



Berean Academy

Parent/Student 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.*

Address:

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

School Hours Monday - Thursday

Kinder - 6th
8:00am-3:30pm
7th-8th
8:00am - 4:00pm
9th-12th
8:00am-3:45pm

Aftercare
4:15pm-5:30pm

Flex Friday (Academics / Behavior)
8:00am - 12:00pm

Aftercare (Friday)
12:00pm-5:30pm

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The School Calendar is available on our website and at the front desk.

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Welcome

Welcome to Berean Academy! We are thrilled to have your student join our school community. At Berean Academy, we are proud to be a tuition-free public charter school, open to all students regardless of race, ethnicity, religion, disability, age, or national origin, based on space and availability.

Authorized by the Arizona State Board for Charter Schools and supported by the Arizona Department of Education, Berean Academy is dedicated to providing a safe, inclusive, and academically rich environment where every student is valued and encouraged to thrive.

We look forward to partnering with you throughout the school year to support your child's growth, both academically and personally.

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 individuals. We provide a safe, family-oriented environment where we discipline and educate through a conscious, connection-driven approach that promotes safety, empathy, and self-regulation. We value a high moral code and strive to be a thriving academic and extracurricular community that fulfills the needs of all students.

Accreditation

Berean Academy proudly maintains full accreditation through Cognia, supporting a high-quality educational experience for students in Kindergarten through 12th grade.

AdvancED and
Measured Progress
are now



This handbook is designed to guide both parents and students on the school policies and procedures in effect at Berean Academy. All contents are subject to review, interpretation, and revision at the discretion of the school leadership team. No changes, exceptions, or interpretations are valid unless approved by the principal or designated school administrators.

Protecting Children: Reporting Responsibilities

Mandatory Reporting of Child Abuse (A.R.S. §13-3620)

Arizona law requires that all school personnel and individuals responsible for the care or treatment of children must report suspected child abuse to law enforcement or Child Protective Services (CPS).

Child abuse includes:

- Physical abuse
- Sexual abuse
- Neglect

Per state law and the Cochise County Interagency Protocol, both the police and CPS must be notified when abuse is suspected.

Legal Responsibilities:

Failure to report suspected child abuse is classified as a Class 1 misdemeanor.

Knowingly filing a false report with malicious intent is considered a Class 3 misdemeanor.

Berean Academy is committed to upholding these legal obligations to ensure the safety and well-being of every student

Reporting Suspected Abuse

If you suspect any form of child abuse, it is your legal and ethical responsibility to report it immediately. Please share your concerns with one or more of the following school personnel:

- Principal
- School Counselor

You may also make a report directly to the appropriate authorities

- **Arizona Department of Child Safety (DCS):** 1-888-767-2445
- **Sierra Vista Police Department:** 520-458-3311

In accordance with Arizona Revised Statute §13-3620(A), any person who reasonably believes that a minor is a victim of abuse, neglect, or exploitation is required to report the matter immediately

Enrollment Procedures

Berean Academy is proud to welcome students of all racial, ethnic, and cultural backgrounds. We value diversity and are committed to fostering an inclusive and supportive learning environment for all learners, including those with physical or cognitive differences. Services and accommodations are available for students with identified needs.

To enroll at Berean Academy, families must complete the following steps:

1. Initial Meeting—Before any registration can occur, families must schedule and complete a meeting with the Executive Assistant of Berean Academy. No paperwork will be accepted until this step is completed.
2. Pre-Registration—Submit an initial intent to enroll in person after your initial meeting..
3. Full Registration—Complete and return all required documents included in the enrollment packet.

Required Documents:

- Copy of the student's birth certificate
 - Immunization records or a signed immunization waiver from the student's healthcare provider
4. Placement Testing—Students transferring from other districts may be asked to complete educational assessments to determine appropriate grade-level placement and academic needs.

In accordance with A.R.S. §15-841, Berean Academy reserves the right to deny admission to students who have been expelled or are currently undergoing expulsion proceedings from another educational institution.

Withdrawal Procedures

A parent or legal guardian wishing to withdraw their child must obtain and complete a Student Withdrawal Form from the school office. The form must be signed by the parent/guardian and returned to the front office staff.

Please allow 24–48 hours for processing. All school property, including Chromebooks, textbooks, and library books, must be returned, and any outstanding fees must be resolved before the withdrawal can be finalized. Once the process is complete, the student's official records will be sent to the receiving school upon formal request.

For questions or support, please contact the school office at 520-459-4113 or the school registrar.

Attendance and Tardy Policy

Regular, on-time attendance is essential to academic success and student growth. To ensure student safety and instructional continuity, please follow the guidelines below:

Reporting an Absence or Tardy

Parents/guardians must notify the school office before 8:00 a.m. on the day of the absence or tardiness. Notifications may be made:

- In person
- By phone at 520-459-4113
- Through the Parent Portal

If calling before school hours, please leave a voicemail.

Tardy Procedures

- Students arriving after 8:10 a.m. must be checked in at the front office by a parent or guardian.
- A tardy slip will be issued, and students will not be admitted to class without it.
- Three tardies—whether due to late arrival, early pickup, or being late to class—will count as one full-day absence.

Excessive Absences

- Students absent for 10 consecutive school days will be withdrawn from Berean Academy per A.R.S. §15-803.
- Students who miss more than 14 days total (or 10% of the school year) may be considered for grade-level retention.
- Frequent tardiness may result in a parent-administrator conference to address concerns and develop an improvement plan.

Perfect Attendance Incentives

At Berean Academy, we believe in rewarding commitment to consistent attendance:

- Grades K–5: Students who achieve perfect attendance (no absences or tardies) during a quarter will be invited to a Perfect Attendance Party with the Principal.
- Grades 6–12: Students with perfect attendance for the quarter may skip one final exam in a class where they hold a grade of C or higher.

Perfect attendance is defined as having zero absences and zero tardies for the entire quarter.

Additional Notes

- Please refer to the Discipline Matrix for further attendance-related consequences and interventions.
- We appreciate your support in promoting consistent attendance and setting students up for long-term success.

Absences & Make-Up Work Policy

Berean Academy strongly encourages daily, on-time attendance as it is a key factor in student success, academic progress, and classroom engagement. While we understand that occasional absences may be unavoidable, families are urged to prioritize attendance and limit time away from school to ensure students remain connected to their learning and school community.

Short-Term Absence (1–2 days):

Parents should notify the front office to report any student absence. Absences may be classified as excused or unexcused under Arizona state guidelines. Valid excused absences may include illness, medical appointments, behavioral health days, bereavement, family emergencies, or other circumstances approved by the administration. To be considered excused, all absences must be properly reported and documented. Typically, one day of makeup time is allowed for each day missed, and students are responsible for completing both missed and current assignments. Families will receive an absence notification via Blackboard by the end of the school day. Please refer to the Discipline Matrix for further information regarding attendance-related consequences.

Long-Term Absence (3 or more days):

Parents must contact the school office to report any extended absence. In accordance with Arizona state guidelines, absences are classified as excused or unexcused based on the reason and documentation provided. Valid excused absences may include illness, medical appointments, behavioral health days, bereavement, family emergencies, and other situations approved by school administration.

For extended absences due to illness or medical reasons, a doctor's note is required upon return for the absence to be considered excused. If proper documentation is not provided or the absence does not meet excused criteria, it will be recorded as unexcused.

Planned Absences:

When a parent is aware in advance that their child will be absent due to a trip or other special circumstance, they should notify via email, the front office and the child's teacher. This helps staff support the student in making up missed work and ensures a smooth transition back into the classroom.

Medical Homebound Instruction

Medical Homebound Instruction

When a student is medically unable to attend school for three months or more (consecutive or intermittent) due to illness, chronic conditions, accident, or pregnancy with medical risk, they may qualify for homebound instruction under Arizona law.

- **Eligibility:** Requires certification from a licensed doctor confirming the student cannot attend regular classes for the specified duration.
- **Instruction:** The school must provide a minimum of 4 hours of direct, certified instruction per week in core academic subjects.
- **Attendance Credit:** Weeks with at least 4 hours of instruction qualify for full-time attendance. Weeks with less are not counted.
- **Documentation:** The medical certification must clearly state the condition and expected timeframe and be updated annually as needed.
- **Record-Keeping:** The school must log instructional minutes, subjects taught, and the teacher teaching.

By adhering to these guidelines, Berean Academy ensures compliance with state law and supports students with health needs while maintaining instructional continuity and eligibility for attendance funding.

Goals and Objectives

At Berean Academy, our goal is to equip students with the skills, mindset, and character needed to become successful, responsible, and thoughtful citizens. We aim to inspire a lifelong love of learning and empower students to think critically, act with integrity, and pursue excellence in all they do.

- Inspire students to think creatively and seek truth in all areas of learning.
- Encourage personal responsibility, perseverance, and initiative.
- Foster a positive learning environment where growth and effort are celebrated.
- Equip students with academic and life skills to succeed beyond high school and become capable, contributing adults.

Curriculum

The curriculum at Berean Academy is aligned with the Arizona Department of Education standards. In addition to academic rigor, our curriculum emphasizes positive moral character, strong family values, and personal responsibility.

We utilize HMH (Houghton Mifflin Harcourt) curriculum resources to support student learning and ensure consistency across grade levels while preparing students to meet and exceed state expectations.

Assessment System:

Berean Academy uses the i-Ready Assessment System to monitor academic progress and guide instruction in English Language Arts and Math. While assessments are commonly administered in the fall, winter, and spring, exact dates may vary based on school and state scheduling.

The purpose of these assessments is to ensure students are mastering grade-level standards and to identify areas where additional support may be needed. When students do not demonstrate expected progress, they may be provided with targeted support through Friday School, tutoring sessions, or intervention programs. These supports are designed to help every student succeed and be fully prepared for the next grade level.

Edmentum Blended Learning System

Edmentum Online Learning Program

Berean Academy utilizes the Edmentum Learning System to offer flexible, online academic opportunities for qualifying high school students. This platform is reserved exclusively for students who are recommended and approved by the Academic Advisor based on academic needs, goals, or unique scheduling challenges.

To be considered for Edmentum placement, students must maintain a minimum cumulative GPA of 3.6 or higher.

Edmentum provides options for:

- Credit recovery
- Academic acceleration or enrichment
- Addressing scheduling conflicts that cannot be accommodated through the traditional school day

Participation in the aforementioned options is not an automatic decision. The Academic Advisor will determine eligibility and coordinate placement. In some cases, students may be waived from the program if other academic supports or priorities are more appropriate.

Edmentum supports blended learning models, combining traditional instruction with personalized, technology-driven coursework. This approach allows students to:

- Learn at their own pace while staying on track with academic expectations and aligned to the course timeline
- Access rigorous, standards-aligned curriculum
- Engage with interactive, self-guided content
- Strengthen their academic standing in a flexible format

All assessments and final exams must be proctored in a school setting to ensure academic integrity and compliance with program expectations.

Berean Academy Student/Guardian Handbook

Through Edmentum, Berean Academy is able to extend academic pathways and support individualized learning goals—but only for those students strategically selected and approved by academic staff.

Homework

Homework is an essential part of a student's academic development. It promotes self-discipline, responsibility, organization, and independent learning.

At Berean Academy, homework is used to support and strengthen classroom instruction, not to introduce new content. Assignments are thoughtfully designed to help students:

- Review and reinforce concepts taught in class
- Practice academic skills for mastery
- Complete long-term projects over time
- Memorize important facts and foundational knowledge

Parents are encouraged to support their children by helping establish routines and providing a quiet, focused space for completing homework.

Academic Progress

At Berean Academy, we are committed to keeping families informed and involved in their students' academic success.

- Progress reports are sent home every 4–5 weeks to help parents monitor academic performance and address concerns early.
- Report cards are issued quarterly and reflect student achievement in relation to the Arizona State Academic Standards.
- Students are expected to put forth their best effort. If a student is struggling academically, their teacher may request a parent-teacher conference to collaborate on support strategies.
- Mastery of skills and concepts is defined as demonstrating at least 80% proficiency on assessed material.

Grading Scale

A = 90–100

B = 80–89

C = 70–79

D = 60–69

F = 0–59

Students earning a grade of C or lower in any subject are required to attend Flex Friday School from 8:00 a.m. to 12:00 p.m. This intervention is designed to provide additional support and help students improve their academic standing.

Honor Roll Recognition

Berean Academy proudly recognizes students who demonstrate academic excellence and positive citizenship through our Honor Roll Program, awarded at the end of each grading period.

Principal's Honor Roll

Awarded to students who earn all A's (90–100%) in all core subjects. This represents the highest level of academic achievement at Berean Academy.

Honor Roll (A & B Honor Roll)

Awarded to students who earn a combination of A's (90–100%) and B's (80–89%) in all core subjects.

To qualify:

- Students must have no grade lower than a B (80%) in any core subject.
- Grades must fall only within the A or B range.

Eligibility Guidelines

- Core subjects include English Language Arts, Math, Science, Social Studies, and other academic courses as designated by the administration.
- Students must be enrolled full-time to qualify.
- Any grade below 80% in a core subject disqualifies a student from honor roll recognition for that grading period.

Academic recognition at Berean Academy supports a culture of excellence, integrity, and student growth. Students who achieve honor roll status may receive certificates and public acknowledgment.

Student Discipline Philosophy

At Berean Academy, we believe in promoting responsible decision-making, personal accountability, and respectful behavior in all students. Our discipline approach focuses on helping students understand the natural consequences of their choices and learn from their actions in a supportive environment.

To ensure fair and consistent outcomes, we utilize a discipline matrix that outlines appropriate consequences for specific behaviors. This system helps maintain equity, transparency, and clear expectations across all grade levels.

We encourage families to review the Discipline Matrix and reach out with any questions about how disciplinary decisions are made and how we support student development.

Expected Behavior

All students are expected to follow school rules to maintain a safe and respectful learning environment for everyone on campus. Any behavior that is threatening, violent, or endangers the safety of others—especially involving weapons, threats of violence, or physical harm—may result in immediate disciplinary action, including expulsion and/or notification of law enforcement.

Discipline Matrix

For detailed information regarding behavior expectations, interventions, and consequences, please refer to the Berean Academy Discipline Matrix. While the full matrix is not included in this handbook, it is available upon request from the school office or can be accessed through the Parent Portal.

It is the full responsibility of both the student and the parent/guardian to review the Discipline Matrix and understand the potential consequences associated with each behavior violation.

Please note that the behavior descriptions listed in this handbook are not exhaustive and do not limit what may be included in the full Discipline Matrix. Additional behaviors and consequences may be outlined in the complete matrix and enforced accordingly.

[Official Discipline Matrix](#)

*Also refer to the Student Contract Policy :[Student Contract Policy](#)

Arson: Willful and malicious burning or charring of property.

Assault: A threat or attempt to inflict physical harm or unwanted physical contact.

Aggravated Assault: Attempting to cause serious bodily injury to another person using a deadly weapon or engaging in sexual relations with someone under the legal age of consent.

Bomb Threat: A verbal or written threat to detonate an explosive or incendiary device with the intent to cause damage, injury, death, or incite fear, regardless of whether such a device exists.

Bullying/Cyberbullying/Threatening & Intimidating Behavior: Intentional actions that harm others, including harassment through digital platforms or devices, verbal or non-verbal threats, physical assault, stalking, manipulation, blackmail, or extortion.

Cheating or Plagiarism: Using another person's work, ideas, or writing as one's own without proper credit or citation.

Death Threat: A verbal, written, or implied threat to kill another person or group of people.

Defamation (Written, Cyber, Verbal): Making false statements about another person that damage their reputation.

Destruction of School Property: Minor damage (e.g., rulers, pencils): Addressed with classroom-level consequences.

Significant damage (e.g., electronics, textbooks, furniture): Referred to Administration with possible restitution.

Structural damage (e.g., doors, windows): Referred to Administration with mandatory restitution and possible disciplinary action.

Disorderly Conduct: Engaging in disruptive behavior with intent to cause public inconvenience, annoyance, or alarm, including:

- Fighting or threatening behavior
- Making unreasonable noise
- Using obscene language or gestures
- Creating hazardous or offensive conditions without a legitimate purpose

Discrimination: Unfair treatment or distinction based on group identity (e.g., race, gender, religion) rather than individual merit.

Disrespect/Defiance/Insubordination: Ongoing, willful refusal to follow a reasonable and authorized directive from school personnel.

Disruption: Any behavior that substantially or repeatedly interferes with the learning environment or orderly conduct of a class.

Dress Code Violation: Failure to wear the required formal dress uniform while on campus.

Drugs/Alcohol (Possession, Use, Influence, or Simulation): Prohibited possession, use, or being under the influence of drugs/alcohol. Includes simulated use, such as snorting candy or mimicking drug behavior.

Drugs—Over-the-Counter (OTC): Use or possession of OTC medication without prior authorization from the administration or the school nurse.

Drug Paraphernalia: Possession of items related to the use, manufacture, or concealment of illegal drugs.

Endangerment: Placing another person at risk of harm or creating a dangerous situation.

Extortion: The act of obtaining something (typically money) through coercion, threats, or intimidation.

Fire Alarm Violation: Intentionally activating the fire alarm without cause or justification.

Forgery/Falsification: Creating false documents, signatures, or information, or presenting fabricated material as authentic.

Harassment/Hazing:

- Harassment: Aggressive pressure, intimidation, or unwanted behavior.
- Hazing: Requiring individuals to perform humiliating or dangerous tasks, typically as part of initiation or group acceptance.

Hate Speech: Abusive or threatening language or writing that expresses prejudice against a specific group based on race, religion, sexual orientation, or other identity categories.

Incorrigibility: Persistent refusal to comply with rules or behavioral expectations, indicating resistance to correction or improvement.

Physical Aggression: Severe, inappropriate physical actions (e.g., hitting, kicking) during recess, physical education, or other activities.

Verbal Abuse: Using language to insult, threaten, or demean another person in a harmful or offensive manner.

Anti-Bullying Policy

Berean Academy is dedicated to providing a safe, respectful, and inclusive environment for all students. Every student has the right to attend school without fear of harassment, intimidation, or bullying.

We have a zero-tolerance policy for bullying or discriminatory harassment, whether real or perceived, based on race, color, religion, national origin, marital status, sex, sexual orientation, gender identity, disability, or association with any of these categories.

- Bullying may include verbal abuse, social exclusion, physical aggression, cyberbullying, or any behavior intended to harm, intimidate, or degrade another individual.
- All concerns or complaints—formal or informal, verbal or written—will be taken seriously and investigated promptly by school administration.
- Consequences for bullying behaviors are outlined in the Berean Academy Discipline Matrix and will be enforced appropriately.

We believe that preventing bullying is a shared responsibility, and we encourage students, parents, and staff to work together to create a culture of kindness, respect, and accountability.

If you witness or experience bullying, please report it to a staff member or administrator immediately so we can take the appropriate steps to support those affected and maintain a safe school climate.

School Dress Code

Berean Academy Student/Guardian Handbook

To promote a focused academic environment and unified school culture, Berean Academy requires all students to follow the dress code listed below. Students will have a uniform check every morning. If a student is found out of uniform, parents or guardians will be called to bring the correct clothing. If a proper uniform is not provided, the student will be placed in detention for the remainder of the day.

K–5th Grade Dress Code

- **Shirts:** Red or navy blue polo shirts with a collar.
 - No logos are allowed except the official Berean Academy logo.
 - Undershirts must not hang below the polo.
- **Bottoms:**
 - Khaki or navy blue pants, shorts, skorts, skirts, or jumpers.
 - Shorts, skirts, skorts, and jumpers must be knee-length.
 - No cargo-style pants, knit/stretch pants, or sagging.
- **Jeans (Optional):**
 - Students may wear blue denim jeans on Thursdays only for \$1.00. Proceeds go to support their classroom.
 - Jeans must be blue denim only—no holes, rips, tears, or embellishments. No exceptions.
- **Spirit Days (Thursdays Only):**
 - Students may wear a Berean Academy t-shirt (available for purchase in the office for \$25).
 - Students may wear official Berean Academy sports team shirts (softball, football, basketball, volleyball) on Thursday game days to show team spirit.
- **Jackets:** Plain or Berean Academy logo only. Jackets with any other logos or designs are not permitted.
- **Shoes:**
 - Closed-toe shoes such as sneakers or tennis shoes are required.
 - No sandals, flip-flops, Crocs, open-toed shoes, or shoes with wheels ("heelies").
- **Accessories:**
 - No hats, sunglasses, or gloves may be worn inside the school building.
 - Excessively long or artificial nails are not permitted for safety and hygiene.
 - Excessive makeup is not allowed. If makeup is worn, it must be age-appropriate and limited to clear lip gloss and mascara only.

6th–12th Grade Dress Code

- **Shirts:** Red or navy blue polo shirts with a collar.
 - No logos are allowed except the official Berean Academy logo.
 - Undershirts must not hang below the uniform polo.
- **Bottoms:**
 - Khaki pants, shorts, skorts, or skirts.
 - All shorts, skorts, and skirts must be knee-length.
 - No cargo-style pants, knit/stretch pants, or sagging pants.
- **Jeans:**
 - Blue denim jeans are permitted.
 - Must be plain blue denim only—no holes, rips, tears, designs, or embellishments. No exceptions.
- **Jackets:** Plain or Berean Academy logo only. Other logos or designs are not permitted.
- **Spirit Days (Thursdays Only):**
 - Students may wear a Berean Academy t-shirt (available for purchase in the office for \$25).
 - Students may wear official Berean Academy sports team shirts (softball, football, basketball, volleyball) on Thursday game days to show team spirit.

- **Shoes:**
Closed-toe shoes such as sneakers or tennis shoes are required.
 - No sandals, flip-flops, Crocs, open-toed shoes, or shoes with wheels ("heelies").
- **Accessories:**
 - No hats, sunglasses, or gloves may be worn inside school buildings.

General Guidelines (K–12)

- All pants, shorts, and bottoms must be worn properly at the waist or hip level — no sagging.
- Shirts and pants must be appropriately sized — no oversized or undersized clothing.
- Winter coats may be any style or color, but may not be worn inside classrooms during instructional time.
- All clothing must be clean, free of excessive wear, and appropriate for school.

Student-Athlete Expectations & Responsibilities

Eligibility Requirements:

- To participate in school athletics, student-athletes must maintain a minimum grade of 75% or higher in all classes.
- Grades will be monitored weekly. Students with any grade below 75% will be placed on academic probation and may not participate in games or competitions until all grades meet the requirement.

Attendance:

- Student-athletes must attend all scheduled practices and games unless excused by a coach or school administrator.
- To participate in any school-sponsored game or event, students must be present for the entire school day and may not be tardy. The only exception to this requirement is a documented medical appointment, verified by a doctor's note submitted to the front office.
- Excessive tardiness may result in students being required to sit out of practices, games, and additional school-sponsored events. Continued violations will be addressed at the discretion of the school leadership team. For questions or concerns, please contact the school principal.

Code of Conduct:

- Athletes are expected to represent the school with honor, respect, and sportsmanship—both in and out of the classroom.
- Disciplinary issues may result in suspension or removal from the team at the discretion of school leadership.

Health & Safety:

- A current sports physical and a signed parent/guardian consent form are required before participation.
- Any injuries must be reported to the coaching staff immediately. Medical clearance may be required before returning to play.

Academic Support:

- Academic excellence is a priority. Student-athletes not meeting grade expectations may be referred for tutoring, study hall, or intervention services.

Electronic/Telecommunications Devices

Berean Academy is committed to maintaining a focused and distraction-free learning environment. Students are expected to come to school ready to learn, and unnecessary electronic devices are not permitted on campus.

Prohibited Items:

Electronic devices such as handheld gaming systems (e.g., Nintendo Switch) and other non-academic electronics are not allowed at school.

Cell Phones & Smartwatches

We understand that some parents or guardians choose to provide their children with cell phones or smartwatches for safety and communication. However, to maintain a focused and respectful learning environment, the following expectations apply:

- All cell phones and smartwatches must remain powered off and stored in the student's backpack during school hours unless otherwise permitted by staff.
- Students may not use phones or smartwatches for texting, calling, taking photos/videos, or accessing apps or social media during the instructional day.
- If a student is found using a phone or smartwatch without permission, the device will be confiscated and held in the front office until a parent or guardian retrieves it.
- Students who need to contact a parent or guardian during the school day may request to use a classroom or front office phone.

High School Privilege (Grades 9–12):

Students in grades 9–12 may use their phones during lunch while in the cafeteria. This is a privilege and may be revoked at any time at the discretion of the school leadership team for any reason, including misuse, distraction, or repeated violations of school policy.

Thank you for helping us create a safe and respectful academic environment for all learners.

Personal Responsibility

Berean Academy and its staff are not responsible for any lost, stolen, or damaged electronic devices brought to campus.

Personal Property/Lost and Found

The Lost and Found is located in the school office. Students are responsible for keeping track of their personal belongings. Berean Academy is not liable for any lost, stolen, or damaged items brought to campus.

To prevent loss or theft, we strongly encourage students not to bring valuable items (such as electronics, jewelry, or large sums of money) to school.

Please make sure personal items are clearly labeled with your child's name whenever possible.

Field Trip Policy

Purpose:

Field trips are an extension of classroom learning and are designed to enrich students' educational experience. All trips must align with academic goals and be approved by school administration.

Permission & Forms:

- A signed permission slip from a parent or legal guardian is required for each field trip.
- Verbal permission will not be accepted.
- Students will not be allowed to attend without completed and signed documentation turned in by the posted deadline.

Behavior Expectations:

- Students must follow all school rules while on field trips.
- Misbehavior may result in removal from the trip and/or disciplinary consequences upon return.
- Students who have demonstrated consistent behavior or safety concerns may not be permitted to attend.

Academic & Attendance Requirements:

- Students must be in good academic and attendance standing to participate in field trips.
- Teachers and administration reserve the right to exclude students from field trips based on grades, attendance, or disciplinary records.

Transportation:

- All students must travel with the group using school-approved transportation unless prior arrangements have been made in writing and approved by the administration.

Chaperones:

- Parent/guardian chaperones must be pre-approved by school administration and may be subject to background checks.
- Chaperones are expected to supervise students actively and report concerns to staff immediately.

Expenses:

- Some field trips may require payment to cover costs. Families will be notified in advance of any fees.
- If financial assistance is needed, families should contact the school office in advance.

Student Drop-off and Pick-up Times & Procedures

Students may be dropped off between 7:00 a.m. and 8:00 a.m. Please do not drop off students before 7:00 a.m., as staff supervision is not available before that time.

To ensure safety and efficient traffic flow:

- Enter through the west entrance, pull around to the right by the school office, drop off your student, and exit through the east exit.
- Students must be picked up promptly at dismissal. The school is not responsible for supervising students left on campus after hours.

After School Policy (Grades K–6):

- 15 minutes after the final bell, any student in 6th grade or below who remains on campus will be placed in the After Care Program.
- A \$10 daily fee will be charged for this service to ensure proper supervision and safety.

Important:

Repeated failure to pick up a student on time may result in a report to child welfare authorities, in accordance with Arizona law regarding student safety.

Parent Volunteers/Visiting

Berean Academy welcomes parent involvement and values the support of volunteers in creating a positive school environment. Parents may assist with classroom tasks such as cutting materials, organizing, cleaning, decorating bulletin boards, or helping during school events. To volunteer in the classroom:

- Parents must first speak with the classroom teacher to express interest.
- If approved by the teacher, the request must then be submitted to school administration for final approval.
- Approved volunteers must have a valid photo ID and be cleared through the Raptor security system prior to volunteering on campus.
- In addition, parents are welcome to visit their children during their lunch hour, provided they check in through the front office and wear a visitor badge while on campus.

Please note that the administration may place limits on the number of volunteer hours or the frequency of classroom visits to minimize disruption to instruction.

School Visitors and Parent Pickup

To ensure the safety of our students and staff, all parents, guardians, volunteers, and visitors must check in at the front office upon arrival.

- A valid photo ID is required for entry.
- Berean Academy uses the Raptor Security System to complete a quick background check before allowing campus access.
- Once cleared, visitors will receive a visitor badge that must be worn visibly at all times while on campus.

Parents are also welcome to visit their children during lunch, provided they follow the check-in procedure and wear a badge during their stay.

Please note: The administration may limit the frequency or duration of classroom visits or volunteer hours to minimize instructional disruptions.

Visitor Conduct on School Grounds

Berean Academy welcomes visitors and values the involvement of families and community members in our school. To maintain a safe, respectful, and productive learning environment, all visitors are expected to conduct themselves in a manner that aligns with the values and expectations of our campus.

All visitors must:

- Check in at the front office upon arrival.
- Present a valid photo ID for screening through our Raptor Security System.
- Wear a visitor badge at all times while on campus.
- Follow all school policies and staff directions during their visit.

Unacceptable conduct includes, but is not limited to:

- Use of hostile, aggressive, or abusive language.

- Disrupting instruction or interfering with school operations.
- Refusal to follow staff directions or campus rules.
- Bringing unauthorized individuals, substances, or objects onto campus.

Visitors who fail to follow school expectations may be asked to leave the premises. In cases involving threatening or abusive behavior, law enforcement may be contacted and further action taken in accordance with A.R.S. §15-507.

We appreciate your cooperation in helping us maintain a safe and supportive environment for all students, staff, and guests.

Due Process Procedure

Berean Academy is committed to handling concerns and resolving conflicts in a fair, respectful, and timely manner. We believe in open communication and collaboration between students, families, and staff.

If a concern arises:

1. Step 1 – The parent/guardian should first speak directly with their child’s teacher to address the issue.
2. Step 2 – If the matter is not resolved, a meeting may be scheduled that includes the parent/guardian, student (if appropriate), teacher, and principal to seek a solution.
3. Step 3 – If concerns remain after this meeting, a written request may be submitted to the Cochise Community Development Corporation Board to initiate a formal due process hearing. The board’s decision will serve as the final resolution.

Berean Academy encourages all parties to engage respectfully and constructively throughout the process. For further details on behavioral expectations and consequences, please refer to the **Discipline Matrix**.

Medications

To ensure student safety, all medications—including over-the-counter remedies—must be stored in the school office.

- Parents or guardians must personally deliver all medications to the office.
- Students are not permitted to carry or self-administer medication on campus at any time.
- A Medication Consent Form must be completed and signed before any medication (prescription or over-the-counter) can be administered at school.
- Prescription medications must be stored in their original labeled container and will be secured in a locked cabinet in the school office.
- No prescription medication will be dispensed without a completed and signed consent form on file.

While Berean Academy does not have a nurse on staff, our team members are CPR and First Aid certified and trained to follow all health and safety protocols.

Fire Drills and Lockdown Drills

To ensure the safety of all students and staff, Berean Academy conducts fire and lockdown drills once a month.

- At the beginning of the school year, students are taught what to do during these drills, including how to safely exit the building and where to go.

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- Drills are unannounced to help students and staff practice responding quickly and calmly to unexpected situations.
- If your child has never experienced a fire or lockdown drill, we recommend discussing the purpose of these safety practices with them at home to help ease any concerns.

Our goal is to help all students feel confident and prepared in the event of an actual emergency. These procedures are an important part of maintaining a safe and secure school environment.

Emergency Plan

Berean Academy has established procedures to keep students safe in the event of a natural disaster, school emergency, or national crisis.

- In an emergency, parents and guardians can find updates and instructions by visiting the school parent portal or calling the school office at (520) 459-4113.
- Students will receive clear instructions from school staff on what to do, where to go, and how to stay safe during any emergency.
- For student safety, no child will be released during an emergency unless picked up by a parent or legal guardian listed on file.

We appreciate your cooperation in following these safety protocols to help us protect all members of the Berean Academy community.

Individualized Education Program (IEP)

What Is an IEP?

An Individualized Education Program (IEP) is a legally binding document created for students eligible under the Individuals with Disabilities Education Act (IDEA). It ensures a Free Appropriate Public Education (FAPE) in the Least Restrictive Environment (LRE).

Eligibility & Child-Find

Arizona schools must actively identify and evaluate students who may qualify for special education services through a process known as “Child Find,” in accordance with IDEA and state regulations.

IEP Team & Development Process

The IEP is created by a team that includes the parent/guardian, at least one general education teacher, a special education teacher, and a representative from the school. The plan includes goals, services, accommodations, and a plan for monitoring progress.

Parent Rights & Procedural Safeguards

Parents have the right to:

- Participate in all meetings
- Provide informed written consent before evaluations or services
- Review educational records
- Receive prior written notice of changes
- Request mediation or due process hearings
- Access independent evaluations and legal remedies if necessary

Review & Amendments

IEPs are reviewed annually and may be amended at any time if both the school and parent agree.

Contact & Resources

To initiate a referral or learn more, please contact our Special Education Director. A copy of the **Arizona Parental Rights Handbook** is available upon request from the Special Education Director or 504 Coordinator, or you can download it here:

Arizona Parental Rights Handbook (Districts): [PDF Download] azed.gov

Section 504 Accommodation Plan

Overview & Eligibility

Under Section 504 of the Rehabilitation Act, students with a physical or mental impairment that substantially limits a major life activity are entitled to a Free Appropriate Public Education (FAPE) and protection from discrimination.

Referral & Evaluation

Any school staff member, parent, or guardian may refer a student for a 504 evaluation. A multidisciplinary team—including educators and the parent/guardian—will review records and relevant information to determine eligibility.

Plan Development

If eligible, the team will develop a 504 Accommodation Plan outlining specific accommodations (such as extended time, preferred seating, or assistive technology) that provide access to learning without altering the curriculum.

Review & Dispute Resolution

504 Plans are reviewed periodically. Parents have the right to review records, request impartial hearings, file complaints with the school or the U.S. Office for Civil Rights, and pursue legal remedies if necessary.

Contact & Resources

For more information or to request support, please contact our 504 Coordinator. You may also request a copy of the **Arizona Parental Rights Handbook** at any time from the 504 Coordinator or Special Education Director, or download the statewide version directly from the Arizona Department of Education:

Arizona Parental Rights Handbook (Districts): [PDF Download]
azleg.gov/alhambraesd.org+8azed.gov+8azed.gov+8azed.gov+3alhambraesd.org+3cguhsd.org+3azed.gov

Water Safety & Swim Lesson Resources

In accordance with Arizona law (HB 2019), Berean Academy provides important water safety information to support student well-being.

Arizona Department of Education — Water Safety & Swim Lesson Resources

(Link will be added once ADE publishes the official page later this year)

Access Information:

- Included in the **Parent & Student Handbook**, updated annually
- Available upon request at the **front office**

We encourage all families to explore these materials and consider enrolling students in age-appropriate swim lessons to enhance water safety awareness.

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.

Public Records

Upcoming Governing Board meetings are announced in advance and posted on the bulletin board in the school office as well as on the school website. Official meeting minutes are maintained in a three-ring binder located in the Business Office and are also available on the school website.

In accordance with transparency requirements, employee résumés and board minutes are available for parent review upon request. These documents are kept in the Business Office and may be inspected during regular school hours.

Annual Notification to Parents Regarding Confidentiality of Student Education Records

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

- Parents or eligible Students have the right to inspect and review the Student'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 Students to review the records without copies. Schools may charge a fee for copies.
- Parents or eligible Students 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 Student 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 Student 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 Student in order to release any information from a Student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest
 - 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 Student 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
 - Other schools to which a Student is seeking to enroll;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a Student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

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Schools may disclose, without consent, "directory" information such as a Student'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 Student 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 Students 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 Student's parents and the 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 ensure 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 ensure that at all stages of gathering, storing, retaining, and disclosing education records to third parties, 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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Additional Resources and Documents

Please review all supplementary documents included in the Parent/Student Handbook listed below. These resources provide important information to support student success and ensure clear communication between home and school.

Arizona Parental Rights Handbook

https://www.azed.gov/sites/default/files/2023/08/Parental%20Rights%20Handbook_Public%20Charter%20Schools__2023_Final.pdf

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:

Student's Name (printed)

Parent's Name (printed)

Student's Signature

Date:

Parent's Signature

Date:

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