safeguards:** The Individuals with Disabilities Education Act (IDEA), the Federal law concerning the education of students with disabilities, requires schools to provide parents of a child with a disability with a notice containing a full explanation of the procedural safeguards available under the IDEA and U.S. Department of Education regulations. A copy of this notice must be given to parents only one time a school year, except that a copy must be given to the parents: (1) upon initial referral or parent request for evaluation; (2) upon receipt of the first State complaint under 34 CFR §§300.151 through 300.153 and upon receipt of the first due process complaint under §300.507 in a school year; (3) when a decision is made to take a disciplinary action that constitutes a change of placement; and (4) upon parent request. [34 CFR §300.504(a)]

- b. Major life activities include: caring for ones 'self, walking, seeing, speaking, learning, performing, manual tasks, working, hearing, and/or breathing.
 5. The MET team will then meet to analyze the evaluation data (and/or old 504 plan) to determine if the individual has a mental or physical impairment which substantially impairs a major life activity and is in need of special accommodations.
 - a. A physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological, musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive, genitourinary; hemic and lymphatic; skin; and endocrine or any mental or physical disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities. The term "physical or mental impairment" includes, but is not limited to such disease and conditions orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction, and alcoholism.
 - b. The MET team must consider the following factors about the student, disability, evaluation, and service options:
 - i. Evaluation results
 - ii. Section 504 eligibility
 - iii. The student's unmet needs
 - iv. Services and/or accommodations based on eligibility
- Discussion and planning of possible in-services for staff on how to best meet the needs of the student in order for him/her to access the curriculum.

Drafting and Implementation of Section 504 Plans

6. **If** the student has met the requirements of having a mental or physical impairment which substantially impairs a major life activity and is in need of special accommodations, the 504 Coordinator will lead in the process of having the MET develop a 504 plan that includes each area of difficulty and the accommodation for that difficulty (in eIEP Pro). Parents must be consulted and given the opportunity for input regarding the accommodations.
 - a. The 504 plan must include a description of the disability, difficulties, diagnoses or challenges and how they affect the student in the classroom, as well as documentation of the diagnoses from the doctor.
 - b. Each area of difficult and the accommodation for the difficulty must also be described.
 - c. For each reporting period, the 504 Coordinator must require the teachers to send a progress report based on how the accommodations are helping the student access the curriculum and the student's progress in the classroom.
 - a. The 504 Coordinator will have the plan in a secure location. The parents will obtain a copy. The student's teachers will also obtain a copy which will be returned to the 504 Coordinator at the end of the school year.

Grievance Procedures

Parents may file a complaint with the school if they feel that the school is failing to meet the needs of the student via the 504 plan or discrimination by writing a letter to the 504 Coordinator which indicates:

- a. The complaint
 - b. The reasons for the complaint (how they feel the school is not meeting the needs of the child).
 - c. What they feel the school should do to better meet the needs of the student
2. The letter must be addressed and given to the 504 Coordinator.

3. Within 10 days, the 504 Coordinator will give the letter to the principal to carry out an independent investigation in order to determine the allegation in the complaint.
4. Within 10 days of receiving the letter, the investigation must be concluded and the principal must call a meeting with the MET team, the 504 Coordinator, the parents, and any of the parties in question.
 - a. The principal will allow the 504 Coordinator and teachers to respond to the complaint and provide evidence that the 504 plan is being adhered to and the student's needs are being met.
 - b. Parents may present witnesses and evidence to the contrary.
 - c. The principal and the 504 Coordinator will meet with the MET team and the parent to try to mediate the situation.
 - d. A review of all of the relevant information will be done in order to make a determination as to what will be done to mediate the situation and provide the student with the accommodations to better meet his/her needs, re-written 504 plan, or the best way to respond to the allegations.
 - e. Within 10 days of the meeting, the 504 Coordinator must draft a letter to the parents that include:
 - i. The complaint/allegations
 - ii. Evidence found
 - iii. The outcome of the complaint
 - iv. Assurance of how the school will prevent re-occurrence of any discrimination and to correct its effects of the complaint.
5. If an accord cannot be met, the principal will refer the complaint to the school's governing board for further action.

Berean Academy Child Find Procedures

1. Berean Academy will maintain documentation in the school office "Child Find Log" of the public awareness efforts to inform the public and parents within their jurisdiction of the availability of special education services. *300.125, AAC R702
2. Screening activities will be implemented for all newly enrolled scholars at the school. This will include, but is not limited to, procuring and reviewing all scholar files from scholars who were previously enrolled in another school and the completion of a screening form by the homeroom mentor for all newly enrolled scholars.
3. The screening of scholars will be completed within 45 days of enrollment.
4. The screening will include consideration of academics, cognitive issues, vision, hearing, adaptive development, communication, emotional, and psychomotor skills as required by AAC R7-2-401(C).
5. Berean Academy will maintain documentation and annually report the number of children with disabilities that have been identified, located, and evaluated. *300.125
6. Berean Academy will refer children suspected of having a disability, aged birth through two years to the Arizona Early Intervention Program for evaluation or services, and will refer preschool children to their local district.

Goals and Objectives

When scholars complete their studies at Berean Academy, we expect them to seek the truth in all areas, think creatively, initiate action, follow through on tasks, and evaluate results. Each scholar will have the tools by which they can form their own personal living philosophy and an awareness of the commitment and courage needed to live by that philosophy. The objectives of Berean Academy are:

- » To motivate scholars
- » To foster responsibility for all scholars
- » To mentor and facilitate scholar learning
- » To prepare our scholars for success after high school and become successful adults.

Curriculum

Berean Academy insures quality, child-centered curriculum. All curriculums are aligned with the Arizona Department of Education standards. In addition, our curriculum will emphasize strong family values through Character Counts, and positive moral character as well as personal responsibility through Love and Logic. We utilize recognized publishing companies and supplement our curriculum with hands-on activities and projects.

Beyond Textbooks

The Curriculum used at Berean Academy for K-12 in reading, writing, math, science, art, PE, and history. Beyond Textbooks, a comprehensive program of curriculum development, instructional improvement, scholar assessment, and multi-level interventions, is the result of this philosophy of planning, teaching, and sharing.

You can access it at www.beyondtextbooks.org Look for the parent portal.

Assessment System

Berean Academy uses the GalileoAssessment System

(<http://www.ati-online.com/>). Students are assessed in

English/Language Arts and Math in August, October, December,

March and May. The purpose is to make sure that the students are learning what they are supposed to be learning for their grade level. When students are not learning what they need to learn, they are sent to Friday School, Tutoring, or Intervention. This helps prepare them for the following grade level. If you are interested in knowing more about your child's score, please email Mrs. Enriquez in Title I at benriquez@bereanschs.education.



Edmentum Blended Learning System



Berean Academy uses the Edmentum Learning System to provide additional coursework for our middle and high school scholars. For scholars who need additional challenges, need to make up courses, or want to take a course that is difficult to accommodate within the day, the Edmentum System can help provide these courses as needed. We understand that, as an educator, one of our biggest challenges is finding new ways to improve student achievement and simultaneously engage and motivate scholars. At their core, blended learning models are designed to help schools implement technology into the learning environment and personalize learning experiences for each student. They are designed to infuse traditional instruction with technology. They are highly flexible to meet the needs of each unique learner, educator, and incorporate rigorous instruction and practice through an engaging online format. They allow scholars to move forward at their own pace. Edmentum includes research-based content and assessments based on the most up-to-date standards. Edmentum fuses traditional instruction with technology by integrating online solutions.

Home/School Partnership

Your child's mentor is an extension of your home. Your child's mentor cares about your child, about their education, as well as emotional well-being. Producing academically, emotionally, and socially motivated scholars with strong personal character, requires home and school partnership. The way to achieve this is best expressed by the three C's:

Three C's / Love and Logic

Communication + Consistency = Compliment

Communication between home and school is the first "C" on the road to home/school partnership. Parents and faculty need to communicate throughout the school year. Progress reports will come home with your child mid-quarter. Faculty members are available for brief,

informal discussions before or after school. For personal or lengthy discussions, faculty members are available by appointment. For conferences involving the Principal or another staff member other than your child's homeroom mentor, please call the school office to set up an appointment.

Consistency is the second "C" on the road to successful partnership. Effective communication between parents and faculty leads to consistency between home expectations and school expectations. When faculty and parents are consistent, scholars know what is expected of them.

Compliment is the last "C" in this partnership. It is the natural result of effective communication and consistent expectations between home and school. Parents and faculty begin to compliment, support, and build one another up, which is a true partnership.

Parent Volunteers/Visiting

We welcome parents into the Berean Community as volunteers or to visit for lunch, so long as it does not cause a disruption to the lunchroom or the educational process. If your child becomes upset or has a difficult time after you leave, we will ask that you refrain from coming to visit until he/she has gotten these emotions under control.

Parents may volunteer in the classrooms with cutting, cleaning, putting up bulletin boards, or whenever we have events. Parents must first ask the teacher for permission to volunteer. If the teacher agrees then the teacher must ask the administration for permission. Once the administrator agrees, the parent may volunteer on campus. Parents must have their ID and Raptor on file. Administrators may limit the number of days/hours parents will volunteer or visit in a classroom.

Love and Logic

Love and Logic is our official discipline program. Love and Logic is a belief system that uses choices and consequences to teach behavior. There will be several opportunities throughout the school year for you as a parent to participate in Love and Logic training. We use a discipline matrix to ensure equitable consequences for irresponsible or bad behavior. Please refer to the discipline matrix when you have questions regarding how consequences are determined.

School Visitors and Parent Pick Up

All parents, guardians, volunteers, and visitors must check-in at the school office. Before gaining access to the office, you be asked for ID. We use the Raptor Security Program to do background checks on everyone before they are allowed on campus. Once cleared, you will be issued an ID that you must wear while on campus.

Parents and guardians are welcome to visit at any time, but are asked to call and make an appointment if the time will be lengthy or confidential. Please call the school office if you have any questions concerning volunteering or observing in your child's classroom.

*Note-Volunteers should be aware that Berean Academy has a zero tolerance for physical and sexual abuse policy. All adults who are allowed to pick up scholars will be issued an ID card. (Provided upon request at the front desk." It is the parent's responsibility to notify Berean if there are any additions or deletions to the list of those they want to pick up their children.me to visit at any time, but are asked to call and make an appointment.

Violent/Abusive Parents

Parents having an issue they are unable to resolve with their child's mentor will be referred to the administration. Hostility or verbal abuse **WILL NOT BE TOLERATED**. Should verbal abuse or combativeness occur, police will be called to escort the violent/abusive parent off the premises and charges may be filed. This in accordance with A.R.S. 15-507 which states:

A person who knowingly insults or abuses a teacher (mentor) on school grounds or while the teacher (mentor) is engaged in the performance of their duties is guilty of a Class III misdemeanor. Possible penalty up to 30 days imprisonment and/or up to \$500 fine.

Enrollment Procedures

Berean Academy welcomes scholars from all racial and ethnic backgrounds and will make every effort to include all scholars in any activity available at our school. We appreciate the fact that we are a diverse culture and therefore a diverse school. Berean Academy also accepts any scholar with a physical or mental handicap. Special services are available to those who need special accommodations.

Admittance procedures are as follows:

1. Pre-registration
2. Full registration – all forms in the enrollment packet **MUST** be completed prior to acceptance
3. Copy of birth certificate
4. Copy of immunization record or immunization waiver signed by scholar's doctor
5. Educational testing may be performed to determine scholars level of ability if transferring in from another district
6. Scholars transferring in from another district will be interviewed by the Principal prior to acceptance

» **A.R.S. 15-841** states that a school district may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

*Scholars who have been expelled from another school will be interviewed by the Director, Principal, Dean of Students, Lead Mentor, and possibly the school board, and may be admitted on a "One strike, you're out" contract. If a scholar has been on a long-term suspension, and has been accepted at Berean Academy, they will be placed on an attendance, behavior, and academic contract.

*No scholar who has been expelled from another school and has been accepted for enrollment will be officially admitted until **ALL** records from previous schools have been received.

Withdrawal Procedures

A parent/guardian wishing to withdraw their child/children must obtain a withdrawal form from the school office. Scholar records will not be released until all school materials are returned.

Attendance Policy

To provide maximum safety for an absent scholar, a parent/guardian is to personally inform the school office each time their child is absent. This provides the greatest amount of safety for a child. Parents must report an absence **PRIOR** to 9:00 a.m. They may report the absence in person or via telephone. If parents call prior to school hours, please leave a message at 459-4113. More than three absences per quarter are considered excessive. Three tardies are considered one absence. Excessive absences can result in academic penalty, discipline, and/or expulsion. If a scholar is absent for ten consecutive days, the scholar will be withdrawn from Berean Academy.

This is part of school law. Arizona Revised Statutes 15-803. Students who have excessive absences will be on the list turned over to the Sierra Vista Police Department for Truancy. Scholars absent more than 14 days or 10% of the school year may be withdrawn or retained.

Excused Absences

Short-term absence, 1 to 2 days: Parents should contact the office to report the absence. Excused absence is allowed without academic penalty. Scholars are encouraged to call classmates for missing assignments. Usually one day of make-up is allowed for every day of absence. Missed work must be made up along with all current assignments. Mentors will call scholars who are absent. Please refer to the discipline matrix regarding absences.

Long-term absence, 3 or more days: Parents should contact the school office to report the absence. For illnesses, a doctor's note should accompany the scholar when they return to school. Please see the above paragraph regarding make-up work.

Planned absences: When a parent has advanced notice that their child be absent for a trip or other special circumstance, the office and the mentor should be notified and a scholar prior excuse form completed.

Medical/Dental absence: If you must make a medical or dental appointment for your child, please make them after school if possible. Excused medical/dental absences are allowed without academic penalty as long as they are not excessive.

Tardy Policy

Regular and on time attendance is important to the academic success of your child. If your child is going to be tardy, please call the school by 7:50 a.m. If your child arrives after 7:50 AM, the parent must check the scholar in through the school office and a tardy note will be given to the scholar. Scholars will not be allowed to enter class without one. **Three tardies per quarter will be equal to one absence.** (Please see above attendance policy and discipline matrix.)

*Excessive tardiness will warrant a conference between the parent and the Principal.

HOMEBOUND INSTRUCTION

"Homebound" or "hospitalized" means a student who is capable of profiting from academic instruction but is unable to attend school due to illness, disease, accident or other health conditions, who has been examined by a competent medical doctor and who is certified by that doctor as being unable to attend regular classes for a period of not less than three (3) school months or a pupil who is capable of profiting from academic instruction but is unable to attend school regularly due to chronic or acute health problems, who has been examined by a competent medical doctor and who is certified by that doctor as being unable to attend regular classes for intermittent periods of time totaling three (3) school months during a school year. Homebound or hospitalized includes a student who is unable to attend school for a period of less than three (3) months due to a pregnancy if a competent medical doctor, after an examination, certifies that the student is unable to attend regular classes due to risk to the pregnancy or to the student's health.

Requests for homebound instruction must be made to the school office and shall include medical certification stating the general medical condition, such as illness, disease or chronic health condition, that is the reason the student is unable to attend school.

Requests for homebound instruction must include the period of time that the student will be out, which is to be less than 3 months.

Requests for homebound services may be taken to the governing board. Not all requests will be granted. Each request will be taken into consideration separately, based on the information given and the urgency and progress of the scholar.

Character Education

At Berean Academy character education is equally important as academics. The official school character education program is Character First Education. (<http://www.characterfirsteducation.com/c/curriculum.php>). Character First Education is a character-based leadership development program. Character First Education helps mentors build future leaders with characters with fun, engaging, positive, practical, and research-based lessons that will help build the character and competence needed for success.

Expected Behavior

Berean Academy is an alcohol, tobacco, drug, and weapons-free campus and will not tolerate any misbehavior in these areas.

Each scholar is expected to follow the school rules for the safety of the entire campus. Any threatening or violent behavior; particularly weapons, the threat of weapons or physical harm, may be grounds for immediate expulsion and/or police action. Berean Academy staff strives to be a positive influence in every aspect of your child's day. The staff will always try to reinforce your child's good behavior using the Character First model of behavior and the Love and Logic discipline philosophy.

***It is impossible that one distinct correction will solve every scholar's behavior, attitude, and schoolwork related issues. Therefore, Berean Academy will make every effort to be diversified and fair in addressing each scholar's behaviors individually.**

One or two instances of the same behavior will be handled internally. Excessive behavior problems may require a parent/mentor conference and may also include the Principal. If the scholar's behavior becomes a problem, parents will be notified immediately. Please refer to the discipline matrix.

Scholars with three referrals will be placed on an Academic and Behavior Contract. Failure to abide by the contract may result in long-term suspension or expulsion.

Academic Progress

*Progress reports are sent home every four to five weeks. It is important to know your scholar's progress to address any problems immediately.

*Report cards are sent home every quarter. Berean Academy is responsible for making sure the State of Arizona Academic Standards are met by every scholar. This progress is noted on your scholar's report card.

*Every scholar will be expected to do the very best that they can. Whenever there is a deficiency in your scholar's work, your child's mentor may ask for a parent/mentor conference to discuss ways to help your scholar.

*All skills and abilities taught and assessed at Berean Academy are not considered mastered until the scholar demonstrates a 80% proficiency level.

Berean Academy grading system is as follows:

| | | |
|---------|---|---|
| 90 -100 | = | A |
| 80-89 | = | B |
| 70-79 | = | C |
| 60-69 | = | D |
| 59-0 | = | F |

Scholars who have a C or below will have to attend Flex Friday school from 8:00-12:00. This is done to assist your scholar in improving their overall grades.

Homework

Homework is an important part of school life. It builds self-discipline, self-control, organizational skills, and independence in the life of a scholar. Homework works best when it does not introduce new skills or new content to a scholar. Homework at Berean Academy is used to accomplish the following:

- » Review and reinforce what has been taught in class
- » Practice skills
- » Complete long term projects
- » Memorize facts

How much time should a scholar spend on homework?

While the length of time a scholar needs to complete a homework assignment varies widely, the following are general time standards to guide faculty, parents, and scholars:

- » Kindergarten ----- 15-20 min. ----- 2 evenings per week
- » 1st - 2nd grade ----- 20-30 min. ----- 2/3 evenings per week
- » 3rd - 4th grade ----- 30-40 min. ----- 3 evenings per week
- » 5th - 6th grade ----- 40-50 min. ----- 4 evenings per week
- » 7th - 12th grade ----- 50-60 min. ----- 4/5 evenings per week

***Note – Parents may access the school’s website to check on their scholar’s homework assignments at www.berean-academy.com**

School Dress Code

“While hairstyle and similar matters of momentary fashion are not worthy of concern in themselves, adherence to a standard is an important element of discipline. It is a great mistake to require nothing of children. Reasonable rules and standards are an important part of any education system.”

-Dr. James Dobson – Renowned Psychologist/Author

The school uniformed dress code attempts to develop scholar standards of dress that encourage a disciplined learning environment, and that are modest so as not to be a distraction. It is important that **1) Scholars** adhere to the standards, **2) Parents** enforce them at home, and **3) Faculty** enforce them at school. The dress code applies to all scholars at all times during the school day except when an administrator/mentor waives it for a specific activity. This list may be updated or modified as deemed necessary by the school board and/or administration.

In the past year, the staff and administration at Berean Academy has made major modifications to the dress code in order to provide some leniency to the scholars who deserve it. However, failure to comply with the rules, repeated offenses of the same dress code rules, or open defiance of the rules can lead to the staff and administration reinstating the more strict and stringent Berean Academy dress code.

School Colors

For Elementary Scholars:

- »» Pants, Shorts, and Capris: Tan/khaki
- »» Skirts, Jumpers, and Skorts: Tan/khaki
- »» Shirts : Navy with Berean Academy logo ONLY

For Middle School Scholars:

- »» Pants, Shorts, and Capris: Tan/khaki
- »» Skirts, Jumpers, and Skorts: Tan/khaki
- »» Shirts : Red or Navy Polo Shirts with Berean Academy logo ONLY

For High School (10-11) Scholars:

- »» Pants, Shorts, and Capris: Tan/khaki or blue denim
- »» Skirts, Jumpers, and Skorts: Tan/khaki
- »» Shirts : Red or Navy Polo Shirts with Berean Academy logo ONLY or Red or Navy Dress Shirts with Berean Academy logo

For High School Seniors:

- »» Pants, Shorts, and Capris: Tan/khaki or blue denim
- »» Skirts, Jumpers, and Skorts: Tan/khaki
- »» Shirts : Red or Navy Polo Shirts with Berean Academy logo ONLY or Red or Navy Dress Shirts with Berean Academy logo with a red, white, or black tie

Dress Code

- »» Uniform style pants in tan are acceptable. Cargo style pants are not allowed. Capri pants are allowed for girls; no stretch or knit pants.
- »» Shorts (no basketball shorts except during PE), skorts, skirts, or jumpers in tan may be no shorter than 2 inches above the knee.
- »» All pants, shorts, etc. will be worn properly at the waist or hip level. No more than 1 size larger.
- »» Winter coats may be any style or color, but may not be worn in the classroom.
- Blue jeans cannot have holes anywhere on them.
- »» No hats, sunglasses, or gloves may be worn inside school buildings.
- »» Uniform shirts should be polo style with a collar.
- »» Sagging pants and over or under sized shirts are unacceptable.
- »» Shirts must be tucked in and be kept neat.
- »» Tattoos should not be visible. No inappropriate jewelry or facial piercing.
- »» Shoes – no sandals, open-toed shoes, “wheelies”, or flip-flops are permitted. Scholars should wear tennis shoes or close toed shoes.
- »» “Polo” style shirts are the only approved uniform shirt. This does not include women’s collared knit shirts that are not of the “polo” style.
- »» “Polo” style shirts shall not only cover the midriff section of the body, but shall also be tucked in and undergarments should not be visible.
- »» “Polo” style shirts shall not be sculpted to the body, nor be excessively loose
- »» The uniform shirt shall bear no insignia other than Berean Academy. If a shirt of any form is worn under the polo shirt, it should not hang down below the uniform shirt.
- Only Berean Jackets are permitted.
- Only Berean hoodies are permitted. Zipper-up or button-up sweaters or sweat shirts are allowed.
- K-6 students may NOT wear make-up.
- **Summary:** Uniform shirts shall fit properly for the body size and shape, not too tight, too loose, too long, or too short. Shirts shall be of the acceptable color, bearing no business franchise name other than Berean Academy. There should be no other shirt extending down below the uniform shirt. Please refer to the Discipline Matrix.

Staff members will refer scholars to the office who are in violation of the dress code. One of the following remedies will be selected at the discretion of the administration:

1. Scholars may be asked to change into uniform clothing that is in the office.
2. Parents may be called to pick the scholar up or drop a uniform off.

3. The scholar may remain in the office until the end of the school day.
4. The administration may choose to allow the scholar to remain in school for the remainder of the day if this is a first offense and no prior referrals, with the scholar's assurance that the infraction will not occur again. However, the scholar will carry a note regarding this remedy throughout the remainder of the school day.

***Continuous violation of the uniform policy may result in scholar suspension or expulsion.**

All Shirt colors are Navy for elementary.

All shirt colors are Navy and Red for middle and high school.

***No other shirt colors are acceptable**

Medications

All medications, including over the counter, **MUST** be kept in the school office. Parents must personally drop off medication for their child. Please do not allow your child to carry any medications with them to school. A medication consent form must be filled out and signed for medication to be dispensed to your child at school. This form will give permission to school staff to give your child prescription medication. **NO** child will be given prescription medication without a signed medical release form. All prescription medications are kept in a locked safe in the school office. Berean Academy does not have a nurse on staff; however, our staff is trained in CPR and first aid.

Fire Drills and Lock Down Drills

Fire Drills and Lock Down Drills are performed once a month. Your child will receive instructions on how to evacuate the building and where to go at the beginning of the year. These drills are not announced to the scholars prior to the drill. You may want to talk to your child about fire drills or lock down drills if he/she has never been through one before.

Emergency Plan

In the event of a natural disaster, school emergency, or national catastrophe, parents may check the school website, local radio stations, or call the school office at 459-4113 for more information. Your child will be instructed as to what to do, where to go, and how to act in any situation that may arise. We will not release any child from school if an emergency occurs except to a parent or guardian.

Campus Rules

**No Weapons No Drugs No Profanity No Bullying No Tobacco
No Students without Uniforms**

Bullying Policy

Berean Academy is committed to providing all scholars with a safe and supportive school environment in which all scholars are treated with respect. Furthermore, it is the policy of Berean Academy to prohibit discriminatory harassment (real or perceived) based on race, color, religion (creed), national origin, marital status, sex, sexual orientation, gender identity, disability or on the basis of association with others identified by these categories. Berean Academy shall act to investigate all complaints of discriminatory or other harassment, formal or informal, verbal or written, and to discipline or take other appropriate action against anyone who is found to have violated this policy. Berean Academy will encourage parents, staff, and students to be part of a collaborative effort to prevent bullying. The school counts on a collective and collaborative reporting system that allows us to take action and monitor incidents. Please refer to the discipline matrix for possible consequences to bullying.

Due Process Procedure

Berean Academy makes every attempt to resolve conflict between scholars, parents, and staff in a timely, equitable fashion. The first step in the complaint process is to meet with your scholar's mentor. If the situation escalates or is not resolved in an effective manner, the parent, scholar, mentor, and principal will meet and attempt resolution. If the issue is still unresolved the matter will be addressed in writing with a request for a due process hearing by the Cochise Community Development Corporation Board, which will make a final determination. Please refer to the discipline matrix.

GANGS / SECRET SOCIETIES / GANG RELATED ACTIVITY POLICY

Gangs that initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or disrupt the school environment are harmful to the educational process and are not allowed on school campus. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of dress or grooming that by virtue of its color, arrangement, trademark, symbol, or any other attribute that indicates or implies membership or affiliation with such a group is prohibited because of the disruption to educational activities that result from such activities or dress. It is Berean Academy Governing Board's position that such activities and dress also present a clear and present danger to other Berean Academy scholars and staff members.

Any activity involving an initiation, hazing, intimidation, assault, or other activity related to group affiliation that is likely to cause or does cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to scholars or others is prohibited. Please refer to the discipline matrix.

Any scholar wearing, carrying, writing, or displaying gang paraphernalia and/or exhibiting behavior or gestures that symbolize gang membership, or causing and/or participating in activities that intimidate or adversely affect the educational activities of another scholar, or the orderly operation of the school shall be subject to immediate disciplinary action.

Scholar Drop-off and Pick-up Times & Procedures

Scholars may be dropped off between 7:00 a.m. and 8:00 a.m., **NO EARLIER**. Scholars will be **UNSUPERVISED** if they arrive prior to 7:00 a.m. Please enter from the west entrance, pull around to the right by the school office, drop your scholar off, and continue around the front of the complex, exiting to the right out the east exit. This will help the flow of traffic. Please refer to the school hours; Scholars must be picked up promptly when school ends. The school is not responsible for scholars who are left on campus after hours. **Fifteen minutes after the bell has rung, students who are in 6th grade or below will be sent to the After Care Program. Parents will be charged \$8 a day. This is to ensure the safety of your child.**

***Note – For scholars who are repeatedly left on campus, CPS will be called.**

Personal Property/Lost and Found

The lost and found is located in the school office. The security of personal items is the responsibility of the scholar. **Berean Academy and its staff are not responsible for lost or stolen items.** We highly recommend that scholars do not wear or bring valuable items to school.

Electronic/Telecommunications Devices

The administration of Berean Academy expects that scholars are at school to learn. Electronics devices such as CD/MP3 players, Gameboys, PS2's, etc. are **NOT ALLOWED** at school. Berean Academy and its employees are not responsible for lost or stolen electronic devices. Please refer to the discipline matrix.

We understand that some parents want to be able to communicate with their children, and have provided them with cell phones. Cell phones **MUST** be kept on vibrate or off during school

hours and scholars will only be allowed to call before or after school. If a student is found using a cell phone to text, listen to music, take pictures, or make a phone call during the school day, the phone will be confiscated and taken to the office. Students will be fined \$20 to have their phone returned. Students can always call their parents on the school phone. Teachers have a phone in their classrooms. The front office has a phone for specific scholars use. **Berean Academy will not be held responsible for any electronics devices brought on campus.**

Arizona School Tax Credit

The school tax credit is an opportunity for taxpayers to offset their tax liability by donating money to schools for extracurricular activities. **Please ask the school office for more information.**

Discipline matrix

| Discipline Offense | Action | Step 1 | Step 2 | Step 3 |
|---|---|---|--|---|
| Arson | Automatic referral to the office/report to law enforcement (admin action) | Long term suspension Expulsion and Restitution | Expulsion and Restitution | |
| Assault | Automatic referral to the office/report to law enforcement (admin action) | 5 Day suspension | 9 day suspension Long-term suspension | Long-term suspension Expulsion |
| Aggravated Assault | Automatic referral to the office/report to law enforcement (admin action) | Long term suspension | Expulsion | |
| Bomb Threat | Automatic referral to the office/report to law enforcement (admin action) | 9 Day suspension | Long-term Suspension | |
| Bullying/Cyber bullying Threatening, Intimidating Behavior | Automatic referral to the office | 1, 3, or 5 Day suspension | 7 Day Suspension 9 Day suspension | Long-term suspension |
| Cheating / Plagiarism | Automatic referral to the office | 1 Day Suspension Loss of credit for test of assignment | 3 Day Suspension Loss of credit for test of assignment | 5 Day Suspension Loss of credit for test of assignment |
| Death threat | Automatic referral to the office/report to law enforcement (admin action) | 9 Day suspension Long-term suspension | 9 Day suspension Long-term suspension Expulsion | Expulsion |
| Defamation (written, cyber, verbal) | Automatic referral to the office | 1 Day suspension 3 Day Suspension 5 Day suspension | 5 Day Suspension 7 Day Suspension | 9 Day Suspension Long-term Suspension |

| Discipline Offense | Action | Step 1 | Step 2 | Step 3 |
|--|---|---|--------------------------------------|---|
| Disorderly conduct | Automatic referral to the office | 3 Day Suspension | 5 Day Suspension | 9 Day Suspension |
| Discrimination | Automatic referral to the office | Detention 3 Day Suspension | 5 Day Suspension 9 Day Suspension | 9 Day Suspension Long-term Suspension |
| Disrespect/Defiance Insubordination | Automatic referral to the office | Conference Detention 1 Day Suspension | 3 Day Suspension 5 Day Suspension | 5 Day Suspension 9 Day Suspension Long-term Suspension Expulsion |
| Disruption | Automatic referral to the office | Conference Detention 1 Day Suspension | 3 Day Suspension 5 Day Suspension | 5 Day Suspension 9 Day Suspension Long-term Suspension Expulsion |
| Dress Code Violation | Dress Code Violation log entry | Change to School Shirt Parent Contact 1 Day in school suspension | 1 Day Suspension 3 day suspension | 3 Day Suspension 5 Day Suspension |
| Drugs/Alcohol (possession, use, under the influence, or simulation of use) | Automatic referral to the office/report to law enforcement (admin action) | Long-term Suspension | Long Term suspension Expulsion | Expulsion |
| Drugs (over the counter) | Automatic referral to the office/ possible report to law enforcement (administration) | 1 Day Suspension 3 Day Suspension 5 Day Suspension | 5 Day Suspension 9 Day Suspension | Long Term Suspension Expulsion |
| Drug Paraphernalia | Automatic referral to the office/report to law enforcement (admin action) | 9 Day Suspension | Long Term suspension Expulsion | Expulsion |

| Discipline Offense | Action | Step 1 | Step 2 | Step 3 |
|---|--|--|---|---|
| Endangerment | Automatic referral to the office | Notify Parent Detention 3 Day Suspension | 3 Day Suspension 5 Day suspension | 9 Day Suspension Long-term Suspension Expulsion |
| Extortion | Automatic referral to the office | Notify Parent Detention 3 Day Suspension | 3 Day Suspension 5 Day suspension | 9 Day Suspension Long-term Suspension Expulsion |
| Failure to Serve Detention | Automatic referral to the office | 1 Day In-house Suspension 1 Day suspension | 3 Day Suspension | 5 Day Suspension Long-term Suspension |
| Failure to Serve In school Suspension | Automatic referral to the office | 1 Day Suspension | 3 Day Suspension 5 Day suspension | 9 Day Suspension Long-term Suspension |
| Fighting (serious injuries require that law enforcement action) | Automatic referral to the office | 3 Day Suspension 5 Day suspension | 5 Day Suspension 9 Day Suspension | 9 Day Suspension Long-term Suspension Expulsion |
| Fire Alarm violation | Automatic referral to the office/report to law enforcement (admin action) | 5 Day Suspension | 9 Day Suspension | Long-term suspension expulsion |
| Fireworks | Automatic referral to the office | 1 Day Suspension 3 Day Suspension 5 Day Suspension | 9 Day Suspension | Long-term suspension expulsion |
| Forgery/Falsification | Automatic referral to the office | Notify Parent Detention 1-3 Day Suspension | 3 Day Suspension 5 Day suspension | 5 Day Suspension 9 Day Suspension |
| Gambling | Automatic referral to the office | Notify Parent Detention 1 Day Suspension | 3 Day Suspension | 5 Day Suspension |
| Gang related offenses(graffiti in books, body, notebooks, grouping, fighting, hand gestures, signs handshakes, whistles) | Automatic referral to the office/report to law enforcement (admin action) | Notify parent 3 day Suspension 5 Day Suspension | Notify parent 5 day Suspension 9 Day Suspension | Long-term suspension expulsion |

| Discipline Offense | Action | Step 1 | Step 2 | Step 3 |
|---|---|--|---|---|
| Harassment/Hazing | Automatic referral to the office/report to law enforcement (admin action) | 1 Day Suspension 3 Day Suspension 5 Day Suspension | 5 Day Suspension 9 Day Suspension Long-term Suspension | 9 Day Suspension Long-term Suspension Expulsion |
| Horseplay/Roughhousing | Teacher mediation with documentation | Detention | 1 Day Suspension | 3 Day Suspension |
| Hate Speech | Automatic referral to the office | Notify parent 3 Day Suspension 5 Day Suspension | Notify Parent 5 Day/9 Day Suspension Long-term Suspension | Long-term suspension expulsion |
| Incorrigibility/refusal to attend school | Referral to Law Enforcement | Referral to Law Enforcement | Referral to Juvenile Probation | |
| Information systems /electronic device violation (cell phones, MP3 players, etc.) | Automatic referral to the office | \$20.00 fine 3 Day Suspension 5 Day suspension | | |
| Leaving Campus without authorization (ditching) | Automatic referral to the office | Detention 1 Day Suspension 3 Day Suspension | 5 Day Suspension referral to Law Enforcement | 9 Day Suspension Long-term Suspension Expulsion |
| Littering | On the spot teacher correction-clean up campus duration at teacher's discretion | On the spot teacher correction - clean up campus minimum duration 30 min | Detention | Detention, Friday School campus clean-up |
| Lying / False information | Automatic referral to the office | 1-3 Day In-house Suspension 1 Day Suspension | 3 Day suspension | 5 Day Suspension 9 Day Suspension |
| Misbehaving during in school Suspension/Detention | Automatic referral to the office | 1 Day Suspension 3 Day Suspension | 5 Day Suspension | 9 Day Suspension Long-term Suspension |

| Discipline Offense | Action | Step 1 | Step 2 | Step 3 |
|--|---|--|--|--|
| Misbehavior with Substitute | Automatic referral to the office | Parent Contact Detention | 1-3 Day in-school Suspension | 1-3 Day Suspension |
| Non-possession of School ID | Verbal Warning | Parent Contact Detention Purchase New ID | 1-3 Day in-school Suspension | 1-3 Day In-school Suspension |
| Physical Aggression | Automatic referral to the office | 1 Day Suspension | 3 Day Suspension 5 Day Suspension | 5-9 Day Suspension Long-term Suspension |
| Pornography | Automatic referral to the office | Parent Contact Detention 3 Day Suspension | 3 Day Suspension to 5 Day Suspension | 5-9 Day Suspension Long-term suspension Expulsion |
| Profanity | Teacher Mediation | Parent Contact Detention 3 Day Suspension | 3 Day Suspension to 5 Day Suspension | 5-9 Day Suspension Long-term suspension Expulsion |
| Profanity Directed at Teacher/Staff | Automatic referral to the office | 1 - 3 Day Suspension | 5 - 9 Day Suspension | Long-Term Suspension Expulsion |
| Public Displays of Affection (PDA) | Verbal Warning Teacher mediation with documentation | Parent Contact Detention | Parent Conference 1 Day In-House Suspension | 1 - 3 Day suspension |
| Robbery | Automatic referral to the office/report to law enforcement (admin action) | 5 Day Suspension Restitution | 9 Day Suspension Restitution | Long-term Suspension Restitution |
| Sale or distribution of alcohol, dangerous instruments, drugs, weapons | Automatic referral to the office/report to law enforcement (admin action) | 9 Day Suspension Long-term Suspension | Long-term Suspension Expulsion | Expulsion |
| Sexting | Automatic referral to the office | Referral to Law Enforcement (Admin Action) | 5 Day Suspension | 9 Day Suspension Long-term Suspension |

| Discipline Offense | Action | Step 1 | Step 2 | Step 3 |
|---|---|---|-----------------------------------|---|
| Sexual Abuse / Harassment | Automatic referral to the office | Notify parents 1-3 Suspension | 5 Day Suspension | 9 Day Suspension Long-term Suspension Expulsion |
| Sexual misconduct | Automatic referral to the office/report to law enforcement (admin action) | Notify parents 1-3 Suspension | 5 Day Suspension | 9 Day Suspension Long-term Suspension Expulsion |
| Simulated Weapon | Automatic referral to the office/report to law enforcement (admin action) | Notify parents 1-3 Suspension | 5 Day Suspension | 9 Day Suspension Long-term Suspension Expulsion |
| Tardiness | 5 Tardies in one week 1 Day In-house Suspension | 3 Tardies to 1 class = 1 Absence | Referral to Truancy officer | Referral to Truancy officer |
| Technology misuse tampering with computer | Automatic referral to the office | Parent notification Loss of Tech privileges 3 Day Suspension Restitution | 5 Day Suspension Restitution | 9 Day Suspension Long-term Suspension Expulsion |
| Theft | Automatic referral to the office/report to law enforcement (admin action) | 3 Day Suspension Restituion | 5 Day Suspension Restitution | 9 Day Suspension Long-term Suspension Expulsion |
| Tobacco/E-sig/Hookahs/Tobacco paraphernalia | Automatic referral to the office | Long-term suspension | Long-term suspension Expulsion | Expulsion |
| Trespassing/Loitering | Automatic referral to the office | 1-3 Day Suspension | 3 Day Suspension | 5 Day Suspension |
| | | | | |

| Discipline Offense | Action | Step 1 | Step 2 | Step 3 |
|------------------------|---|--|---|--|
| Truancy | Contact Parents | 5th Absence = letter to parents via teacher Contact Truancy Officer | 8th absence = letter to parents via school Contact Truancy Officer | 10th absence drop and loss of credit |
| Vandalism | Automatic referral to the office/report to law enforcement (admin action) | Mandatory Parents Conference 3 Day Suspension Restitution | Mandatory parents Conference 5 Day Suspension Restitution | 9 Day Suspension Restitution Long-Term Suspension Expulsion |
| Vehicle Violation | Verbal Warning | Temporary loss of parking privileges (1-10 days) Vehicle towed | Revocation of parking privileges Vehicle towed | 1-3 Days Suspension Vehicle towed |
| Verbal Abuse/profanity | Automatic referral to the office/report to law enforcement (admin action) | Long-term Suspension Expulsion | Expulsion | |
| Weapon | Automatic referral to the office/report to law enforcement (admin action) | Criminal Offense Contact Law Enforcement Expulsion | Expulsion | |
| False VIRUS statement | Automatic referral to the office Expulsion | | | |

With any offense that requires a Mandatory Parent/Administration Conference, Parents must have met with the Administrator before the student can resume school activities such as classes or any school related event. The student is required to make up any assignment missed due to an infraction of School Rules and Regulations

Discipline Matrix Definition of terms

Arson: Willful and malicious burning or charring of property

Assault: A threat or attempt of inflicting physical harm or unwanted physical contact

Aggravated Assault: When a person attempts to cause serious bodily injury to another person with a deadly weapon or has sexual relations with a person who is under the age of consent.

Bomb Threat: A verbal or written threat to detonate an explosive or incendiary device to cause property damage, death, injury and/or incite fear, whether or not such a device actually exist.

Bullying / Cyber Bullying, Threatening & Intimidating Behavior: An intentional act that causes harm to others, and may involve harassment via the internet, cell phone or other devices, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion.

Cheating or Plagiarism: The act of using the ideas or work of another person or persons as if they were one's own without giving proper credit to the source.

Death Threat: A threat by one person or a group of people to kill another person or group of people.

Defamation (written, cyber, verbal): The act of making untrue statements about another which damages his/her reputation.

Destruction of school property: Destruction of low end classroom items will (rulers, pencils, etc) will be dealt with as a classroom consequence by the teacher. Destruction of other school property (i.e. Electronics, Textbooks, Furniture) will be referred to Administration for appropriate action and restitution. Destruction of or damage to buildings or infrastructure (Doors, windows, etc.) will be referred to Admin for appropriate action and restitution.

Disorderly conduct: A person with the intent to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof:

- a. Engages in fighting or threatening, or in violent or tumultuous behavior
- b. Makes unreasonable noise
- c. Uses obscene language, or makes an obscene gesture
- d. Creates a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor

Discrimination: Treatment or consideration of, or making a distinction in favor of or against, a person or thing based on the group, class, or category to which that person or thing belongs rather than on individual merit.

Disrespect/Defiance Insubordination: A constant or continuing intentional refusal to obey a direct or implied order, reasonable in nature, and given by and with proper authority.

Disruption: Behavior a reasonable person would view as being likely to substantially or repeatedly interfere with the conduct of a class.

Dress Code Violation: Observed not to be in formal dress uniform while on campus.

Drugs/Alcohol (possession, use, under the influence, or simulation of use): The prohibited use or possession of illicit drugs and related materials. Simulation of use would be the snorting of candies or any other counter medication.

Drugs (over the counter): Any unauthorized use (without permission of Admin/Nurse) of over the counter drugs.

Drug paraphernalia: Any possession of drug paraphernalia related to the use or possession of illegal drugs.

Endangerment: The action of putting someone or something at risk or in danger.

Extortion: The practice of obtaining something, especially money, through force or threats.

Fire Alarm Violation: Falsely engaging the fire alarm system

Forgery/Falsification: The action of forging or producing a copy of a document, signature, or work of art/the action of falsifying information

Harassment/Hazing: Aggressive pressure or intimidation/The imposition of strenuous, often humiliating, tasks as part of a program of rigorous physical training and initiation

Hate Speech: Abusive or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, or sexual orientation.

Incorrigibility: A person or their tendencies not able to be corrected, improved, or reformed

Physical Aggression: Extreme, unwarranted and harmful physical aggression while participating in recess, PE or other physical activity.

Verbal Abuse: Speak in an insulting and offensive way to or about someone.

Annual Notification to Parents Regarding Confidentiality of Scholar Education Records

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of scholars education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student (scholar) when he or she reaches the age of 18 or attends a school beyond the high school level. Scholars to whom the rights have transferred are "eligible scholars."

- Parents or eligible scholars have the right to inspect and review the scholar's education records maintained by the school within 45 days of a request made to the school administrator. Schools are not required to provide copies of records unless it is impossible for parents or eligible scholars to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible scholars have the right to request in writing that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible scholar then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible scholar has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible scholar in order to release any information from a scholar's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

o School officials with legitimate educational interest

⌚ A school official is a person employed or contracted by the school to serve as an administrator, supervisor, mentor, or support staff member (including health staff, law enforcement personnel, attorney, auditor, or other similar roles); a person serving on the school board; or a parent or scholar serving on an official committee or assisting another school official in performing his or her tasks;

⌚ A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school;

o Other schools to which a scholar is seeking to enroll;

o Specified officials for audit or evaluation purposes;

o Appropriate parties in connection with financial aid to a scholar;

o Organizations conducting certain studies for or on behalf of the school;

o Accrediting organizations;

o To comply with a judicial order or lawfully issued subpoena;

o Appropriate officials in cases of health and safety emergencies; and

o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a scholar's name, address, telephone number, date and place of birth, honors and awards, sports participation (including height and weight of athletes) and dates of attendance unless notified by the parents or eligible scholar that the school is not to disclose the information without consent.

The Individuals with Disabilities Education Act (IDEA) is a federal law that protects the rights of scholars with disabilities. In addition to standard school records, for children with disabilities education records could include evaluation and testing materials, medical and health information, Individualized Education Programs and related notices and consents, progress reports, materials related to disciplinary actions, and mediation agreements. Such information is gathered from a number of sources, including the scholar's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected 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 education records of a child with a disability must be in accordance with IDEA regulatory requirements.

For additional information or to file a complaint, you may call the federal government at (202) 260-3887 (voice) or 1-800-877-8339 (TDD) OR the Arizona Department of Education (ADE/ESS) at (602) 542-4013. Or you may contact:

| | |
|---|---|
| <p>Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-5901</p> | <p>Arizona Department of Education Exceptional Student Services 1535 W. Jefferson, BIN 24 Phoenix, AZ 85007</p> |
|---|---|

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:

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| 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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Handbook Signature Page

My child and I have read the Berean Academy handbook and agree to abide by the rules and regulations set forth by Berean Academy.

I understand Berean Academy staff is available to answer questions concerning any policies, rules and/or regulations.

Scholars Name (printed) Grade _____

Parents Name (printed)

Scholars Signature

Parents Signature

Date

*Additional copies of this page are available
for families enrolling more than one Scholar.