

Parent & Scholar Handbook



BEREAN ACADEMY
Excellence in Education

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 am to 3:30 pm
7th - 8th	7:50 am to 4:00 pm
9th - 12th	7:50 am to 4:00 pm

Flex Friday (Make-up/Discipline Day)

8:00 am - Noon

Aftercare

Noon - 5:30 pm

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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 teachers and other staff members to help me accomplish my goals.

Berean Academy Teacher'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

Our mission is to provide a safe environment where each individual is valued and respected. In partnership with parents and families, we are fully committed to preparing each scholar and staff member to be a life-long learner.

Vision Statement

Berean Academy is where scholars 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 extracurricular community that fulfills the needs of all scholars.

Public Records

Upcoming board meetings are posted prior to the actual event on the bulletin board in the school office and the school website. Teacher resumes are available in the school office

Accreditation

Berean Academy Kindergarten through 12th Grade is accredited by Cognia <https://home.cognia.org/registry>



504 Plans Identification Process

Educational difficulties must include low performance in classes or not being able to access the curriculum in the same way the other scholars in class do. MET is composed 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. Parents and/or teachers may fill out the MET form. Documentation, such as a letter from a doctor or medical records, of the scholar's disability, difficulties, diagnoses, or challenges must be provided by the parent.

1. If a scholar is experiencing educational difficulties, a Multidisciplinary Educational Team (MET) will meet to discuss these concerns. These concerns can be brought to the MET by filling out the MET form.
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 teachers.
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 of the Section 504, Special Education, or Title I.
4. If the parent is bringing in a 504 plan from another school for the scholar, 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 scholar be evaluated by the new MET team in order to secure proper accommodations and a new 504 plan for the scholar. 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 and procedural safeguards.

Procedural Safeguards: The Individuals with Disabilities Education Act (IDEA), the Federal law concerning the education of scholars 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)].

Major life activities include: caring for oneself, 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 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.

The MET team must consider the following factors about the scholar, disability, evaluation, and service options:

- I. Evaluation results
- II. Section 504 eligibility
- III. The scholar’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 scholar in order for him/her to access the curriculum.

Drafting and Implementation of Section 504 Plans

If the scholar 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. Parents must be consulted and given the opportunity for input regarding the accommodations.

- The 504 plan must include a description of the disability, difficulties, diagnoses or challenges and how they affect the scholar in the classroom, as well as documentation of the diagnoses from the doctor.
- Each area of difficulty and the accommodation for the difficulty must also be described. 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.
- For each reporting period, the 504 Coordinator must require the teachers to send a progress report based on how the accommodations are helping the scholar access the curriculum and the scholar’s progress in the classroom.
- The 504 Coordinator will have the plan in a secure location. The parents will obtain a copy. The scholar’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 scholar via the 504 plan or discrimination by writing a letter to the 504 Coordinator which indicates:

- The complaint
- The reasons for the complaint (how they feel the school is not meeting the needs of the child).
- What they feel the school should do to better meet the needs of the scholar

The letter must be addressed and given to the 504 Coordinator. 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. 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.

- 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 scholar's needs are being met.
- Parents may present witnesses and evidence to the contrary.
- The principal and the 504 Coordinator will meet with the MET team and the parent to try to mediate the situation.
- 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 scholar with the accommodations to better meet his/her needs, re-written 504 plan, or the best way to respond to the allegations.

Within 10 days of the meeting, the 504 Coordinator must draft a letter to the parents that include:

- The complaint/allegations
- Evidence found
- The outcome of the complaint
- Assurance of how the school will prevent re-occurrence of any discrimination and to correct its effects of the complaint.

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.

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 teacher 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 strive for them to think creatively, to seek the truth in all areas, initiate action, follow through on tasks, and evaluate results. The objectives of Berean Academy are:

- To motivate scholars
- To foster responsibility for all scholars
- To teach and facilitate scholar learning
- To prepare our scholars for success after high school and become successful adult

Curriculum

The curriculum is 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.

Assessment System

Berean Academy uses the IReady Assessment System (<https://www.curriculumassociates.com/>). scholars are assessed in English/Language Arts and Math.

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 scholar 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 scholar. 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.

Parent Volunteers & Visiting

Parents are encouraged to volunteer in classrooms by assisting with tasks such as cutting materials, cleaning, setting up bulletin boards, or helping during school events. To volunteer, parents must first obtain permission from the teacher. If the teacher consents, they will then seek approval from the administration. Once administrative approval is granted, parents can volunteer on campus, provided they have their ID and Raptor system information on file. Please note that administrators may limit the number of days and hours parents can volunteer or visit in a classroom. Additionally, parents and guardians are welcome to visit their scholars during lunchtime, following the same approval and ID verification procedures.

Love and Logic

Love and Logic is our official discipline program, designed to foster responsibility, self-control, and good decision-making in our scholars. This approach combines empathy with logical consequences to teach appropriate behavior. It emphasizes giving children choices within set limits and allowing them to learn from the natural outcomes of their actions. By providing tasks and permitting children to make their own choices (and occasionally fail) when the stakes are low, we help them learn valuable lessons. These experiences are paired with love and empathy from both parents and teachers. We use a discipline matrix to ensure fair consequences for irresponsible or inappropriate behavior.

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 will 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.

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. We also accept 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

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.

Withdrawal Procedures

A parent/guardian wishing to withdraw their child/children must obtain a withdrawal form from the school office.

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 520-459-4113. More than three absences per quarter are considered excessive. 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, in accordance with Arizona Revised Statutes 15-803. scholars who have excessive absences will be turned over to the Sierra Vista Police Department for Truancy. Scholars absent more than 14 days or 10% of the school year may be 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. Usually one day of make-up is allowed for every day of absence. Missed work must be made up along with all current assignments. es.

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.

Planned absences: If you know in advance that your child will be absent due to a trip or special circumstance, please notify both the office and the teacher.

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

Homebound Instruction

"Homebound" or "hospitalized" refers to a scholar who is capable of benefiting from academic instruction but is unable to attend school due to illness, disease, accident, or other health conditions. This scholar has been examined by a competent medical doctor and certified as unable to attend regular classes for a period of not less than three school months. It also refers to a scholar with chronic or acute health problems who is capable of benefiting from academic instruction but cannot attend school regularly. This scholar has also been examined by a competent medical doctor and certified as unable to attend regular classes for intermittent periods totaling three school months during a school year. The medical certification shall state the general medical condition, such as illness, disease or chronic health condition that is the reason that the scholar is unable to attend school. Homebound or hospitalized includes a scholar who is unable to attend school for a period of less than three months due to a pregnancy if a competent medical doctor, after an examination, certifies that the scholar is unable to attend regular classes due to risk to the pregnancy or to the scholar's health.

Requests for homebound instruction must be submitted to the school office with medical certification indicating the scholar's medical condition preventing school attendance. The request should specify the period of absence, not exceeding three months. Each request is considered individually by the governing board, and approval is not guaranteed, depending on the provided information and the scholar's needs and progress.

Character Education

Berean Academy character education is equally important as academics. The official school character education program is Character First Education. Character First Education is a character-based leadership development program.
(<http://www.characterfirsteducation.com/c/curriculum.php>).

Expected Behavior

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.

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 teacher may ask for a parent/teacher 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 should attend Flex Friday school from 8:00 a.m. to 12:00 p.m. 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

School Dress Code

The school uniform dress code attempts to develop scholar standards of dress that encourage a disciplined learning environment. The dress code applies to all scholars at all times except when an administrator/teacher waives it for a specific activity. This list may be updated or modified as deemed necessary by the school board and/or administration.

Grade Colors

For Elementary Scholars (K-5):

- Pants, Shorts, and Capris: Tan/khaki
- Skirts, Jumpers, and Skorts: Tan/khaki

- Shirts : Red or Navy with Berean Academy logo

For Middle School Scholars (6-8):

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

For High School (9-12) 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 or Red or Navy Dress Shirts with Berean Academy logo

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 must be knee length.
- All pants, shorts, etc. will be worn properly at the waist or hip level.
- Winter coats may be any style or color, but may not be worn in the classroom.
- Blue jeans cannot have holes or tears 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.
- 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.

Staff members will refer scholars to the office who are in violation of the dress code. One of the following consequences 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 of.
3. The scholar may remain in the office until the end of the school day.
4. Continuous violation of the uniform policy may result in scholar suspension.

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 they have 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 or call the school office at 520-459-4113 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

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 scholars 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 teacher. If the situation escalates or is not resolved in an effective manner, the parent, scholar, teacher, 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.

Gang/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 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 initiation, hazing, assault, or activity related to group affiliation that causes or is likely to cause bodily harm, personal degradation, or mental harm is prohibited. Displaying gang paraphernalia, symbols, or gestures, or participating in gang-related activities that disrupt school operations or intimidate others will result in 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.. 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.

Please refer to the school hours; Scholars must be picked up promptly when school ends.

- Fifteen minutes after the bell has rung, scholars who are in 6th grade or below will be sent to the After Care Program.
- Parents will be charged \$10 a day. This is to ensure the safety of your child.

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.

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.

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 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:
 1. School officials with legitimate educational interest
 2. A school official is a person employed or contracted by the school to serve as an administrator, supervisor, teacher, 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.
 3. A legitimate educational interest means the review of records is necessary to fulfill a professional responsibility for the school.
 4. Other schools to which a scholar is seeking to enroll.
 5. Specified officials for audit or evaluation purposes.
 6. Appropriate parties in connection with financial aid to a scholar.
 7. Organizations conducting certain studies for or on behalf of the school.
 8. Accrediting organizations.
 9. To comply with a judicial order or lawfully issued subpoena.
 10. Appropriate officials in cases of health and safety emergencies.
 11. 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 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 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:
 1. Autoridades escolares con interés educacional legítimo.
 2. 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.
 3. Un interés educacional legítimo significa que la revisión del expediente es necesaria para cumplir con una responsabilidad profesional para la escuela.
 4. Otras escuelas en las que el estudiante está solicitando inscripción.
 5. Autoridades especificadas para propósitos de auditoría o evaluación.
 6. Partes competentes en relación a asistencia de financiamiento para un estudiante.
 7. Organizaciones conduciendo ciertos estudios por o en nombre de la escuela.
 8. Organizaciones de acreditación.
 9. Para cumplir con una orden judicial o citación emitida de acuerdo con la ley.
 10. Oficiales competentes en casos de emergencias de salud y seguridad.
 11. 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 relacionados 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 Berean Academy staff is available to answer questions concerning any policies, rules and/or regulations.

_____ Grade _____ Scholars Name (printed)

Parents Name (printed)

Scholars Signature

Parents Signature

Date

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