



# Concordia Charter School

A Friend of Core Knowledge<sup>®</sup>

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## PARENT/STUDENT HANDBOOK

### 2015/2016

*Providing educational excellence and equity to the most vulnerable children in Arizona!*

Concordia Charter School does not discriminate on the basis of race, color, national origin, sex, age or handicap in its programs, activities, admission or employment practices.

Concordia Charter School was funded in part by a grant from the U.S. Department of Education Office of Innovation and Improvement, and is recognized as a 501(c) (3) nonprofit corporation.

## Table of Contents

Welcome Letter	page 3
Mission/School Goals	page 3-4
School Staff	page 5
Enrollment Process	page 6
Health, Safety & Security Measures	page 6-7
Dress & Appearance	page 7
Student Responsibilities	page 7-8
Student Conduct	page 8-11
Instruction/Curriculum	page 12-13
Attendance/Absences/Tardiness	page 14
Public Notice	page 15-17
Asbestos Notification	page 18
School Calendar	page 19
Acknowledgement of Receipt of Student Handbook	page 20

Concordia Charter School  
Kindergarten – 6<sup>th</sup> Grade  
142 N. Date St.  
Mesa, AZ 85201  
Phone: 480-461-0555 Fax: 480-461-0556



Dear Parent/Guardian and Students,

It is a pleasure to welcome you to Concordia Charter School! We have worked hard over the last eight years to build this school for the community. The year ahead will offer many new learning opportunities for you and your child. Our goal is to provide a safe, caring, harmonious learning environment where children are challenged with a rich curriculum combining Core Knowledge and Saxon Math to meet Arizona's College and Career Ready Standards. We are excited about the new year and look forward to working closely with you.

Margaret Roush-Meier, M.Ed., Director

## **Concordia Charter School, Inc.**

### **Mission:**

The mission of Concordia Charter School is to provide families a choice for a high quality education for their child(ren) in a safe, caring and harmonious environment.

### **Vision:**

In order to carry out its mission Concordia Charter School will:

- Develop and operate a K-6 charter school program in the west side of Mesa, Arizona
- Educate children, regardless of ethnic, cultural or social-economic class, to become fully literate, productive citizens of our society.
- Offer children opportunities to excel beyond the guidelines outlined in the Arizona State Educational Standards.
- Create a nurturing environment for learning.
- Create and nurture meaningful relationships with parents so they can be a partner in their child's education.

## PHILOSOPHY:

The Philosophy of Concordia Charter School is grounded in the belief that all children have a right to a quality education. These principles arise from an understanding of human beings as whole persons in light of their relationship to their creator, themselves, their families and the society in which they live. Through our actions we affirm these principles:

- We believe all children can learn.
- We believe children learn in unique ways and at different rates.
- We believe all children can excel if given the opportunity.
- We believe parents have an important role to play in the education of their children.
- We believe quality education need not cost more if done correctly.
- We believe all children, regardless of their ethnic, cultural or social-economic class, deserve an education that prepares them to be literate members of our society.
- We believe all children deserve and opportunity to choose a school that best serves their educational needs within a value set that honors their cultural identity.
- We believe all children deserve to be loved and cared for.

## VALUES:

The statement of Values of covenant Community Schools serves as an internal compass to guide our relationships and actions:

- **Equality** We affirm the worth and spiritual freedom of each person and treat all people with respect, integrity and dignity.
- **Compassion** We embrace the whole person and respond to emotional, ethical and spiritual concerns, as well as educational needs in our commitment to unselfishly care for others.
- **Excellence** We empower people to continually improve the outcomes of our service, to advance quality and to increase innovation and openness to new ideas.
- **Partnership** We collaborate as staff, teachers, volunteers and community leaders to utilize the talents and creativity of all persons.
- **Stewardship** We are responsible and accountable for all we are, have and do.

**Office Information:**

**Name**                      **Concordia Charter School**  
**Address**                  **142 N. Date ST.**  
                                     **Mesa, AZ 85201**  
**Phone**                     **480-461-0555**  
**Fax**                         **480-461-0556**

**School Staff:** **Director– Margaret Roush-Meier**  
**Administrative Assistant – Nancy Patiño**  
**Director of Development – Diane Fernichio**  
**Curriculum Director/Instructional Coach – Brooke Jerde**  
**Kindergarten – Eileen Holiday**  
**1<sup>st</sup> Grade – Sharon Woody**  
**2<sup>nd</sup> Grade – Heather Eveland**  
**3<sup>rd</sup> Grade – Hanna Perry**  
**4<sup>th</sup> Grade – Dave Cole**  
**5<sup>th</sup> Grade – Jesus San Juan**  
**6<sup>th</sup> Grade – Ivan Mercado**  
**Aide – Connie Lopez**  
**Aide – Danelle Lee**  
**Special Education – Arieta Piriz**  
**Nutritional Supervisor–Rachel Gomez-Acosta**  
**Nutritional Services Aide – Roxanna Colmenero**  
**Custodian – Andrew Parker**

## **ENROLLMENT PROCESS – 2015/2016 SCHOOL YEAR**

Concordia maintains an open admissions policy for all kindergarten to 6<sup>th</sup> grade students. Concordia does not discriminate on the basis of race, gender, national or ethnic origin in the administration of any of its policies or any school-administered programs. Anyone interested in attending is required to complete an enrollment registration form, provide a copy of the student's Immunization Record (shot record) and a certified copy of the student's birth certificate. If the birth certificate is not received within 10 days of the student's first day of attendance, Concordia is mandated by state law ARS §15-828(D) to report to the local law enforcement agency (police and/or child protective services) that the student may be a missing, abducted or exploited child.

While Concordia makes every attempt to accommodate all students seeking enrollment, the receipt of a registration form in no way guarantees immediate admission. When the demand for enrollment exceeds the enrollment limits, a waiting list is established based on the student's registration date. When there are two or more "applicants" with the same registration date and only a limited number of openings, a lottery is conducted to determine the next student to be enrolled. Parents will be called and notified of an opening.

### **THE MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

A part of the NCLB legislation, defines homeless children and youth as: individuals who lack a fixed, regular and adequate nighttime residence...and includes, sharing the housing of other persons, living in hotels or motels, trailer parks or camping grounds, living in emergency or transitional shelters, are abandoned in a hospital or awaiting foster care placement, or who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, or living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings, and migratory children who qualify as homeless because they are living in circumstances described above.

Families and youth experiencing homelessness often do not have the documents ordinarily required for school enrollment. The McKinney-Vento act requires schools to immediately enroll homeless students even if they do not have required documents, such as school records, medical records, proof of residency, or other documents. The term "enroll" is defined as attending classes and participating fully in school activities. The act further requires the school's homeless liaison to immediately assist in obtaining immunizations or medical records for those students who do not have them.

### **HEALTH, SAFETY & SECURITY**

Concordia adheres to all admission requirements provided by Arizona's Department of Health Services.

#### **Required Immunizations:**

**DTaP/DTP/DT or Td** - 3 doses are sufficient if dose #3 was on/after 4<sup>th</sup> birthday. A 4<sup>th</sup> dose is required if dose #3 was before 4<sup>th</sup> birthday.

**Td Booster** - required when 10 years has passed since the last dose of DTaP/DTP/Td.

**Polio** – 3 doses are sufficient if dose #3 was on/after 4<sup>th</sup> birthday. A 4<sup>th</sup> dose required if dose #3 was before 4<sup>th</sup> birthday

**MMR** – Typically 2 doses are required. A 3<sup>rd</sup> dose is required if dose #1 was given before 1<sup>st</sup> birthday.

**Hep B** - 3 doses are required.

Those parents who claim exemption for medical or personal beliefs must complete the appropriate paperwork for their child.

Concordia asks all parents to be responsible by immediately contacting their child's school to report any illness that may be considered a communicable disease (e.g. chicken pox, hepatitis, meningitis, etc.). Information gained will be used for the sole purpose of protecting the safety and well being of Concordia's students and staff.

Any student or parent who has concerns regarding the safety of the school and its students is encouraged to call Concordia and provide the school with sufficient information (specific concern, name of involved students, location the incident occurred and the time). With this information the staff can investigate the concern. There is no requirement for the person reporting the concern to identify him or herself.

### **Dress & Appearance:**

All students are required to wear their school uniform before entering Concordia Charter School. Parents are responsible for providing their school uniform. If there is a financial need, please come into the office and speak with Mrs. Patino. **Students will be sent home if not in uniform, THERE WILL BE NO EXCEPTIONS.**

#### **Uniform Shirt:**

- Short sleeved **red** or **navy blue** Polo style shirt. No logos, advertising or insignias are permitted.

#### **Uniform Pant/Short/Skirt:**

(See restrictions listed below)

- **Navy** or **khaki** Solid Colored fitted pants, shorts, skirt or skort.
- **All students will wear socks and shoes every day.**

#### **Restrictions:**

- Pants, shorts and skirts should be made of fabric similar in style to Dockers.
- Pants must be worn at the waist; belts should be worn whenever necessary.
- Pants should be of an average leg width.
- Shorts can only be 3 inches above the knee.
- Skirts are permitted when worn at the knee and are made of non-clinging fabric. Side, back and front "slits" cannot extend higher than 3 inches above the knee.

## **STUDENT RESPONSIBILITIES**

### **Technology Accountability:**

Concordia provides the students access to computers in the classroom. These computers may have Internet access. Students and parents should understand that files accessed, downloaded or stored on school servers are not private; all Internet communications are public in nature. Students may come in contact with material that may be controversial or inaccurate from anywhere around the world. Concordia will make all reasonable attempts to provide internal security on Internet content. However, Concordia has no control over the nature or content of information residing on other computer systems, and disclaims any responsibility to exercise such control. Parents may revoke their child's Internet privileges at any time by notifying the school's principal in writing.

Abuse in the technology area includes **but is not limited to:**

- Sending, accessing, downloading or displaying offensive messages or pictures, this includes but is not limited to drug, alcohol, sites or messages that are sexual in nature, sites and messages that promote racial or ethnic violence or hatred, sites and messages that promote gang activity.
- Damaging computers, systems or networks
- Violating copyright laws
- Using another person's password, trespassing into others' folders, work or files
- Using the network for commercial purposes
- Violation of software registration, pirating of software (the illegal copying of licensed software)
- Providing personal information such as names, addresses, phone numbers, or credit card numbers

## **STUDENT CONDUCT**

While students are in uniform, they are considered to be representatives of Concordia and its high standards. Concordia students are expected to follow all school policies and adhere to all conduct expectations.

### **Harassment:**

Every student is entitled to learn in an environment that is free from threat and intimidation. In order to create and maintain such an environment, students are expected to behave in a manner that is respectful of other students' rights. Behavior that is in any way (physically, emotionally or verbally) threatening or intimidating will not be tolerated and will result in disciplinary action. Issues of intimidation and threats of violence will be dealt with as identified in the Arizona Penal Code. Concordia maintains the right to contact the police when staff deems it necessary.

**ALL** harassing behavior will be the subject of disciplinary action. The severity and nature of the harassing behavior will be handled on a case-by-case basis and may lead to suspension or expulsion.

## **SEXUAL HARASSMENT**

All individuals associated with this District, including, but not necessarily limited to, the Governing Board, the administration, the staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any act of verbal or physical aggression which creates a hostile learning environment should be reported.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by a member of the school staff to a student or to another staff member, student to staff, or when made by a student to another student where:

Submission to such conduct is either explicitly or implicitly made a term or condition of an individual's employment or education; or



Submission to or rejection of such conduct is used as a basis for employment or education decisions affecting such individual; or

Such conduct has the purpose or effect of substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive employment or education environment.

Sexual harassment may include, but is not limited to:

Suggestive or obscene letters, notes, invitations, derogatory comments, slurs, jokes, epithets, assault, touching, impeding or blocking movement, leering, gestures, or display of sexually suggestive objects, pictures, or cartoons, phone calls, emails, or outside of school.

Continuing to express sexual interest after being informed that the interest is unwelcome. (Reciprocal attraction between peers is not considered sexual harassment.)

Implying or withholding support for an appointment, promotion, or change of assignment; suggesting that a poor performance report will be prepared; suggesting that probation will be failed; implying or actually withholding grades earned or deserved; or suggesting that a scholarship recommendation or college application will be denied.

Coercive sexual behavior used to control, influence, or affect the career, salary, and/or work environment of another employee; or engaging in coercive sexual behavior to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

Offering or granting favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassifications, et cetera, in exchange for sexual favors.

Anyone who is subject to sexual harassment, or who knows of the occurrence of such conduct, should inform the appropriate compliance officer, as provided in ACA-R. Any student who believes he/she has been sexually harassed by a staff member or other student must make a report in a timely matter. H.R. will begin an investigation. The Director will initiate immediate disciplinary action, and if necessary contact CPS. and the police

A substantiated charge against a staff member in the District shall subject such staff member to disciplinary action.

A substantiated charge against a student in the District shall subject that student to disciplinary action, which may include suspension or expulsion.

All matters involving sexual harassment complaints will remain confidential, on a need-to-know basis.

**Tobacco:**

Concordia is a tobacco and smoke-free educational institution. In accordance with Concordia policies and the laws of Arizona, smoking and the possession of tobacco products on school premises are strictly forbidden. All tobacco products found will be confiscated immediately.

**Alcohol:**

Concordia maintains a zero tolerance policy regarding the possession of alcohol on school premises. Students who violate this policy are subject to prosecution under the Arizona Penal Code and **will be expelled**. Any student that attends school while under the influence of alcohol is subject to disciplinary action that may include but is not limited to a Long Term Suspension. The severity of discipline will remain at the discretion of the Principal. Parents will be called and asked to immediately come to school for a conference and to remove the student from the school. The student may be asked to submit to a “drug screen” if the Principal deems the request to be necessary.

**Drugs:**

Concordia maintains a zero tolerance policy regarding the possession of drugs on school premises. Students who violate this policy are subject to prosecution under the Arizona Penal Code and **will be expelled**. Any student that attends school while under the influence of an illegal substance or mood-altering chemical is subject to a drug screening (see “Drug Testing” in the “Consequences for Misconduct” section for additional information) and disciplinary action that may include, but is not limited to, a Long Term Suspension. The severity of the disciplinary action is at the discretion of the Principal. Parents will be called and asked to immediately come to school for a conference and to remove the student from the school.

**Weapons:**

Concordia maintains a **zero tolerance policy** regarding the possession of any weapon on school premises. Students who violate this policy will face immediate disciplinary action and may face prosecution under the Arizona Penal Code. **Firearms:** Concordia’s zero tolerance policy is in accordance with Arizona State’s “Gun Free School Act” (ARS §15-841G) as well as the Federal Statute; 20USC8921(d). **Students who violate this policy will face immediate expulsion.**

## **Consequences for Misconduct**

### **Logical Consequences**

Concordia uses a system of rules and logical consequences based on the Responsive Classroom approach. The goal of this system is to keep all students in class and learning while helping them to take responsibility for their own behavior. Students and teachers work together to create rules for their classroom which all agree to follow. When a mistake is made, logical consequences are in place to deal with the inappropriate behavior and ensure that the classroom is a safe learning environment for all. These consequences include:

**Take-a-Break:**

Meant to be used proactively and for the most minor issues, take-a-break is an opportunity for students to gather their thoughts in a quiet place and prepare to return to the group. Most students rarely move beyond take-a-break.

**Loss of Privilege:**

Students who exhibit out of control or continued disruptive behaviors may lose a privilege. These privileges could include working with the group in class, attending a special activity, choice time in class, or recess.

At Concordia, our highest priority is the safety of all students and staff. For students who have ongoing, persistent behavior problems, or for students who exhibit unsafe or out of control behaviors that threaten the safety of others, there are more severe consequences. These may include:

**Student Jobs Contract:**

Students who have consistent, ongoing problems that disrupt the learning of themselves or others and have exhausted the classroom logical consequences may be asked to enter into a Jobs Contract with the teacher. In this process, the student, teacher, and parent discuss specific student goals in school, some examples of what these goals look, sound, and feel like, and celebrations to be put in place for when the student meets these goals.

**In-School Suspension (ISS):**

Continued behavior problems may result in in-school suspension, in which a student is removed from his or her class to a location where he or she can work alone. Duration of an ISS can be one to three days. The goal of ISS is to promote self-exploration and offer an opportunity for the student to examine the behavior choices he or she has made. ISS is structured and supervised to limit the student's contact with others. Concordia will make all reasonable efforts to keep parent(s) fully informed of the student's progress and status.

**Detention:**

This disciplinary action may be utilized when a student consistently wastes time during the school day or needs extra time outside of the school day to resolve an issue. Parents are informed of the behavior and a detention time is scheduled beyond the school day.

**Out of School Suspension (OSS):**

This disciplinary action is utilized for actions that are serious enough in nature for the student to have to take a couple of days away from school to reflect on the choices they have made. Parents are informed of the behavior and the amount of time the students has to stay away from school.

**Expulsion:**

**An expulsion is for actions so serious in nature that the student will not be allowed to re-enter any Concordia campus.** Expulsion is the final step in disciplinary action, it is used in extreme cases when all other actions have failed or are considered inappropriate. An expelled student can be refused admission to any public school in the state of Arizona.

**Due Process:**

Appeals must be submitted in writing to the Director detailing specific concerns.

## Instruction/Curriculum

The Arizona College and Career Ready Standards will be the basis for the core of all instruction in all of the academic components. Each student will be given the opportunity to master the standards in all content areas. The objective of the school curriculum is **to equip students with the knowledge necessary to master life, prepare students for success in college, inspire a lifelong love of learning, and foster responsible citizenship.** The skills of reading, writing, abstract reasoning, and mathematics are emphasized. The curriculum is designed to establish a balanced, well-rounded education in the following areas:

**Kindergarten:** Phonics, Reading, Math, Writing, Social Studies, Science, Art, Music, Computer Science

**Grades 1–6:** English, Math, Reading, Writing, Social Studies, Science, Art, Music, Computer Science

Concordia Charter School uses the highly acclaimed **Core Knowledge curriculum.** **The Core Knowledge Foundation** is a nonprofit organization which offers a rich curriculum, classroom materials, and professional development for teachers. The Foundation’s Mission is to “offer all children a better chance in life and create a fairer and more literate society by educating America’s youth in a solid, specific, sequenced, and shared curriculum.”

**Saxon Math** is designed to get kids engaged in mathematics while still teaching them what they need to know. The **Saxon Math** curriculum has an incremental structure that distributes content throughout the year. This integrated and connected approach provides deep, long-term mastery of the content and skills called for in the Arizona Career and College Ready Standards/

**Core Knowledge Language Arts** is a part of the Core Knowledge curriculum described above. It is divided into two strands which makes learning to read fun and interesting for every child. The first strand is called the Skills Strand and this is where the students are learning how to decode and gets the basics of reading down. The students will learn how to blend, what sounds the letters make, and what the letter names are. The second strand is called the Listening and Learning Strand, and this is where the students are being read stories aloud from the teacher. Both of the components are very important in helping a child learn to read.

## House Bill 2732 – Schools; 3<sup>rd</sup> Grade Retention

(Laws 2010, Chapter 296)

### Third Grade Reading Requirement

Arizona State Statute [15-704](#) requires school districts and charters to provide effective reading instruction, with initial screening; on-going diagnostic and classroom based reading assessments, and a system to monitor student progress.

Arizona's revised statute [15-211](#) requires all school districts and charters with a K-3 program to submit a comprehensive plan for reading instruction and intervention across grade kindergarten through grade three. State funding is provided to schools to support the implementation of their K-3 reading plan. The goal is to have all grade three students in Arizona reading proficiently at grade level.

Arizona Revised Statute [15 – 701](#) states that if data on the third grade statewide reading assessment is available and demonstrates that a student scored “falls far below” the student shall not be promoted from the third grade. There are two exemptions in Arizona Revised Statute [15-701](#). In accordance with the new law, a school district governing board or the governing body of a charter school is allowed to promote a student who earns a score of “falls far below” on the third grade statewide reading assessment only for the following reasons:

- The student is an English Language Learner or Limited English Proficient who has received less than two years of English instruction; or
- A student with disabilities has an individualized education plan (IEP), and the IEP-team, which includes the student's parent/guardian, agrees that promotion is appropriate
- students in the process of a special education referral or evaluation for placement in special education and/or students that have been diagnosed as having a significant reading impairment, including dyslexia. The bill defines “dyslexia” as a brain-based learning difference that impairs a person's ability to read and spell, that is independent of intelligence and that typically causes a person to read at levels lower than expected.

Concordia Charter School, Inc. after consultation with parents and teachers, reserves the right to promote any student when it determines it is in the best interest of the child.

### Progress/Report Card:

Progress and Report Cards are sent home three times a year. Please refer to the school calendar for dates.

## **Attendance/Tardiness:**

Teachers will enter their attendance into the office by 8:45 a.m. We expect students to be at school by 8:15a.m. each day. Students who are tardy (after 8:25a.m.) must have a admit slip from the office. **Three tardies will be counted as one absence.**

## **Absences:**

Pursuant to A.R.S. §15-901(A)(2), "...excused absences shall be identified by the Department of Education...". The Department of Education defines an excused absence as being an absence due to illness, doctor appointment, bereavement, family emergencies and out-of school suspensions not to exceed 10% of the instructional days scheduled for the school year.

Pursuant to A.R.S. §15-806, "the governing board of each school district shall adopt a policy governing the excuse of students for religious purposes. Concordia Charter School permits a student to be excused from school attendance for religious purposes, including participation in religious exercises or religious instruction. For participation in a religious activity to be considered an excused absence a written consent from the person who has legal custody of the student and the religious instruction or exercises must take place at a suitable place away from school property. Pursuant to Op.Atty.Gen. No. R76-292, the total number of days of excused absences for religious purposes shall be reasonable and not abused.

Pursuant to A.R.S. §15-803(A)(2), in order for any of the above absences to be excused, a child who is under 16 years of age must be accompanied by a parent, guardian, or authorized person. In order for absences relating to illness, doctor appointment, bereavement, family emergencies, or district approved family vacation to be counted as excused absences, the school must be notified of the absence prior to the absence or when the absence occurs by the parent or legal guardian who has custody of the student. The school will document on paper or paperless format the date and reason for the absence. The documented record shall be maintained for not more than four (4) years. If an absence occurs relating to any other term or condition that is not specifically designated herein, the absence shall be counted as unexcused. Students absent for ten (10) consecutive school days, except for excused absences identified herein, shall be withdrawn from the school, pursuant to A.R.S. §15-901 (A)(2).

All absences are to be verified by a call to the school office from a parent or guardian before 9:30 am on the day of the absence. This includes all absences due to medical and dental appointments and for all absences. Students who are dismissed from the school early for any reason must sign out in the office. The answering machine will be available before and after school hours for anyone who would like to leave a message. Please leave your name, student name, grade, date and reason for absence.

## **PUBLIC NOTICES**

### **Child Abuse/Neglect Reporting Requirements:**

Concordia and its staff are required by state law to report any suspected incidents of child abuse or neglect. This includes those minor students who are engaged in a relationship with an individual who has attained his or her majority (age 18 or older). This reporting requirement is non-negotiable and Concordia supports the reporting requirement. Additional reporting is mandated if the birth certificate is not received within 10 days of the student's first day of attendance, Concordia is mandated by state law §15-828(D) to report to the local law enforcement agency (police and/or child protective services) that the student may be a missing, abducted or exploited child. Once a report is made to Child Protective Services or the police department the responsibility to notify parents of the report falls on those agencies, in no way is Concordia or its staff responsible for notifying parents of the report.

### **Childfind:**

The school is responsible for identifying, locating and evaluating all children with disabilities including children aged 3 to 21 and for referring children from birth through 2 years of age to Arizona Early Intervention Program (AzEIP) for evaluation and appropriate services.

### **Rules Governing Special Education:**

On May 19, 2003, the State Board of education approved changes to the rules that govern special education in Arizona. Among the changes implemented the following became effective and is in compliance with federal requirements (R7-2-401(I)(2): "Parents shall be fully informed about the requirements of IDEA (Individuals with Disabilities Education Act) 300.127, including an annual notice of the policies and procedures that the PEA (Public Education Agency) must follow regarding storage, disclosure to a 3rd party, retention, and destruction of personally identifiable information."

This change will not affect the current practices of Concordia. As in the past, Concordia will continue to provide parents/students with policies and procedures including those governing record retention, storage, information disclosure, and destruction of any personally identifiable information. Please contact your school's Special Education Department for more information.

### **Notification Regarding Rights to View Instructional Staff's Credentials**

Concordia provides an opportunity to review any instructional staff member's resume upon request. Please contact your Principal to set up an appointment.

### **Annual Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the Educational Services Department a written request that identifies the record(s) they wish to inspect. The Educational Services Department will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask to amend a record that they believe is inaccurate or misleading. They should write the Educational Services Department, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Charter School as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the Charter School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the Charter School discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Charter School to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

### **Annual Notification to Parents Regarding the Confidentiality of Student Education Records**

Concordia has established written policies regarding the collection, storage, retrieval, use and transfer of student education information collected and maintained pertinent to the education of all students to ensure the confidentiality of the information and to guarantee parents' rights of privacy. These policies and procedures are in compliance with:

- The Family Education Rights and Privacy Act; Title 20, United States Code, Sections 1232g and 1232h, and the Federal Regulations (34 CFR, Part 99) issued pursuant to such Act;
- The Education of all Handicapped Students Act; Title 20, United States Code, Sections 1412 (2) (D) and 1417 (C); and the Federal Regulations (34 CFR 300.560-300.574) issued pursuant to such Act; and
- Arizona Revised Statutes, Title 15- Section 141.

Student education records are collected and maintained to help in the instruction, guidance and educational progress of the student; to provide information to parents and staff; to provide a basis for the evaluation and improvement of school programs; and for legitimate educational research. The student records maintained by the district may include, but are not necessarily limited to, identifying data; report cards and transcripts of academic work completed; standardized achievement test scores, attendance data; reports of psychological testing; special education records; health data; teacher or counselor observations; and verified reports of serious or recurrent behavior patterns.

These records are maintained in the Corporate Office of Concordia under the supervision of the Educational Services Coordinator and are available to the teachers and staff working with the student. If your son/daughter should transfer to another school, these records will be sent to the new school upon their request. Otherwise, records are not released to most agencies or persons without prior written consent of the parent.



You have the right to inspect and review any and all records related to your student, including a listing of persons who have reviewed or have received copies of the information. Parents wishing to review their student's records should contact the Registrar for an appointment. School personnel will be available to explain the contents of the records to you. Copies of student's education records will be made available to parents when it is not practicable for them to inspect and review the records at the school. Charges for copies of records will be twenty-five cents per page.

If you believe information in the record file is inaccurate or misleading, you have the right to request that a correction be made or to add comments of your own. If, at any time, agreement between the Principal and parent cannot be reached, contact the Concordia Corporate Office and request a meeting with the Educational Services Coordinator.

You will be informed when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to your student.

Copies of the Student Education Record Confidentiality Policies and Procedures may be reviewed in the Special Education office. Federal law also permits a parent to file a complaint with the Family Education Rights and Privacy Act Office in Washington, D.C.

**CONCORDIA CHARTER SCHOOL**  
**A Friend of Core Knowledge**  
142 North Date Street  
Mesa, Arizona 85201  
Phone: 480-461-0555 Fax: 480-461-0556  
[www.concordiacharter.org](http://www.concordiacharter.org)



### ANNUAL NOTIFICATION

To: Workers, Building Occupants, or their Legal Guardian, Tradesmen and Outside Service Providers

From: Concordia Charter School 142 N. Date St. Mesa, Az.

Reference: Asbestos Hazard Emergency Response Act (AHERA) 40 CFR Part 763-Asbestos-Containing Materials in Schools; Final Rule and Notice, October 30, 1987, 763.84 General locate education agency responsibilities. The AHERA Management Plan has been prepared in September 2007.

Notification is required to inform at least once each school year about inspections response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress at each school K-12 in accordance with AHERA.

*Asbestos materials were not identified within the onsite school structure, however the EPA requires an asbestos Management Plan (MP). The MP (dated September 2007) is available for review at the administrative office of the campus.*

If you have any questions, please contact the Designated Person listed below:

Designated Person: Margaret Roush-Meier

Telephone # 480-461-0555

**Concordia Charter School does not discriminate on the basis of race, color, national origin, sex, age or handicap in its programs, activities, admission or employment practices.**

**Concordia Charter School is funded in part by a grant from the U.S. Department of Education Office of Innovation and Improvement, and is recognized as a 501(c) (3) nonprofit corporation.**

Concordia Charter School  
Kindergarten – 6th Grade  
142 N. Date St.  
Mesa, AZ. 85201  
Phone: 480-461-0555 Fax: 480-461-0556



**ACKNOWLEDGMENT OF RECEIPT OF  
HANDBOOK for STUDENTS/PARENTS/GUARDIANS**

I, \_\_\_\_\_, acknowledge receipt of the Concordia Charter  
Parent/Guardian, PLEASE PRINT NAME

School Handbook for Students/Parents/Guardians.

Signed: \_\_\_\_\_  
(signature of parent/guardian)

Date: \_\_\_\_\_

Name of Student (s):