

**Berean Academy  
Parent/Scholar Handbook**



**Home of the Eagles  
2016-2017**

<b>Berean Academy</b>			
<b>Sierra Vista Campus</b>			
<b>1169 N. Colombo Ave.</b>			
<b>Sierra Vista, Arizona 85635</b>			
<b>Phone 520-459-4113 Fax 520-459-4121</b>			
<b>Serving grades K-12</b>			
<b>School Hours:</b>			
<b>Monday through Friday</b>			
<b>KG-6</b>	<b>8:00 a.m.</b>	<b>to</b>	<b>2:50 p.m.</b>
<b>7-8</b>	<b>8:00 a.m.</b>	<b>to</b>	<b>3:00 p.m.</b>
<b>High School</b>	<b>8:00 a.m.</b>	<b>to</b>	<b>2:45 p.m.</b>

<p><b>Half Days</b> <b>(See school calendar for schedule)</b> <b>8:00 a.m. to 12:30 p.m.</b></p>
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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 the 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!

### **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 office. Mentor resumes are also in a three ring binder in the office, both are available upon request for inspection by parents.

### **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

Sierra Vista Police: 520-458-3311

\*Please see A.R.S. 13-3620.1 in regards to reporting suspected child abuse.

### **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 the 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 the Berean Academy are:

- » To motivate scholars
- » To foster responsibility for all scholars
- » To mentor and facilitate scholar learning
- » To prepare scholars for successful post-secondary life as well as a successful adult life.

## 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.

## 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 of Love and Logic (our approach to discipline)

#### 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.

## 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. We have resources (books, CDs and DVDs) available to help our parent understand and apply Love and Logic in their home.

Please refer to the discipline matrix when dealing with behavior concerns. (<https://www.loveandlogic.com/>)

## Visitors and Volunteers

All visitors and volunteers must check-in at the school office, sign the sign-in sheet, and obtain a visitor's pass prior to entering **ANY** classroom 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. Parents and Guardians cannot be on campus without a Berean Academy issued badge.

•**Note – Volunteers should be aware that Berean Academy has a zero tolerance physical and sexual abuse policy.**

## Violent/Abusive Parents

Parents who are having a problem that 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

The 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. The 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 interview by the Director, Principal, Administrator, 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

Parents are increasingly concerned about the safety of their children when they are not under the direct supervision of a parent. 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. In this case, the parent will be notified. Excessive absences can result in academic penalty, discipline, and/or expulsion. If a child is absent for ten consecutive days, the scholar will be withdrawn from the Berean Academy. Scholars absent more than 18 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 8:00 a.m. If your child arrives after 8 o'clock, 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.

### **Character Education**

At the Berean Academy character education is equally important as academics. The official school character education program is Character Counts! Six Pillars of Character ([www.charactercounts.org](http://www.charactercounts.org)). Character Counts! Is a nonprofit, nonpartisan, nonsectarian coalition of schools, communities, and nonprofit organizations working to advance character education by teaching the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Character Counts! Will be an integral part of your scholar's daily life. Your scholar will be taught curriculum that includes the above character traits. Each month mentors will be focusing on one pillar of character.

### **Expected Behavior**

*The 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. The 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 Counts! model of behavior and the Love and Logic discipline philosophy.

**\*It is impossible to expect that one distinct correction will solve every scholar's behavior, attitude, and schoolwork related issues. Therefore, the Berean Academy will make every effort to be diversified and fair in its attempt to address each child'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.

### **Academic Progress**

\*Progress reports are sent home every four to five weeks. It is important to know your child'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 child. This progress is noted on your child's report card.

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

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

The Berean Academy grading system is as follows:

- » 90 -100 = Exceeds
- » 80-89 = Meets
- » 70-79 = Approaching
- » 0-69 = Falls Far Below

Your child's character will also be evaluated utilizing the following rubric:

- » E = Excellent
- » S = Satisfactory
- » N = Needs Improvement

## Homework

Homework is an important part of school life. It builds self-discipline, self-control, organizational skills, and independence in the life of a child. 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
- » 1<sup>st</sup> - 2<sup>nd</sup> grade-----20-30 min.----- 2/3 evenings per week
- » 3<sup>rd</sup> - 4<sup>th</sup> grade -----30-40 min.-----3 evenings per week
- » 5<sup>th</sup> - 6<sup>th</sup> grade -----40-50 min.-----4 evenings per week
- » 7<sup>th</sup> - 12<sup>th</sup> grade-----50-60 min.----- 4/5 evenings per week

\*Note: Parents may access the school's website to check on their child's homework assignments at [www.berean-academy.com](http://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.

### School Colors

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

### 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.
- »» Pullover sweatshirts in navy ONLY are permitted in classrooms.
- »» Winter coats may be any style or color, but may not be worn in the classroom.
- »» 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.
- »» **Hair is to be of a natural color.**
- »» Shoes. No sandals, open-toed shoes, "wheelies", or flip-flops are permitted. Scholars should wear tennis 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.

**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**

**\*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 and Lockdown Drills**

Fire and/or Lockdown Drills are performed once a month. Your child will receive instructions on how to evacuate and /or barricade the building and where to go. Berean Academy has been trained in the A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate) response to an active threat against our children. (<https://www.alicetraining.com/?gclid=CJDTpYL2hNECFQppfgode00D6A> ) These drills are not announced to the scholars prior to the drill. Even though we will instruct them on the How and Why of these drills, you may want to talk to your child about them 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**

### **Bullying Policy**

The 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 the 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. The 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. Please refer to the discipline matrix.

### Due Process Procedure

The 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. 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 the Berean Academy Corporate 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

Scholars may be dropped off between 7:30 a.m. and 8:00 a.m., **NO EARLIER**. Scholars will be **UNSUPERVISED** if they arrive prior to 7:30 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.

•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 the 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. 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. **The 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. This is a dollar for dollar Arizona State tax deduction. **Please ask the school office or check our website for more information.**

## Berean Academy Discipline Matrix

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	*9 day suspension *Long-term
Disrespect/Defiance Insubordination	Automatic referral to the office	*Conference *Detention *1 day suspension	*3 day suspension *5 day suspension	*5-9 day suspension *Long-term suspension *Expulsion
Disruption	Automatic referral to the office	*Conference *Detention *1 day suspension	*3 day suspension *5 day suspension	*5-9 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 (over the counter)	Automatic referral to the office, possible report to law enforcement. (admin action)	*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
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	*1 day in-house suspension *1 day suspension	*1 day in-house 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 the administrator call law enforcement)	Automatic referral to the office	*3 day suspension *5 day suspension	*5 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

Discipline Offense	Action	Step 1	Step 2	Step 3
Forgery/Falsification	Automatic referral to the office	*Notify parent *Detention *1-3 day suspension	*3-5 day suspension	*5-9 day suspension
Gambling	Automatic referral to the office	*Notify parent *Detention *1 day suspension	*3 day suspension	*5 day suspension
Gang-related offenses (includes dress, 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 *3-5 day suspension	*Notify parent *5-9 day suspension *Long-term	*Long-term suspension *Expulsion
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
Horseplay/Roughhousing	Mentor mediation w/ documentation	*Detention	*1 day suspension	*3 day suspension
Incorrigibility/Refusal to attend school	Referral to Truancy Officer (law enforcement)	Referral to Truancy Officer (law enforcement)	Referral to Juvenile Probation	
Information systems / Electronic device violation	Automatic referral to the office	*1 day suspension *3 day suspension *5 day suspension		
Leaving campus without authorization/Ditching	Automatic referral to the office	*Detention *1-3 day suspension	*5 day suspension *Referral to Truancy officer (law enforcement)	*9 day suspension *Long-term suspension *Expulsion
Lying/False accusation	Automatic referral to the office	*1-3 day in-house *1 day suspension	*3 day suspension	*5 day suspension *9 day suspension
Misbehaving during in-school suspension / detention	Automatic referral to office	*1-3 day suspension	*5 day suspension	*9 day suspension *Long-term suspensions
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 house suspension	*1-3 day in house suspension
Physical aggression	*Automatic referral to office	*1 day suspension	*3 day suspension *5 day suspension	*5 day suspension *9 day suspension *Long-term suspension
Pornography	Automatic referral to office	*Parent contact *Detention *3 day suspension	*3-5 day suspension	*5-9 day suspension *Long-term suspension *Expulsion
Profanity	Mentor mediation	*Parent contact *Detention *3 day suspension	*3-5 day suspension	*5-9 day suspension *Long-term suspension *Expulsion

Discipline Offense	Action	Step 1	Step 2	Step 3
Robbery	Automatic referral to the office/report to law enforcement (admin action)	*5 day suspension *Restitution	*9 day suspension *Restitution	*Long-term suspension *Restitution
Technology misuse /computer tampering	Automatic referral to office	*Parent contact *Loss of technology use privileges *3 day suspension *Restitution	*5 day suspension *Restitution	*9 day suspension *Restitution *Long-term suspension *Expulsion
Theft	Automatic referral to the office/report to law enforcement (admin action)	*3 day suspension *Restitution	*5 day suspension *Restitution	*9 day suspension *Restitution *Long-term suspension *Expulsion
Tobacco/E-cig / Hookahs / Tobacco paraphernalia	Automatic referral to office	*Parent contact *1-3 day suspension	*3-5 day suspension	*5-9 day suspension
Trespassing/Loitering	Automatic referral to office	*1-3 day suspension	*3 day suspension	*5 day suspension
Truancy	Contact parents	5 <sup>th</sup> absence=letter to parents via mentor	8 <sup>th</sup> absence=letter to parents via school personnel	10 <sup>th</sup> absence-drop & loss of credit
Vandalism	Automatic referral to the office/possible report to law enforcement (admin action)	*3 day suspension *Restitution	*5 day suspension *Restitution	*5 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 scholar suspension *Vehicle towed
Verbal abuse/profanity	*Verbal warning *Mentor mediation with documentation	*1-3 day in-school suspension	*1-3 day suspension	*3-9 day suspension
Weapons or Simulated Weapons	Automatic referral to the office/report to law enforcement (admin action)	*Long-term suspension *Expulsion	*Expulsion	

### Saturday School

If you are assigned Saturday School for Academics and fail to attend two Saturday Schools; we may take further disciplinary action.

If you are assigned Saturday School for Discipline and do not attend; we will be forced to take further disciplinary action. There is a \$35 fee for Disciplinary Saturday School.

In keeping with the AHERA regulations to “provide yearly notification to parent, teacher, and employee organizations on the availability of the school’s **Asbestos Management Plan** and any asbestos-related actions taken or planned in the school” notice is hereby given that a copy of Berean Academy’s Asbestos Management Plan is available at the Front Desk for your inspection.

### **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:

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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### **Notificación Anual a los Padres con Respecto a la Confidencialidad de los Expedientes Académicos de los Estudiantes**

La Ley de los Derechos y Privacidad Educativas 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 crean 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 auditoría 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:

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 the 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.

**Notes**

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