



Concordia Charter School

A Friend of Core Knowledge®

PARENT/STUDENT HANDBOOK

2025/2026

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.

NON-DISCRIMINATION POLICY

Concordia Charter School does not discriminate on the basis of race, color, religion, national origin, ethnicity, sexual orientation, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The lack of English language skills shall not be a barrier to admission or participation in the Concordia Charter School activities and programs. Concordia Charter School also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator(s) at 142 N Date, Mesa, AZ 85201, or at 480-461-0555.

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



WELCOME LETTER

Dear Parents and Families,

Welcome to Concordia Charter School. Our goal is to provide a welcoming, safe and developmentally appropriate environment for every child.

This handbook is designed to ensure that your family has a rewarding experience with Concordia Charter School. In the handbook, we have tried to anticipate many of your questions about our school. The purpose of this handbook is to outline the Concordia Charter School's policies and procedures. We strive to work closely with parents in a partnership that will facilitate the transitions between home and school. Communication and a sense of trust between parents and teachers are vital to us.

Our goal is to provide the highest quality education for children and to ensure that parents are valued and respected. To accomplish this, we depend on parents to be responsible and active childcare consumers. We expect parents to read this handbook, follow the policies and procedures outlined, provide us with all the necessary information, and be open and honest with us regarding your feedback about the school. We welcome your comments, questions, concerns and suggestions about your child's experience and the school. We understand that nothing is more important than your child's education and care experiences.

Please feel free to come and talk with us should you have any suggestions, questions, or concerns. We look forward to a successful and fun school year!

With Warm Regards,

Margaret Roush-Meier, Founder/ Director

Amy Hardgrove, Principal

Escuela autónoma Concordia
Jardín de infantes – 6to grado
142 N. Fecha St.
Mesa, AZ 85201
Teléfono: 480-461-0555 Fax: 480-461-0556



CARTA DE BIENVENIDA

Estimados padres y familias,

Bienvenido a la escuela autónoma Concordia. Nuestro objetivo es proporcionar un ambiente acogedor, seguro y apropiado para el desarrollo de cada niño.

Este manual está diseñado para garantizar que su familia tenga una experiencia gratificante con Concordia Charter School. En el manual, hemos tratado de anticipar muchas de sus preguntas sobre nuestra escuela. El propósito de este manual es describir las políticas y procedimientos de Concordia Charter School. Nos esforzamos por trabajar estrechamente con los padres en una asociación que facilitará las transiciones entre el hogar y la escuela. La comunicación y el sentido de confianza entre padres y profesores son vitales para nosotros.

Nuestro objetivo es brindar educación de la más alta calidad a los niños y garantizar que los padres sean valorados y respetados. Para lograr esto, dependemos de que los padres sean consumidores responsables y activos de cuidado infantil. Esperamos que los padres lean este manual, sigan las políticas y procedimientos descritos, nos brinden toda la información necesaria y sean abiertos y honestos con nosotros con respecto a sus comentarios sobre la escuela. Agradecemos sus comentarios, preguntas, inquietudes y sugerencias sobre la experiencia de su hijo y la escuela. Entendemos que nada es más importante que la educación y las experiencias de cuidado de su hijo.

No dude en venir y hablar con nosotros si tiene alguna sugerencia, pregunta o inquietud. ¡Esperamos un año escolar exitoso y divertido!

Con un cordial saludo,

Margaret Roush-Meier, fundadora y directora

Amy Hardgrove, directora

HISTORY

Concordia Charter School was founded in 2004 by our Director, Margaret Roush-Meier. Concordia Charter School was established as a K-6 public charter school to provide parents in disadvantaged communities with the choice of a high quality education for their children in a small, safe, and nurturing environment. We are excited, for this 2025-2026 school year, we have added 7th & 8th grades for the first time! The decision to add 7th & 8th is in response to a felt need in our school community. Concordia operates on the campus of the First Evangelical Lutheran Church in the C.A.N.D.O. neighborhood of Northwest Mesa, Arizona. The school uses the highly acclaimed Core Knowledge (CKLA) curriculum to provide a high expectations, high performance, academic environment for its students.

This handbook is designed to acquaint all parents with current policies and procedures of Concordia Charter School. Parents receive a Parent/Student Handbook during enrollment or at the beginning of each school year.

Concordia Charter School is a K-6 school with one class per grade level. The class sizes are limited to 18 students per class. Promoting high quality education is Concordia's primary goal.

VISION STATEMENT

The mission of Concordia Charter School (CCS) is to provide families with a choice for high quality educational opportunities for their children in a caring, nurturing environment.

MISSION STATEMENT

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

- Develop and operate a K-6 charter school program on 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.

PROGRAM PHILOSOPHY

The Philosophy of Concordia Charter School is grounded in the belief that all children have a right to 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.

Program Philosophy continued

Through our actions, we affirm these principles:

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

VALUES

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

- **Equity** 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.

GUIDING PRINCIPLES: HOW WE WANT OUR STUDENTS TO FEEL

- I can do this.
- My presence and contributions matter and are appreciated
- I feel safe.
- I have ownership of my body and voice.
- I know I can be successful in this space; the people here want me to succeed and will support me in doing so.
- I feel welcomed, cared for, and respected.
- I am acknowledged, I am seen, and I belong here.
- I can be myself.
- My voice and opinion matter, and are respected.
- The space, people and structures are fair to me.
- I have the ability to grow and develop my skills, knowledge, and abilities through effort and practice.
- It is okay not to know.

SCHOOL INFORMATION

SCHOOL OFFICE

Concordia Charter School is located at 142 N Date, Mesa, AZ 85201. The phone number is 480-461-0555. The office is located at the west end of the building through the white gate and then through the first door on your left.

SCHOOL WEBSITE

- www.concordiacharter.org

HOURS OF OPERATION

Concordia Charter School is open from 7:45 am – 4:00 pm Monday, Tuesday, Wednesday and Thursday. Friday the office is open from 10:00 am – 2:00 pm. Students are in school Monday through Thursday from 7:45 am – 3:30 pm and no school on Fridays.

THE CLASSROOMS

Maximum enrollment is 18 children per classroom. Kindergarten enrollment is open to children who are five years of age before September 1st. Children must also be fully potty trained.

EARLY ARRIVAL FEES

Concordia Charter School opens at 7:45 AM. Our staff members work extremely hard each and every day and want to feel confident that they have their needed prep time in the mornings before students arrive. Parents who arrive early often interfere with these plans. There will be an early drop-off fee assessed if children are dropped-off before 7:45 AM. Early drop-off charge policy is as follows: \$1 for each minute early, per child. Example: if a parent arrives at 7:40 am. 5 minutes early = \$5.00 early fee will be charged (per child enrolled), 7:15 am. 30 minutes early = \$30 (per child enrolled). Fees bills will be sent home monthly and are required to be paid within one week of the bill date.

LATE PICK-UP FEES

Concordia Charter School closes at 4:00 PM. Our staff members work very hard each and every day and want to feel confident that they can leave no later than 4:00 pm. Some staff members have afternoon and evening commitments. Parents who arrive late often interfere with these plans. There will be a late fee assessed if children are picked-up after 3:45 pm. Late pick-up charge policy is as follows: \$1 for each minute late, per child. Example: if a parent arrives at 3:50 pm. 5 minutes late = \$5.00 late fee will be charged (per child enrolled), 4:15 pm. 30 minutes late = \$30 (per child enrolled). Fees bills will be sent home monthly and are required to be paid within one week of the bill date.

MEET THE TEACHER/ CURRICULUM OPEN HOUSE

Before the school year begins, each family will have the opportunity to attend a Meet the Teacher/Curriculum Open House. Your family will come to the school, meet the teachers, see the classroom and ask the teachers questions. Your family will also have an opportunity to learn about our Core Knowledge (CKLA) and Saxon math curriculum. This will help families become acclimated to some of the school and class rules, the curriculum, and the daily classroom procedures. During this time, families will have the opportunity to ask questions about the school and classroom.

SURVEILLANCE CAMERAS

Security cameras are installed on campuses and are used to deter criminal activity, discourage negative behavior in the school, to have live knowledge of who is on the campus, and to give parents and students peace of mind.

PETS AND OTHER ANIMALS

Pets may not be brought onto the school campus.

BEFORE AND AFTER SCHOOL CHILD CARE

Before and after school care is not provided for students who attend Concordia Charter School.

GETTING TO AND FROM SCHOOL

Arrival and departure is a busy time at Concordia Charter School, so it is critical to follow the protocols below. Transportation to and/ or from Concordia Charter School is not provided.

ARRIVAL

During arrival, it is very important to arrive on time. Students may arrive no earlier than 7:45 AM, as there is no supervision on school grounds. Students are not allowed to sit in the courtyard unattended by an adult. Breakfast is served from 7:45 AM -8:10 AM. School starts at 8:15 AM.

DISMISSAL

It is very important to arrive on time for dismissal. Students are dismissed at 3:30 PM. All students must be picked up by 3:45 PM. Late fees will be charged for parents arriving after 3:45 PM. If your student's dismissal method changes, please be sure to call the office to inform us prior to 3:00 PM. Anyone picking up students must be listed as authorized to pick-up your child on the enrollment paperwork.

Remind the authorized person that we may ask for picture identification to ensure your child's safety. If there are any changes in emergency contact information or individuals who are authorized to pick up your child, please notify us immediately. Parents are to park in the school parking lot and walk across the designated school crosswalk to get with their child's teacher. Please make sure you sign your student out before taking your child home.

WALKING TO AND FROM SCHOOL

With parental permission, students may walk to and from school. Parents need to mark their child as a walker with Ms. Alicia, in the front office, in order for students to walk home.

- Students should arrive at school no earlier than 7:45 AM, as there is no supervision on school grounds until that time.
- Students should consider walking to school with others to enhance safety.
- Students should walk on the sidewalk at all times.
- Students should always use the designated crosswalks.
- Students should leave the school grounds immediately after dismissal.

BICYCLES/SCOOTERS TO AND FROM SCHOOL

With parental permission, students may ride their bikes/scooters to school. Parents need to mark their child as a walker with Ms. Alicia in the front office, in order for students to bike/scooter home. Students need to be aware of the rules and be responsible enough to follow them when riding a bike to school. The rules listed below should be followed for students who ride to school:

- **Helmets are strongly encouraged.**
- **Students should consider biking to school with others to enhance safety.**
- **Use only designated crosswalks to cross the street and walk the bicycle across the street.**

Bicycles/Scooters to and from School continued

- Upon reaching the school grounds, walk your bike or scooter to the designated storage area.
- The school is not responsible for damage or loss of students' bikes or scooters.
- Skateboards and shoes with wheels (Heelys) are not allowed.
- Motorized devices/scooters or hoverboards are not allowed.
- Notwithstanding the above, a principal may alter the above guidelines because of a localized safety situation.

STUDENT DROP OFF

- Parents are to get in the drop off line on the South side of 1st Place.
- Staff will be outside to help the students out of the cars.
- Children must have their things ready to go, so they can get out of the car quickly to keep the drop off line moving. Parents will be asked to please pull forward to a holding area if students are not ready.
- Children must exit the car on the sidewalk side, **NOT** the street side.
- Vehicles must not block driveways, crosswalks, or streets.
- U-turns are not allowed on 1st Place to ensure the safety of the students, families and the community around us.
- Parents must be orderly and mannerly when dropping off their children.

PICK UP

Parents are to park in the school parking lot and walk across Concordia's designated crosswalk to sign their child out with their teacher who will be outside. Please do NOT cross the street anywhere other than in the crosswalk. You must sign your child out before they can be released.

U-turns are not allowed on 1st Place to ensure the safety of the students and their families as well as the community around us.

As recommended by The Phoenix Fire Department Child Safety division (<https://www.phoenix.gov/fire/safety-information/onthemove/child-seat>):

- Please buckle up your child in car seat belts, or child safety seats in your car.
- Please do not allow your child who is under the age of 12, or under 80 lbs. to ride in the front seat.
- The back seat is considered the safest place in a crash. If your vehicle has a passenger air bag, it is crucial for children 12 and under to ride in back.
- Keep your child in a safety seat with a full harness to the upper weight limits of the seat. Then use a belt-positioning booster seat which helps the vehicle lap and shoulder belt fit better. A belt-positioning booster seat is preferred for children between 40-80 pounds. It must be used with the vehicle lap and shoulder belt.
- **Once your child has been dismissed, Concordia Charter School is no longer responsible for your child's safety. Please be sure he/she remains with you both inside and outside of the building.**

ATTENDANCE POLICY

Regular school attendance is essential for success in school; therefore, absences shall be excused only for specific reasons including illness, bereavement, family emergencies, and observance of major religious holidays of the family's faith.

Before scheduling medical and dental appointments, Concordia Charter School strongly encourages parents to consult Concordia Charter School publications for school hours and dates. In addition, family vacations should be scheduled when school is not in session.

The Arizona Department of Education under ARS 15-901 (a)(1) has the authority to define excused absences. An excused absence is defined as an absence due to illness, doctor appointment, mental or behavioral health, homelessness, bereavement, family emergencies, time necessary to process for the armed forces, and out-of-school suspensions. Excused absences due to out-of-school suspensions must not exceed 10% of the instructional days scheduled for the school year. ADE delegates the decision whether an absence due to family vacation is an excused absence to the school

In the event of an absence, the parents are expected to inform the school within 24 hours. If a student is absent for an extended period for medical reasons, documentation from a medical doctor may be required. The documentation will outline any limitations to which the student must adhere.

ABSENCES

- Students who are not in school 10% (113.6 hours) or more of the school year may be retained or may not be allowed to return the following year. Students who are not in school 10% or more of the school year in which they have been enrolled, will be reported to the County as truant.
- Students who miss 5% of the school year (56.8 hours) will be referred to the School Truancy Administrator.
- All students should be in class every day unless they are ill. It is very important that the school be notified no later than 9:00 AM if a student will be absent. If the school is not called each day, a call will be made to inform you of the absence.
- An excused absence is one in which the parent has notified the school within 24 hours of the student's absence and the school administrator has approved the absence.
- Parents are urged to schedule doctor, dentist, and other appointments for students at times outside the school day. This will reinforce the importance of school and will prevent the student from falling behind in class work.
- Any student who has 10 consecutive unexcused absences from school will be withdrawn. The parents will be informed, in writing, when this happens. The parent must accompany the student for re-admittance.
- The school will provide appropriate educational opportunities for any student identified as homebound or as having a chronic health condition requiring management on a long-term basis that will affect regular school attendance.

- Students who are absent from school for all or part of a school day will not be allowed to attend or participate in any after-school events or activities.

TARDY/EARLY DISMISSAL

- Teachers will enter their attendance into the office by 8:20 AM. We expect students to be at school by 8:15 AM each day. Students who are tardy (after 8:15 AM.) must have a tardy slip from the office.
- Students arriving after 8:30 will have missed time documented and it will be calculated in the 10% allowed absences.
- Students who are dismissed from school early for any reason must signed out in the office. Students will only be released to persons authorized by the parent/guardian and those individuals specifically listed on the Emergency Information Card.
- Students leaving before 3:15 PM will have missed time documented and it will be calculated in the 10% allowed absences.

ABSENCE NOTIFICATION

It is the parents' responsibility to provide the school with the most recent telephone contact number. Parents will be notified in writing of excessive school absences. The School and its Board, employees, or agents are not liable for failure to notify.

LEGAL REF:

ARS 15-346	ARS 15-771	ARS 15-802	ARS 15-803B
ARS 15-804	ARS 15-805	ARS 15-806	ARS 15-807
ARS 15-826	ARS 15-843	ARS 15-872	ARS 15-873

15-803. School attendance; exemptions; definitions

A. It is unlawful for any child who is between six and sixteen years of age to fail to attend school during the hours school is in session, unless either:

1. The child is excused pursuant to section 15-802, subsection D or section 15-901, subsection A, paragraph 5, subdivision (c).
2. The child is accompanied by a parent or a person authorized by a parent.
3. The child is provided with instruction in a homeschool.

TRUANCY

B. A child who is habitually truant or who has excessive absences may be adjudicated an incorrigible child as defined in section 8-201. Absences may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.

C. For the purposes of this section:

1. "Habitually truant" means a truant child who is truant for at least five school days within a school year.
2. "Truant" means an unexcused absence for at least one class period during the day.
3. "Truant child" means a child who is between six and sixteen years of age and who is not in attendance at a public or private school during the hours that school is in session, unless excused as provided by this section.

DRESS AND APPEARANCE:

DRESS CODE

All students are required to wear their school uniform before entering Concordia Charter School. Parents are responsible for providing their school uniform.

Students will be sent home if not in uniform and marked as an unexcused absence, THERE WILL BE NO EXCEPTIONS. School administrators will make the final decision regarding the appropriateness of any student's appearance.

Uniform Shirt:

- Short-sleeved **red, white, or navy-blue** Polo style shirt. No logos, advertising or insignias are permitted.
- Concordia Charter School tee shirts may only be worn on **Thursdays and on field trips.**

Sweatshirts / Jackets

- Sweatshirts must be **red, white or navy blue** to be worn in the building. No logos, advertising or insignias are permitted.
- Sweatshirts need to be of the proper size. Oversized sweatshirts will not be allowed to be worn.
- If they are not uniform sweatshirts, they can **ONLY** be worn outside when needed.

Uniform Pant/Short/Skirt/Rompers:

(See restrictions listed below)

- **Navy, black** or **khaki** Solid Colored fitted pants, shorts, skirt, skorts or rompers
- Leggings cannot be worn as pants. They can be worn under skirts, skorts or rompers, but need to be navy, black or khaki.
- **All students will wear socks and closed toes 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.
- Pants, shorts, and skirts must not be tattered, torn or have holes in them.
- Shorts can only be 3 inches above the knee.

DRESS CODE *continued*

- 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.

APPEARANCE

- Hair must be well groomed and no inappropriate hairstyles will be allowed.
- Hair color needs to be a natural color. Students with unnatural colors (pink, blue, purple, etc.) will be sent home to remove the unnatural colors.
- If there is any question, the principal will decide whether a particular style or hair color may be worn.
- We encourage students with long hair to wear braids.
- Students are not permitted to wear make-up or false nails to school.

ENROLLMENT

ENROLLMENT PRIORITIES

- 1st Returning Students
- 2nd Siblings
- 3rd Staff
- 4th General Public

ENROLLMENT TIMELINE

- January – Re Enrollment, forms are provided to the currently enrolled families with a due date of the last Thursday in January. In addition, siblings of currently enrolled students will also have access to enrollment packets with the same due date of the last Thursday in January.
- February – Open enrollment begins. While every attempt to accommodate all students seeking enrollment, receiving a registration form does not guarantee immediate admission.

- Every attempt is made to keep all siblings together with the same entry date. When the demand for enrollment exceeds the enrollment limits, a waiting list is established based on the student's registration date. For families with multiple children, if space does not allow for the whole family to be accepted, we ask the parents if they are willing to split up their kids. This will allow one child enrollment in the space available and then all siblings will move to a priority spot in their grade. As space becomes available, the registrar calls the priority spot families first, after that, applicants are numbered and called in order from the wait list for enrollment. The wait list is kept on file and active until the last day of school prior.

ENROLLMENT PROCESS

New students must provide proper documentation when enrolling. The following documents shall be presented by the student and parent to the school's registrar.

- Completed enrollment packet

ENROLLMENT PROCESS *continued*

- Birth certificate (or other reliable proof of the student's identity and age, including the student's baptismal certificate, an application for a Social Security number, or original school registration records, and an affidavit explaining the inability to provide a copy of the birth certificate, or a letter from the authorized representative of an agency having custody of the student [pursuant to statute] certifying that the student has been placed in the custody of the agency as prescribed by law)
- Students must have a complete immunization record per Arizona Revised Statute 15-872 in order to begin school.
- Verification of domicile with a completed Arizona Residency Documentation Form or an Affidavit of Shared Residence

Any change of a student's address or telephone number requires that the school office be notified in writing. Parents should provide updated work numbers and emergency telephone numbers whenever a change occurs.

WITHDRAWAL INFORMATION

Please notify Concordia Charter School as soon as possible if a child has to be withdrawn. The school will prepare transfer materials to help the student get started at the new school. To withdraw a student, a parent must contact the front office for instructions and procedures to be followed.

HEALTH INFORMATION

CHILDREN'S HEALTH RECORDS AND OTHER RECORDS

Concordia adheres to all admission requirements provided by Arizona's Department of Health Services. A pupil may be admitted to, or allowed to attend a school if the pupil has received at least one dose of each of the required immunizations

prescribed and has established a schedule for the completion of required immunizations.

Documentary proof is not required for a pupil to be admitted to school if one of the following occurs:

- The parent or guardian of the pupil submits a signed statement to the school administrator stating that the parent or guardian has received information about immunizations provided by the department of health services and understands the risks and benefits of immunizations and the potential risks of non-immunization and that due to personal beliefs, the parent or guardian does not consent to the immunization of the pupil.
- The school administrator receives written certification that is signed by the parent or guardian and by a physician or a registered nurse practitioner that states that one or more of the required immunizations may be detrimental to the pupil's health and that indicates the specific nature and probable duration of the medical condition or circumstance that precludes immunization.

HEALTH INFORMATION *continued*

- Homeless pupils have until the fifth calendar day after enrollment to provide proof of immunization.

ALLERGY POLICY

When children are diagnosed with an allergy or there is a known allergy at the time of enrollment, the parent must notify Concordia Charter School with a written doctor's statement. This would include food or other allergies (such as bee stings). If there is a doctor's plan for the care of the child due to the allergy, this must be given to the school and must have the doctor's signature. If for any reason your child cannot eat a certain food, please provide a written notice from your physician, and discuss this issue with Concordia Charter School and we will provide food substitutes to the best of our ability.

CLASSROOM FIRST AID KITS

Each classroom will have a container with First Aid supplies. The kit will contain the following items: gloves, antiseptic wipes, and alcohol wipes, antibiotic ointment, Band-Aids, gauze pads, Kleenex, paper towels, and germ-x.

SYMPTOMS OF ILLNESS/ ILLNESS

Children may remain at Concordia Charter School if they have ONE (but not more than one) of the following symptoms:

- A child with a temperature of up to ninety-nine point nine degrees Fahrenheit (99.9° F).
- After a physician has evaluated an illness, medication has been

prescribed, and any period of contagion has passed as determined by a licensed physician.

- When it has been determined that a child has a common cold unless the school and the parent(s) agree that isolation precautions should be taken.

Please know that the decision for the child to remain is based upon the school's discretion.

Children with (1) ONE OR MORE of the following symptoms may NOT be brought to Concordia Charter School or will be sent home if these symptoms occur –

- Diarrhea
- Headache or stiff neck
- Severe coughing
- Unusually dark, tea colored urine
- Difficult or rapid breathing

SYMPTOMS OF ILLNESS/ ILLNESS *continued*

- Gray or white stool
- Severe itching of the body or scalp, or scratching of the scalp.
- Fever over one hundred degrees Fahrenheit (100°F) by mouth.
- Pinkeye-tears, redness of eyelid lining, irritation, followed by swelling or discharge of puss
- An infected skin patch (es)-crusty, bright yellow, dry or gummy areas of the skin
- Unusual spots or rashes
- Vomiting
- Sore throat or trouble swallowing
- Yellowish skin or eyes

Concordia Charter School has limited isolation space; thus, children developing any symptoms that require dismissal shall be picked up by the parent/guardian within 30 minutes of being contacted. Children will be kept in the front office until the parent/guardian comes. The child will be supervised at all times while in the front office. If the child is well enough to come to school, he/she is well enough to participate in the regular programs, including indoor and outdoor activities. Children have to be symptom free for 24 hours without medication to return.

In addition, the child may not be brought to Concordia Charter School if he or she is taking an antibiotic prescribed within the last 24 hours – children must be on antibiotics for 24 hours before returning to school.

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., chickenpox, hepatitis, meningitis, etc.). The information gained will be used for the

sole purpose of protecting the safety and wellbeing of Concordia's students and staff.

Any student or parent who has concerns regarding the safety of the school and its students are 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.

CHILDREN SENT HOME FOR ILLNESS

Children sent home from Concordia Charter School due to illness shall not return to school the following day.

If a child develops a fever while at school, they will be isolated and cared for in the front office until the parent or emergency contact person can pick them up. Children may return to school 24 hours after the disappearance of all symptoms, including the disappearance of fever, fever-reducing medicine free.

CHILDREN RETURNING AFTER ILLNESS

When your child is ready to return and medication is required, a "Medication Authorization" form must be signed by the parent and placed on file so that the school can administer the medication.

PHYSICAL EDUCATION EXCUSES

Physical education is required of all students. A student may be excused from physical education for three days upon written request from a parent/guardian. For any longer period of time, a request from the child's physician is required. P.E (PHYSICAL EDUCATION) excuses written by parents or physician's written excuse should be received through the front office.

HEALTH SCREENING PROGRAMS

A school administrator shall ensure that the following students have a hearing and vision screening each school year:

- A new student enrolled in the charter school.
- A student receiving special education services in the charter school.

LICE AND NITS CHECKS

Lice and nits are commonly transmitted in children when they share combs, brushes, hats and coats. Lice and nits checks are performed on students when the parent or teacher suspects the child has lice, or if classmates and/or siblings have lice. If a child is found to have head lice or nits, the parent will be notified immediately to take their child home. School personnel will verify that the child has been treated and all nits have been removed from the hair shafts before the student may return to school.

MEDICATION AUTHORIZATION

All medication will be given to the child only with the dated, written permission of the parent(s) stating the length of time the medication may be given.

Prescription medication shall be in the original container and labelled with the child's name, instruction for administration, including the times and amounts for dosages, and the physician's name. This may include sample medication provided by the physician.

All nonprescription medication shall be in the original container and labelled by the parent(s) with the child's name, and instructions for administration, including the times and amounts for dosages.

Medication Authorization forms are available for short-term (two weeks or less) and long-term (daily medications). If Concordia Charter School will be administering medication daily or over a long period of time, a physician's signature is recommended. Parents must also update the form monthly by initialing and dating the form. Parents are asked to take home medications once they are no longer administered at Concordia Charter School.

ACCIDENT AND ILLNESS POLICIES AND PROCEDURES

If a child is injured after arriving at school, the parents will be called. The Parent Information Sheet requires home, work, cell, and emergency phone numbers. It is the parent's responsibility to update the family's emergency contact numbers. If we cannot reach a parent, the emergency contact will be phoned. If the child is injured during the day, the parent will be contacted to pick up the child. If we cannot contact a parent, we will call the emergency contact. The emergency contact must be someone who can be available in case of mild illness, to provide temporary care for a sick child, and has transportation to Concordia Charter School. If the child requires treatment in the Emergency Room, the parent will be contacted and arrangements will be made for transporting the child to the Emergency Room.

If a child needs immediate medical attention, the school will call 911. Then the parent or the child's physician will be called. If we cannot reach the parents, the emergency contact will be phoned. The teacher who witnessed the emergency situation will accompany the child to the hospital, bringing records and all parent permission forms. **Parents will be notified of all known minor injuries.**

TEACHING AND LEARNING

STAFF

- Founder & Director – Margaret Roush-Meier
- Principal – Amy Hardgrove
- Registrar/ Administrative Assistant – Alicia Payan
- Kindergarten – Laura Joslin
- 1st Grade – Sharon Woody
- 2nd Grade – Jessica Barnett

- 3rd Grade – Pattie Buck
- 4th Grade – Sarafina Paz
- 5th Grade – Albert Chiu
- 6th Grade – Kelly Nguyen
- 7th & 8th- Damien Dumouchel
- Interventionist/ EL Teacher /P.E. – Brandi Soto
- Instructional Aide – Jesicka Aguilar
- Instructional Aide – Calie DeLaRosa
- Instructional Aide- Lisa Velasco
- Farm to School Coordinator– James Lang
- Food & Nutrition Manager – Iris Tirado
- Kitchen Aide – Karen Bermudez
- Custodian – Randy Taggart

DAILY SCHEDULE

- 7:45 – 8:10 Arrival/Breakfast/Intervention Programs
- 8:15 School Starts
- 3:30 Dismissal

CURRICULUM

Concordia Charter School has a student-centered Core Knowledge Language Arts curriculum (CKLA) and Amplify Desmos Math curriculum based on the state standards, which identifies specific objectives in the following subject areas: reading, literature, oral communication, listening, vocabulary, written communication, study skills, spelling, phonics, handwriting, social studies, mathematics, science, health, physical education, and technology. Every teacher is responsible for teaching grade level basic skills objectives. Copies of the Curriculum Guides are available at the school office.

HOMEWORK

- Students are required to read for a minimum of 15 minutes a night.
- Students are required to complete nightly math fact practice.
- All other homework given by teachers is optional. If parents would like additional homework, please contact the child's teacher to make this request.

ASSESSMENTS

Child assessment is a vital and necessary component of all high-quality programs. Assessment is important to understand and support children's development. Each classroom completes daily informal assessment in the classroom, curriculum driven assessment, and monthly benchmark assessments in both ELA (English Language Arts) and Math. Assessment is also essential to document and evaluate how effectively programs are meeting children's educational needs, and to inform needs of program improvements.

TEXTBOOKS, INSTRUCTIONAL MATERIALS, PROGRAMS

Textbooks, like all other instructional materials and programs, are selected based on their alignment with and support of the school's basic skill objectives. The selection process is through a committee consisting of teachers and administrators.

ENGLISH LANGUAGE LEARNING PROGRAM (ELL)

The English Language Learning Program serves children who need assistance in learning English. Arizona law requires that children with a home language other than English be assessed for proficiency in oral language, reading comprehension, and written communication. Following parent notification, students who are identified as limited English proficient may receive various forms of instructional support focused on English acquisition.

PROMOTION AND RETENTION

All students are promoted based upon successful completion of the school's curriculum and adherence to the 90% attendance policy. Students are expected to demonstrate mastery in English language arts, mathematics, and science standards. State standards, test scores, grades, teacher-principal recommendations, attendance, and other relevant data will be used to determine promotion. Retention may be considered at any grade level. Retentions are not

PROMOTION AND RETENTION *continued*

quick decisions, for the best interest of the student academically and socially are always considered.

According to state law, a student may not be promoted to the fourth grade if the pupil falls into the bottom 3% of minimally proficient on the reading portion of AASA (Arizona Academic Standards Assessment) or another reading assessment designated by the Teaching and Learning Department. A student may be promoted if one of the following exemptions exists:

- Students who are English Learners or Limited English Proficiency and have had fewer than two years of English language instruction
- A student with a disability if the IEP team and the parent agree that promotion is appropriate based on the student's IEP
- A student who is in the process of a special education referral or evaluation for placement in special education
- A student who has been diagnosed as having a significant reading impairment, including dyslexia.
- Concordia Charter School, Inc. after consultation with parents and teachers, reserves the right to promote or retain any student when it determines it is in the best interest of the child.

According to Arizona Revised Statutes 15-342(11), although the teacher will consult with the parents and principal of the school, the teacher shall have the authority to determine the promotion or retention of his/her students. If a parent/guardian chooses not to accept a decision of the teacher as provided in State Statute, the

parent/guardian may request in writing that the Governing Board review the teacher's decision. The Governing Board may review the teacher's decision and may decide to overrule that decision.

FAMILY INVOLVEMENT

PARENT PARTICIPATION

You are invited to observe anytime. Observing allows you to note age and individual related behavior patterns and to watch your child as he/she interacts in a social environment. If you have questions about what you observe (i.e., children's behavior, use of materials, teacher's behavior, etc.), please ask the teacher about it. When observing, people often see only a snapshot in time and may not clearly understand the context surrounding a certain action in the classroom.

Your participation is eagerly welcomed. Your involvement can take many forms, and we hope that all parents will find meaningful ways to participate in their child's school experience.

FAMILY ARRANGEMENTS

- In most cases, both parents shall be given reasonable access to their children at school and to their children's official school records. Exceptions to this will
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FAMILY INVOLVEMENT *continued*

- be made in cases where there are court orders restricting the rights of one parent to access a child and/or the child's official school records.
- It shall be the responsibility of the parent who has a court order restricting the rights of the other parent to notify school officials of the conditions and to provide school officials with a current copy of the court order.
- In cases in which a person other than the parent has been granted guardianship, the legal guardian shall be responsible for notifying school officials of the conditions of the guardianship and for providing school officials with all pertinent written documentation or changes.
- A parent who lives out of state and who wants his/her student's records must request these records from the school in writing.

PARENT COMMUNICATION

Student accomplishments and coming events will be highlighted in school emails, which families will receive on a regular basis. Other materials, notices, and bulletins, which list important dates and events, will be sent home to families via email. A student can be interviewed, photographed or have his/her picture displayed in the news media, School publications or on the Internet. Parents and guardians may request NOT to have photographs and video footage of students used. Please see the front office to fill out the Photo/Media Opt-Out Form.

PARENT AND TEACHER CONFERENCES

Parent/Teacher conferences are a time to talk about areas that are strengths for the student, as well as the areas in which improvement are needed. The conference

time allows parents and educators an opportunity to plan and work together, so that the child can benefit the most from his or her educational experience. It will help the teacher if parents come to the conference prepared with a list of questions/comments/concerns regarding their child's progress. By doing this, the teacher can specifically address areas of concern.

Individual parent-teacher conferences are scheduled twice a year at the end of trimester 1 and the end of trimester 2.

- Parents who would like to talk with their child's teacher during non-scheduled conference times should email the teacher to schedule a conference.
- Concerns are best addressed at school with the teacher and/or administration.

Ongoing, informal communication of parent or teacher concerns and the sharing of special joys, sorrows, and accomplishments in the child's life are important. Please feel free to speak with your child's teacher during arrival/departure, or schedule a time to talk privately.

PROGRESS/REPORT CARDS:

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

GENERAL INFORMATION

SCHOOL SUPPLIES

All school supplies are provided by Concordia Charter School. Students do not need to bring any supplies.

BACKPACKS, PURSES, CROSSBODY and FANNY PACKS

Backpacks, purses, crossbody bags, and fanny packs are not allowed for grades K-6th at Concordia Charter School. There is limited space to store these items so they are not allowed. Folders are provided for students to bring their materials to and from school in. Only 7th & 8th graders can carry a CLEAR back pack to school.

TOYS FROM HOME

Bringing toys from home is not allowed unless there is a special occasion where they are asked to bring in something. Concordia Charter School teachers cannot be responsible for toys and other items brought from home. If children bring toys from home, the teacher will take the toy away and return it at the end of the day. If the child brings a toy, a second time it will be taken away and the parent will have to pick it up from school. If a toy is brought more than twice, the teacher may take it away until the end of the year.

CELL PHONES

Cell phones brought to school have to be turned into the teacher or the front office when they enter school. The phone will be returned at the end of the day.

Students caught with cell phones during the day will have their phone taken away and a parent will need to pick it up from school.

HOW TO HANDLE A PROBLEM OR COMPLAINT

If a parent has a problem or complaint, it is the policy of the school that it be directed to the attention of the teacher. If the problem is not solved after speaking with the teacher, please direct your concern to the school principal.

VOLUNTEERS/ VISITORS

Volunteers in the classroom are welcomed. Classroom volunteer hours will be coordinated with the classroom teacher. According to state law (Arizona Revised Statutes §17-215), all school volunteers must have a copy of their current fingerprint clearance card in the office before being permitted to volunteer at Concordia. If you are interested in volunteering on a regular basis, please indicate that interest to the office (And thank you!). All visitors must sign in at the office.

BIRTHDAYS

Student birthdays are celebrated by the entire school singing Happy Birthday to them during assembly. Our wellness policy does not allow treats to be brought to school. Also due to allergies, balloons are also not allowed on campus. Thank you.

FIELD TRIPS

Field trips are an extension of the classroom into the real world of experience. There are walking and bus field trips. The trips are designed to supplement the classroom curriculum and to introduce students to resources in our community. Parents will receive advanced notice of all field trips.

Field trips, student activities, and extracurricular programs are an integral part of the instructional program of Concordia Charter School. They relate to approved courses of study and enrich learning opportunities for students.

Attendance on field trips is highly encouraged. It is the expectation that ALL students participate in ALL classroom field trips.

Field trips should be considered "school-off-school-grounds." We have high expectations concerning student behavior. All school rules apply while on trips.

Field trips are a privilege. Should a student's attitude or behavior not meet building-wide/ classroom expectations, he/she may be denied the privilege of going on a scheduled field trip. In the event, this is decided; the student will remain at home while the class is on the field trip. Should a student's behavior be deemed unacceptable while on a field trip, the student will be removed from the experience and brought back to the school campus and the child's parent notified of the need to pick up student immediately.

- All students have parent/guardian permission for trips.
- All trips are properly supervised.
- All safety precautions are observed.
- All trips contribute substantially to the educational program.

- All trips allow equal access and reasonable accommodation, financial and other, for all interested students.

6TH GRADE SCIENCE CAMP

An integral component of the 6th grade Science Curriculum is attendance at 6th grade Science Camp. The camping experience usually occurs in the 2nd week of May. Successful completion of the camp experience is designed to fulfill the Arizona State Department of Education 6th Grade Science Standards. **Attendance at science camp is important. It is the expectation that ALL 6th-grade students will attend Science Camp. Students who do not attend will be required to complete a 3-page research paper on each Science standard to fulfil the 6th grade Science standards requirement.**

The cost of the camp is covered by the school. To help defray the cost of the camp, 6th-grade students will be encouraged to participate in some farm bag, and other fundraising activities. This is generally a one afternoon per week event.

Students are responsible for providing their own bedding and personal toiletries for camp. Should the student need help with either of these items, please contact the school office, and provisions will be made.

6TH GRADE SCIENCE CAMP *continued*

6th Grade Science Camp should be considered "school-off-school-grounds." We have high expectations concerning student behavior. All school rules apply at camp.

Participation in 6th Grade Science Camp is a privilege. Should a student's behavior be deemed unacceptable while at camp, the student will be removed from the experience and brought back to the school campus and a parent notified of the need to pick up student immediately. **Students are prohibited from bringing cell phones, tablets, game boys and computers to camp.** Should a student be found in possession of such items at camp, the student will be removed and brought back to the school campus and a parent notified of the need to pick up student immediately.

6th grade Science Camp is scheduled at the end of the school year and is considered the culmination of the student's 6th-grade year. Any student who does not attend or is removed from camp for disciplinary actions will end their school year immediately. The student will not be allowed back on campus for the remainder of school year activities, including participation in 6th Grade Promotion Night. While the student will most likely be promoted to 7th grade, their overall science grade will be negatively affected.

STUDENT CODE OF CONDUCT

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

One goal of Concordia Charter School is to help children develop a positive self-image. We hope to encourage children to be self-directed, exhibit self-control, and become problem-solvers. A philosophy based on providing a positive, supportive environment that focuses on prevention and the teaching of appropriate behaviors guides the staff in their interactions with children.

As every parent knows, caring for children requires a lot of patience. Children require ongoing guidance and support as they learn about themselves and others. Dealing with challenging behaviors is a process of teaching rather than punishment and control. Modeling the "Responsive Classroom" teaching and discipline approach, **Children are reminded of what TO DO, rather than what NOT TO DO.** For example, instead of, "DON'T run," children are told, "Please walk to the door." Through this strategy: (1) children know what you expect, (2) a more positive classroom climate is promoted, and (3) children and adults form supportive relationships. An additional strategy used with school-age children is to **help them learn how to solve their own problems and resolve conflicts.** Teachers provide support and guidance as children develop and practice these skills. Concordia employs a **restorative justice** approach, whereby students, with the aid of an Administrator or teacher, talk through their differences, build relationships, and repair harm.

The staff at Concordia Charter School recognizes that similarities in principles at home and at school make children more successful in their experiences.

Discipline Strategies Used by Concordia Charter School Staff and Students

- Maintaining realistic expectations of children based on knowledge of child development.
- Providing clear and direct instructions.
- Planning an environment that facilitates a caring atmosphere.
- Providing appropriate activities that keep children engaged to prevent challenging behavior.
- Modeling appropriate and respectful behaviors.
- Redirecting inappropriate behaviors toward desired outcomes.
- Giving children choices between two appropriate alternatives.
- Encouraging children to work together to solve problems.
- Encouraging children to use their words to solve problems or to elicit peer cooperation.
- Providing logical and natural consequences for children's actions.
- Guiding children away from the situation until they are able to calm down and address the problem.
- Conflict resolution.

When there is an ongoing behavior concern, teachers will contact the child's parents. Communication may be in the form of informal or formal parent-teacher conferences or written behavioral reports.

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 they 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 follow the steps below:

- **Take-a-Break**
 - Meant to be used proactively and for 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.

LOGICAL CONSEQUENCES *continued*

- **Fix It**
 - Students are given a logical consequence to fix/correct the mistake they made.
- **Loss of Privilege**
 - These privileges could include working with the group in class, attending a special activity, or choice time in class.
- **Call Home**
 - Students will call their parents and explain to them the choices they are making.
- **Parent Comes to School**
 - The parents will come to school to speak with the students and sit with them in class.
- **Student Goes Home**
 - The parent will be asked to take the child home for the remainder of the day if the behavior continues.

CONSEQUENCES FOR MISCONDUCT

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. The duration of an ISS can be one to three days. The goal of ISS is to promote self-exploration and offer an ***ISS continued***
- 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.
- **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

CONSEQUENCES FOR MISCONDUCT *continued*

- 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 must 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 principal detailing specific concerns.

USE OF CORPORAL PUNISHMENT AND HARSH LANGUAGE

The use of corporal punishment is **forbidden** at Concordia Charter School. The discipline philosophy of the school is to help children develop a positive self-image. We hope to encourage children to be self-directed, exhibit self-control, and become problem-solvers. A philosophy based on providing a positive, supportive environment that focuses on prevention and the teaching of appropriate behaviors

guides the staff in their interactions with children. Children are re-directed and given choices to encourage appropriate behaviors. The use of threats and derogatory language by staff is not accepted behavior in handling children that misbehave.

ZERO TOLERANCE POLICIES: **SCHOOL RELATED CRIMINAL AND CIVIL LAWS**

DAMAGE TO SCHOOL PROPERTY

Students who cut, deface, or otherwise damage any school property may be suspended or expelled from school. Students and their parents/guardians shall be held liable and accountable for the loss of or damage to any school property caused by their children. This includes textbooks, library books, or other school materials.

ABUSE OF TEACHER OR SCHOOL EMPLOYEE IN SCHOOL

Verbally and/or physically abusing a teacher or other school employee on school grounds or while the teacher or employee is engaged in the performance of school-related duties will not be tolerated.

INTERERENCE WITH THE PEACEFUL CONDUCT OF AN EDUCATIONAL INSTITUTION

A person commits interference with the peaceful conduct of educational institutions by knowingly:

- Going upon or remaining upon the property of any educational institution in violation of any rule of such institution, or for the purpose of interfering with the lawful use of such property by others or in such manner as to deny or interfere with the lawful use of such property.
- Refusing to obey a lawful order given by school officials.

TOBACCO

Concordia is a tobacco and smoke-free educational institution. In accordance with Concordia policies, smoking and the possession of tobacco products on school premises are forbidden. All tobacco products found will be confiscated immediately. This policy includes vapor cigarettes. The severity of discipline will remain at the discretion of the principal.

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 come to school for a conference immediately and to remove the student from the school. The student

will be asked to submit to a “drug screen” if the principal deems the request to be necessary.

DRUGS

Possession, use or sale of drugs, and/ or vapes on or near school grounds (drug-free zone): It is unlawful for a person to be present with one or more persons within 300 feet of a school or its accompanying grounds or to be present on any public property within 1,000 feet of a school or its accompanying grounds to possess, use, or sell marijuana, a dangerous drug, or a narcotic drug.

WEAPONS

Introduction

No student shall carry or possess a weapon or simulated weapon on school premises without authorization by a school administrator. No student shall use or threaten to use a weapon or simulated weapon to disrupt any activity of the school. Any employee who observes any person in possession of a weapon or simulated weapon on school premises shall immediately report the matter to the school administrator. A school administrator who observes or receives a report of a student possessing a weapon on school premises shall immediately take appropriate safety and disciplinary actions in accordance with school policies and

ZERO TOLERANCE POLICIES *continued*

shall immediately report a violation of this policy to a peace officer, especially if the weapon is a deadly weapon or a firearm.

Definition

For the purposes of this policy:

Weapon means any of the following:

- A firearm
- A knife
- A destructive device
- A dangerous instrument

Firearm means any of the following:

- Any loaded or unloaded gun that will, that is designed to, or that may readily be converted to expel a projectile by the action of an explosive.
- The frame or receiver of any such firearm.
- Any firearm muffler or silencer.
- Any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge of more than one-fourth ounce, mine, or similar device.
- Any combination of parts that could be readily assembled to form a firearm.

Destructive Device means:

- Any device other than a firearm that will, or is designed to, or may be readily converted to expel a projectile by any means of propulsion, such as a BB/pellet gun, slingshot, bow, or crossbow.

- Any collection of parts that could be readily assembled to form a destructive device.

Dangerous Instrument means anything other than a firearm, knife, or destructive device that is carried or possessed by a student that may be used or is capable of being available for use to cause death or inflict serious physical injury. For example: laser pointers, mace or pepper spray can cause serious eye injuries; devices made of dry-ice and/or other chemical/mechanical materials or substances designed to explode and/or cause bodily harm are also considered dangerous instruments.

Simulated Weapon means an instrument displayed or represented as a weapon and/or perceived by a reasonable person to be capable of causing injury or death given the manner in which it is possessed, controlled, or used.

Deadly Weapon means any weapon designed for lethal use, including a firearm. School Premises means the school, school grounds, or any premises, grounds, or vehicles used for school purposes and includes premises where school-sponsored events are held away from School property.

ZERO TOLERANCE POLICIES *continued*

Consequences

A student who violates this policy by carrying or possessing a firearm shall be suspended for a period of not less than one year, or expelled and not be readmitted within a one-year period, if ever. The Governing Board may modify the one-year duration of such disciplinary action on a case-by-case basis.

A student who violates this policy other than carrying or possessing a firearm will be suspended by a school administrator for ten days and referred to an Administrator. The Administrator will impose a consequence based on:

- Serious characteristics of the weapon
- Intent to harm
- Premeditation

Consequences imposed could be:

- Short-term suspension.
- Long-term suspension.
- Recommendation to the Governing Board for expulsion.

Notwithstanding the above, a principal may impose a short-term suspension on a student who brings a folding knife to school where the blade is less than 2.5 inches long, and there is no intent to harm another student or adult. Any student who knowingly assists another person in using, displaying, or knowingly carrying or possessing a weapon or simulated weapon on School property or at School functions shall be subject to the same disciplinary action as the student using,

displaying, or knowingly carrying or possessing the weapon or simulated weapon. A student who is aware of a violation of this policy and does not report it to the proper authorities will be subject to disciplinary action.

LEGAL REF:

ARS 15-341

ARS 15-841

ARS 15-342

ARS 15-843

ARS 15-515

ARS 15-843

SEARCH AND SEIZURE

School personnel may lawfully conduct searches when they have reasonable grounds to believe that the search will reveal a violation of school rules or produce evidence of unlawful activity. Searches conducted by school personnel shall be reasonably related to the objectives of the search.

SEARCH OF A STUDENT'S PROPERTY

Items provided by the school for storage of personal items (such as desks) are provided as a convenience to students, but remain the school's property and are subject to its control and supervision. Students have no reasonable expectation of privacy in school property. School property may be inspected at any time, with or without reason or notice by school personnel.

ZERO TOLERANCE POLICIES *continued*

SEARCH OF A STUDENT

A search of a student may occur when the administrator has reasonable grounds to believe that the student possesses a dangerous, prohibited, or illegal substance or object and/or presents a threat to other students, School employees or property. The search shall be confined to outer clothing, purses, book bags, equipment bags, etc. Any other body search is inappropriate in the school setting.

LAW ENFORCEMENT INTERVIEW AUTHORIZATIONS

It is the responsibility of the school administration to make an effort to act on behalf of parents/guardians in their absence with respect to interrogations by law enforcement officials, except in cases of suspected child abuse/neglect. If a police law enforcement official appears on campus requesting to interview a student attending the school, the school administrator shall be notified and the school office shall contact the student's parent(s). The parent(s) will be asked if they wish the student to be interviewed and, if so, will be requested to be present or to authorize the interview in their absence. A parent may be present during an interview except when interviews are conducted by a child protective services worker pursuant to A.R.S. 8-224 and 8-546.01. If the parent(s) cannot be reached, the peace officer should be requested to contact the parent(s) and make arrangements to question the student at another time and place. If a student is taken into custody (arrested), the arresting officer shall be requested to notify the student's parents or guardian. School personnel shall make every reasonable effort to make sure parents have been notified that a student has been taken into custody.

POLICE INVOLVEMENT

School officials are not required to initiate or complete due process procedures prior to notifying law enforcement officers. If law enforcement officers are notified, parents will be contacted by administrator, unless the police direct otherwise. Any action taken by law enforcement officers will be separate from disciplinary action taken by the school.

PROHIBITED SEXUAL HARASSMENT

Concordia Charter School takes very seriously any violations of its Governing Board policy, Sexual Harassment. Sexual Harassment is a form of discrimination in educational opportunities on the basis of sex. It is prohibited by Title VII of the federal Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, and by the Arizona Civil Rights Act. Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. This includes employee-to-student actions, student-to-employee actions, and student-to-student actions. If you feel you have been sexually harassed or know someone who has been sexually harassed, you should report it immediately to your school principal. The school will take immediate steps to investigate complaints and to take appropriate remedial action. Sexual Harassment by students will not be tolerated and will result in disciplinary action.

PROHIBITED DISCRIMINATION AND HARASSMENT AND NON-RETALIATION

The school recognizes its responsibility and is committed to maintaining an educational environment for its students that is free from unlawful discrimination and harassment. Students are entitled to participate fully in the educational opportunities offered by the school and shall not be excluded from such participation, denied the benefits of, or otherwise be subjected to discrimination or harassment in any school program or activity on the basis of race, color, ethnicity, national origin, sex, gender, sexual orientation, disability, or religion. If you believe your child has been subjected to unlawful discrimination or harassment, please contact the principal.

BULLYING/HARASSING

Every student is entitled to learn in an environment that is free from threats 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. This will be considered bullying. **Bullying is defined by The Arizona Department of Education** as "Unwanted aggressive behavior(s) involving an observed or perceived power imbalance;

Done by another youth or group of youths, who are not siblings or current dating partners;

Repeated multiple times or is highly likely to be repeated;

Inflicts harm or distress on the targeted youth including physical, psychological, social, or educational harm (CDC)"(<https://www.azed.gov/wellness/bullying-prevention>).

Issues of intimidation and threats of violence will be dealt with as identified in the Arizona Penal Code (ARS) § 13-1202). Concordia maintains the right to contact the police when the staff deems it necessary.

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

ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords 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 students. 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 people 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 the 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, an agreement between the principal and parent cannot be reached, contact the Concordia Corporate Office, and request a meeting with the Educational Services Coordinator.

Parent Confidentiality continued

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.

CHILD FIND

The intent of Child Find is that all children from birth through age 21 with delays or disabilities are identified, located, and evaluated to receive the supports and services they need. Your home School District and the Arizona Early Intervention Program are responsible for "finding" eligible children and providing services needed for them to reach their developmental milestones or meet their educational needs.

Identification/screening procedures shall be completed within 45 calendar days after enrollment for each kindergarten student and new students enrolling without appropriate screening records. The screening helps "identify" any areas of concern that need to be evaluated further. To receive early intervention or special education services, a child must be evaluated to confirm they have a delay or disability that falls under state definitions.

If needed, the child is evaluated using state criteria for specific delays or disabilities. If eligible, Concordia Charter Schools will offer special education services according to the child's needs. Special education services for school-age children in kindergarten through the age of 21 provide specialized instruction and services to assist children in the education environment. Contact Concordia Charter School's Administrative Offices if you have a school-age student that you suspect may have a disability.

THE STUDENTS WITH DISABILITIES COVERED BY SECTION 504

Section 504 of the Rehabilitation Act is a civil rights statute that prohibits discrimination against disabled persons in any of the school's programs or activities. A student is protected by Section 504 if he/she has or has had a physical or mental impairment, which substantially limits a major life activity or is regarded as disabled by others.

Concordia Charter School will determine eligibility and provide appropriate accommodation and services to students who are covered by Section 504. Concordia Charter School will also ensure that no student with a disability is excluded from participation in, or be denied the benefits of services, programs, or activities of the school due to the disability that qualified the student for protection under Section 504.

INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA)

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 several sources, including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional pertinent sources, such as doctors and other health care providers. This information is collected to assure the child is identified, evaluated, and provided with a Free Appropriate Public Education in accordance with state and federal special education laws.

CHILD ABUSE REPORTING

Arizona Revised Statute 13-3620 states that all school personnel are obligated to report suspected abuse, including teachers, support staff, and administrators. This obligation arises when observation or disclosure provides "reasonable grounds to believe" that a minor is a victim of child abuse, non-accidental injuries, physical neglect, or sexual abuse. All school personnel must "immediately report or cause a report to be made" of suspected child abuse to the police and/or Child Protective

Services (CPS).

Questioning of students at school by CPS (Child Protective Services) social workers, and law enforcement authorities concerning suspected child abuse/neglect does not require parent/guardian notification prior to the interrogation. A school official may be present only if such presence is necessary to the investigation. CPS social workers and law enforcement authorities may notify parents/guardians if they think it is necessary.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

Every homeless student shall have access to the same educational opportunities as students who are not homeless. The Superintendent has designated a liaison for homeless students to carry out duties per the McKinney-Vento Homeless Assistance Act. A student identified as homeless has the following rights: immediate enrollment, school selection, the opportunity to remain enrolled in their school of origin, participation in programs for which they are eligible, transportation assistance and dispute resolution. For homeless status qualification or more information, refer to www.azed.gov/homeless/ or contact the Concordia Charter School homeless student liaison, at (480) 461-0555.

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.

INTERNET SAFETY POLICY

It is the policy of **Concordia Charter School** to (a) prevent user access over its computer network to (or transmission of) inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activities; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)] and FCC Ruling 11-125.

DEFINITIONS

Key terms are as defined in the Children's Internet Protection Act.

ACCESS TO INAPPROPRIATE MATERIAL

To the extent, practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet (or other forms of electronic communications) access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, or child pornography, or to

any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

INAPPROPRIATE NETWORK USAGE

To the extent practical, steps shall be taken to promote the safety and security of users of the **Concordia Charter School** online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

COMPUTER USAGE SUPERVISION, MONITORING, AND EDUCATION

It shall be the responsibility of all members of the **Concordia Charter School** staff to educate, supervise, monitor all users as to the usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Education should specifically address the following issues as stated in FCC 11-125:

INTERNET SAFETY POLICY *continued*

- The education of minors about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms
- Safety/security of minors when using e-mail, chat rooms, other direct electronic communications
- Unauthorized access, including "hacking" and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors
- Cyberbullying awareness and response

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the **school director** or designated representatives.

ADOPTION

The Board of **Concordia Charter School** adopted this Internet Safety Policy at a public meeting, following normal public notice, on **May 24, 2012**.

CIPA definitions of terms:

TECHNOLOGY PROTECTION MEASURE.

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
2. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS.

The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT.

The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

INTERNET SAFETY POLICY *continued*

TECHNOLOGY ACCOUNTABILITY

Concordia provides the students with access to computers and tablets in the classroom. These computers and tablets 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 encounter materials 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 denies 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 drugs, 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

LOCAL WELLNESS POLICY

NUTRITION PROMOTION AND EDUCATION

Concordia Charter School aims to provide students with the knowledge and skills necessary to promote and protect their lifelong health. The school will provide nutrition education and engage in nutrition promotion that:

- promotes fruits, vegetables, whole grain products, low-fat and fat-free dairy products, healthy food preparation methods, and health-enhancing nutrition practices (i.e., posters/displays, FFVP);
- is part of not only nutrition education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- includes enjoyable, developmentally-appropriate, culturally-relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens;
- links with school meal programs, Fresh Fruit and Vegetable Program (FFVP), and nutrition-related community services;

SPECIFIC STRATEGIES to PROMOTE NUTRITIONAL WELLNESS

- Strong student participation in Child Nutrition Programs (School Breakfast, National School Lunch Program) will be encouraged through multi-platform promotional information
- 100% of foods and beverages promoted to students will meet the USDA's Smart Snacks in Schools standards
- Monthly menus will be distributed to each student, will be posted in the main hallway and cafeteria, and will be shared on the school's website
- A minimum of ten Smarter Lunchroom Techniques will be implemented throughout the school year
 - A variety of whole fruits will be displayed in attractive bowls or dishes
 - At least two types of vegetables will be offered daily
 - White milk will be offered in all beverage coolers
 - A self-serve "flavor station" will be available to students as appropriate
 - Creative, descriptive names will be used on the menu
 - A sample tray or photo of the daily reimbursable meal will be displayed
 - A menu board, readable from 5 feet away, will feature meal options with creative names

SPECIFIC STRATEGIES to PROMOTE NUTRITIONAL WELLNESS

- Menu choices will be included in daily announcements by teachers and/or administrators

- Students will be involved in creating artwork and marketing materials to promote menu items
- Recess will be provided before lunch
- Monthly health education lessons will be provided in each grade level that cover topics that may include the following:
 - Food guidance from My Plate
 - Reading and using the FDA's nutrition fact labels
 - Balancing food/caloric intake and physical activity/energy expenditure
 - Eating more fruits and vegetables and whole-grain products
 - Choosing foods and beverages with little added sugar
 - Preparing healthy meals and snacks
 - Food safety
 - Importance of water consumption
 - Importance of eating breakfast
 - Reducing sodium intake

PHYSICAL ACTIVITY

Physical activity during the day (including, but limited to recess, classroom activity breaks, or physical education) will NOT be used or withheld as punishment for any reason. Inventories of physical activity supplies and equipment will be accessible to staff and students and, when necessary, will work with community partners to ensure enough equipment is available to encourage physical activity for as many students as possible

RECESS

- All students will receive at least 20 minutes of recess daily, independent of physical education classes.
- Recess will be offered outdoors when the weather is feasible
- Recess monitors will encourage students to be active and will serve as role models by being physically active along with students, when feasible
- To the extent practicable, the district will ensure that its grounds and facilities are safe and that equipment is available for all students to be active

ACTIVITY BREAKS

Students will be offered periodic opportunities to be physically active or to stretch throughout the day on all or most days during a typical school week. Instructional staff will be provided with resources, tools, and technology with ideas for classroom physical activity breaks

PHYSICAL EDUCATION (PE)

All students will receive PE (PHYSICAL EDUCATION) for 30 minutes per week. PE will promote student physical fitness through individualized fitness and activity assessments (via the Presidential Youth Fitness Program or other appropriate assessment tools). Students will be moderately to vigorously active for at least 50% of PE class time during most or all sessions. PE instructional staff will participate in at least one professional development opportunity annually.

OTHER SCHOOL-BASED ACTIVITIES THAT PROMOTE STUDENT WELLNESS

- All school-sponsored events will adhere to the wellness policy guidelines
- School-sponsored wellness events will include physical activity and healthy eating opportunities
- The district will develop a relationship with community partners as appropriate, including hospitals, colleges/universities, local businesses, and SNAP-Ed providers
- Both digital and non-electronic platforms will be used to inform families of school-sponsored activities and deliver health & wellness resources and promotions
- The school will implement the following strategies to support staff in actively promoting and modeling healthy eating and physical activity behaviors:
 - Instructional staff will lead and model positive FFVP distribution, consumption, and education
 - All staff will avoid the consumption of unhealthy food and drinks (soda, chips, candy, fast food) in the presence of students
 - Staff will be encouraged to participate in employer-sponsored programs that provide mutual accountability and recognition for specific health goals (i.e., step-counting, weight loss, smoking cessation, workout participation) throughout the year

SCHOOL MEAL STANDARDS

- Meals will be accessible to all students
- Meals will be appealing and attractive to children;
- Meals will be served in clean and pleasant settings;
- Meals will be in compliance with all federal and state nutrition guidelines, specifically as defined in the Healthy, Hunger-Free Kids Act of 2010, and AZ Nutrition Standards as applicable;
- Students will be given a minimum of 10 minutes to eat breakfast and 20 minutes to eat lunch
- Students with special dietary needs will be accommodated as directed by appropriate medical professional guidance, within reason
- Meals will be served at reasonable and appropriate times of the day
- Lunch will follow recess to better support learning and healthy eating
- Free, potable water will be made available to all students during the meal period
- Water sources/containers will be maintained on a regular basis to ensure good hygiene and health safety standards

COMPETITIVE FOODS AND BEVERAGES

Food and beverages served outside the school meal programs will meet the USDA Smart Snacks in School nutrition standards, at minimum, or not be provided at all

CELEBRATIONS AND REWARDS

- Foods served to students will meet/exceed the Smart Snacks in School nutrition standards, per the Arizona Nutrition Standards (ARS 15-242)
- Celebrations that involve food during the school day will be limited to no more than two parties per class per school year
- Only store-bought food items are allowable for service
- Individual student birthday snacks and/or celebrations are not permitted
- Alternative celebration ideas are encouraged
- Food and beverages will not be used as rewards for academic performance or good behavior, and withholding food or beverages (including food served through school meals) will not be used as a punishment

FOOD AND BEVERAGE MARKETING

- All food and beverages sold as fundraisers during school hours will meet USDA's Smart Snacks in Schools standards
- Exempt fundraisers outside of school hours may be allowed with approval, but Non-exempt fundraisers will be encouraged
- Healthy food, non-food items, and physical activity-based school fundraising activities will be encouraged
- Vending machines, a la carte items, concession stands, etc. are not used on campus

WELLNESS ADVISORY BOARD (WAB)

- A representative wellness board will be convened at least two (2) times per year
- The representation will include the following:
 - Teachers
 - Parents/Caregivers
 - School Nutrition staff
 - PE instructional staff
 - Administration
 - Community partners, when feasible
- The public will be notified of its ability to participate in the LWP process
- The designated WAB (WELLNESS ADVISORY BOARD) leadership will convene and facilitate the development of and updates to the wellness policy, and ensure compliance

WELLNESS ADVISORY BOARD (WAB)

- The designee is Miss Iris Tirado, Wellness Coordinator, itirado@concordiacharter.org
- Other committee members include the following:
 - Ms. Roush-Meier, Director, mroushmeier@concordiacharter.org
 - Mrs. Buck, Teacher, pbuck@concordiacharter.org
 - Ms. Jesicka, Instructional Aide, jaguilar@concordiacharter.org
 - Mr. James Lang, Farm to School Coordinator klang@concordiacharter.org

- Ms. "B," PE instructor, bsoto@concordiacharter.org
- Ms. Iris, Food & Nutrition Manager, itirado@concordiacharter.org
- Mrs. Hardgrove, Principal ahardgrove@concordiacharter.org

IMPLEMENTATION PLAN

ADE's assessment tool will be used to complete a policy review prior to the development of an implementation plan and it will outline specific steps for execution of the wellness policy, including roles, responsibilities, actions, and timelines

COMMUNICATION AND OUTREACH

- Families and the public will be informed of the policy, its contents, updates, and implementation status on an annual basis through the school's website and parent handbook
- Additional communication platforms include email, announcements on monthly menus, bulletin board notices, social media, and printed information sent home with students
- Parents will be informed of the following:
 - Improvements to school meals standards
 - How to apply for meal benefits
 - Smart Snacks in Schools nutrition standards information
 - Policy updates and assessments

COMMUNICATION AND OUTREACH *continued*

- Communications will include the following:
 - As much information as possible about the school nutrition environment
 - Information about events and activities related to wellness policy implementation
 - Names and contact information of wellness committee members
 - Information about how the public can get involved

ASSESSMENT AND UPDATES

- Updates and modifications of the policy, based on assessment tools, will be made at least once a year, and as needed
- A Triennial assessment will assess the following:
 - Site-specific compliance
 - The extent to which the policy compares to the Alliance for a Healthier Generation's model policy

ASSESSMENT AND UPDATES *continued*

- A description of the progress made in attaining specific goals
- Ms. Iris Tirado, Food & Nutrition Manager will manage the assessment process
- Parents will be notified of the availability of the report

RECORD KEEPING

- Documentation kept in the front office will include the following:
 - Written wellness policy
 - Documentation of efforts to review and update the policy
 - The most recent assessment on the implementation of the policy
 - Documentation demonstrating the policy and the most recent assessment of implementation have been made available to the public, and in compliance with the annual public notification requirement

LOCAL WELLNESS POLICY AND FARM-TO-SCHOOL ACTION PLAN

Concordia Charter School, Inc. seeks to grow student academic performance through whole-child wellness initiatives that create a positive and healthy learning environment on campus, as well as at home and in the community. Building a strong, integrated Farm-to-School program is one way to accomplish this goal. Concordia, therefore, is committed to the following:

- Purchasing local food regularly for use in school meal programs and the FFVP
 - Buy American exemptions will be used as infrequently as possible while maintaining a wide variety of healthy produce throughout all growing seasons
 - Local is defined as 1st- grown in Maricopa County, 2nd- grown within Arizona, 3rd- grown within the region (southwest/western United States)

LOCAL WELLNESS POLICY AND FARM-TO-SCHOOL ACTION PLAN *cntd.*

- Annual evaluation of the percentage of locally-sourced purchasing will allow for greater accountability and goal setting, beginning in SY2020
- Promoting Arizona agriculture through nutrition education, bulletin board displays, meal service signage, and social media/website content
- October as Farm-to-School Month with weekly harvest promotions and an annual Family Wellness Night
- Building relationships with local farmers and producers, and expanding the local procurement conversation
- Participating in Arizona's Farm to School Network and other cooperative organizations (such as Sun Produce Co-Op)
- Creating a sustainable school garden program that is incorporated into the school's culture
- Concordia Garden Board oversees the garden and is comprised of school staff, Master Gardener(s), community members, and other stakeholders
- Regular garden-based lessons provided to every student at least once a month
- Welcoming learning spaces are included in the school's garden design to encourage outdoor class time

Operating a strong annual Farm raiser program that provides:

- A healthy fundraising option, eliminating "exempt" fundraisers
- Student leadership opportunities
- Nutrition promotion to participants through handouts, recipes, etc.

- Healthy, affordable food to food-insecure households through SNAP & Double-Up Bucks programs
- Community engagement opportunities, as neighbors are welcomed into the program

NON-FOOD CELEBRATIONS

- Games or crafts – ask parents to bring supplies for a game or craft project
- Let's trade! Ask parents to bring small items to trade, such as pencils, stickers or erasers
- Dance party
- Extra recess or playtime
- Special book
- Guest readers
- Activity time
- Overnight stuffed animal or item from class or program
- Special show and tell
- Special time with principal, teacher, or site staff – take a walk around the school or playground
- Organize a community project
- Have a themed scavenger hunt around the school or site
- Stock a treasure chest – ask parents to bring items such as pencils, stickers, and erasers or other small trinkets to fill the chest
- Themed parade around your school- try a vocabulary or food group theme!

NON-FOOD CELEBRATIONS *continued*

- Allow the birthday child to be the class or site assistant for the day to help with special tasks, such as making deliveries around the school or site or lead the line
- Make it an event! Allow the birthday child to wear a special sash and crown or carry a special item

*For birthday celebrations, allow the birthday child to choose the game, activity, music, item, book, etc.

"FROM-HOME" BREAKFAST/LUNCH POLICY

Please use icepacks in lunch boxes to keep items cold, as necessary. We cannot reheat or keep refrigerated lunches from home.

Students and parents are encouraged to review the lunch menu daily.

Students will need to make arrangements for lunch from home BEFORE school.

Calls home during the day to request lunch will not be allowed. Monthly lunch

"FROM-HOME" BREAKFAST/LUNCH POLICY *continued*

menus will be sent home and posted on www.concordiacharter.org, and the next day's lunch will be announced and displayed daily. Parents dropping off lunches after classes begin should deliver them directly to the office.

Breakfast and Lunch food items from home should fall within the school nutrition guidelines, such as My Plate. Our cafeteria's "No Junk Zone" seeks to reduce food from home that offers minimal nutritional value.

Please do not send the following items for lunch or breakfast:

- Soda
- Candy/Chocolate
- Donuts/Cake/Cookies

We thank our students, parents, and staff in advance for helping to make our school safe and healthy!

CLOSING STATEMENT

A strong home and school environment is essential when building a good environment for young children. All our staff will try to do our absolute best to keep you informed and involved in our school. Clearly, ongoing communication and support from both families and staff make the connection between home and school a two-way street. Please share with us information about your child and report any changes, especially during a major crisis. Anything you share with us will be held in confidence. We hope to nurture mutual trust and respect at every opportunity. There will be many ways for parents to become involved in Concordia Charter School. We look forward to getting to know you and your family.

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



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 RECEIPT OF HANDBOOK OF AND AWARENESS
CONTRACT AND STUDENT CONDUCT POLICIES for
STUDENTS/PARENTS/GUARDIANS**

I, _____, acknowledge receipt of the Concordia
Parent/Guardian, PLEASE PRINT NAME
Charter School Handbook for Students/Parents/Guardians.

This "Awareness Contract" has been created in order to increase the safety and well-being of all students and staff at Concordia Charter School. It confirms that all students and parents/guardians have received information regarding behavioral expectations as well as knowledge of access to all related policies. The Student

Handbook contains the required disclosure of information and highlights many other important components of being a successful student in our school. Please pay particular attention to the following policies:

- Use of technology resources and the Student Acceptable Use Agreement
- Discrimination and harassment
- Student attendance
- Student conduct
- Student suspension/expulsion/due-process rights
- Sexual Harassment

With your signatures below, you are affirming that:

- You and your student(s) are aware of and will abide by all Concordia Charter School Policies and Regulations related to appropriate student behavior and expectations.
- You and your student(s) are in receipt of the Student Handbook.
- If the student is found in violation of Concordia Charter School Policies, he/she may be disciplined, which could include being suspended or expelled from school.
- You and your student(s) will abide by the Use of Technology and Internet policies
- I am aware that Concordia Charter School provides our students and teachers with numerous digital tools and systems to facilitate teaching and learning. These digital tools and systems include Google's G Suite for Education, for word processing, spreadsheets, and presentation tools, in addition to non-core Google additional services such as YouTube. Video

**ACKNOWLEDGMENT RECEIPT OF HANDBOOK OF AND AWARENESS
CONTRACT AND STUDENT CONDUCT POLICIES for
STUDENTS/PARENTS/GUARDIANS *continued***

- conferencing tools such as (but not limited to) Zoom may also be used for remote and online learning.
- If further clarification is needed, you should contact the school principal.

Signed: _____
(Signature of parent/guardian)

Date: _____

Name of Student (s):

