

Covenant Keepers Charter School  
Parent & Student Handbook  
2014-2015



“A Place Where Eagles S.O.A.R.”  
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***NOTE: This handbook presents Covenant Keepers School District policies and procedures current at the time the handbook went to press. However, because all policies and procedures are subject to the continuing evaluation process, the District reserves the right to make revisions at any time and without prior notice.***

Dear Parents and Students,

Welcome to Covenant Keepers Charter School. We believe that CKCS is an extraordinary place for extraordinary people, and we want to make sure that your experience is positive and rewarding.

Covenant Keepers is a choice and a commitment. Choosing to be a part of CK is a life decision. It requires a stout commitment because it will challenge and push you to, and sometimes beyond, your limits. We challenge all of our students to work hard every day, and we also challenge parents to support their child's commitment to CK.

We believe that education is a shared responsibility. The school's success depends on the cooperation of everyone concerned (students, parents, and staff). The mission of Covenant Keepers is to create a partnership among the members of this triad. Each of us is responsible for doing our part to make our school a place where we can work and learn together in harmony.

Covenant Keepers is a manifestation of all of us. Our policies are intended to provide a safe and orderly environment that will be conducive to learning. Our faculty and staff look forward to sharing their expertise in academics, special programs, and extracurricular activities. We urge you to get to know your school, its programs, activities, and schedule. We also encourage you to become an active participant in our school by getting involved through classes, clubs, and activities.

This handbook is an overview of our school goals, services, and rules. It is an essential reference book describing what we expect and how we do things. It will not answer all of your questions or all the things you need to know about CK, but we hope this handbook serves as a helpful introduction to CK. We advise you to keep this book to refer back to important information throughout the school year.

On behalf of the entire Covenant Keepers Family, best wishes for an outstanding school year.

Sincerely,

Dr. Valerie Tatum  
Director/Superintendent

To Parents/Guardians and Students:

Please read and familiarize yourself with the Student Code of Conduct, discipline due process procedures, transportation regulations, and other important information contained in your copy of the Covenant Keepers School District **Parent/Student Handbook**.

Your signatures below certify that you and your child received and read the **Parent/Student Handbook** from Covenant Keepers.

Please sign this student/parent/guardian contract and return the contract to school.

As a parent/guardian, I accept responsibility for ensuring that my child obeys the rules, procedures, and/or regulations as they are written.

**Parent's/Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

As a student in the Covenant Keepers School District, I accept responsibility for my behavior and agree to follow all rules and regulations that govern student behavior at Covenant Keepers.

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE NOTE: THIS IS A SAMPLE OF THE HANDBOOK RECEIPT VERIFICATION. EACH PARENT AND STUDENT WILL SIGN A COPY UPON RECEIVING HIS OR HER HANDBOOK. THESE WILL BE KEPT FOR DOCUMENTATION PURPOSES.**

**Mission Statement**

**Mission:** The mission of Covenant Keepers is to provide an academically rigorous program for all students and attract a diverse student population while instilling the habits of tolerance, thoughtful debate, and civic involvement. We believe that hard work must be taught, exercised, and owned daily in order to become habitual. CK is here to give hope to inner-city families who understand that education is the passport to a better tomorrow.

**Vision:** The vision of Covenant Keepers Charter School is to provide all students with an outstanding education that emphasizes critical thinking, reading, and writing. This education, along with the promotion of excellent citizenship and the appreciation of diversity, will develop college-bound community leaders.

**School Values:**

The following six values are at the core of the CK’s school culture and contribute to the school environment:

<b>High Expectations</b>	Covenant Keepers has high expectations for academic achievement and conduct that are clearly defined, measurable, and make no excuses based on students’ background. Students, parents, teachers, and staff create and reinforce a culture of achievement and support through a range of rewards and consequences for academic performance and behavior both inside and outside the classroom.
<b>Choice and Commitment</b>	Students, their parents, and the staff of Covenant Keepers <u>choose</u> to participate in this school. No one is assigned or forced to attend. Therefore, everyone choosing to be involved must make and uphold a commitment to the school and to each other and must be willing to put in the time and effort required to achieve success.
<b>More Time</b>	With an extended school day and year, students have more time in the classroom to acquire the academic knowledge and skills that prepare them for competitive colleges, as well as more opportunities to engage in diverse extracurricular experiences.
<b>Focus on Results</b>	Covenant Keepers focuses relentlessly on student and teacher performance. Just as there are no shortcuts, there are no exceptions. Students are expected to achieve a level of academic performance that will enable them to grow well beyond their current levels. Teachers are expected to utilize the high-yield strategies that support student success.
<b>Citizenship</b>	Covenant Keepers trains all students to become leaders; likewise, all of our staff is expected to model leadership qualities. Staff members who demonstrate necessary leadership potential are given responsibilities extending beyond a single classroom. Most importantly, students are given leadership development training and opportunities to practice leadership skills on a daily basis both inside and outside the classroom.
<b>Respect</b>	All individuals associated with Covenant Keepers Charter School are expected to treat others just as they wish to be treated and display continuously courteous manners and self-discipline. All individuals are expected to automatically interact with others with respect and maturity. If all individuals do so, respect will automatically be reciprocated.

## **Additional Ideals We Promote As A Community Of Scholars:**

### **Self-Control**

Self-control refers to how a person exerts control over his or her own responses so as to pursue goals and live up to standards. These responses include thoughts, emotions, impulses, performances, and other behaviors.

### **Social Intelligence**

People who are high in social intelligence exhibit special capacities in regards to experiencing and strategizing about emotion. They are adept at perceiving emotions in relationships, and they display a keen understanding of their emotional relationships with others, as well as of the meanings of emotion in those relationships.

### **Integrity**

Integrity, authenticity, and honesty capture a character trait in which people are true to themselves, accurately representing—privately and publicly—their internal states, intentions, and commitments. Such persons accept and take responsibility for their feelings and behaviors, owning them and reaping substantial benefits by doing so.

### **Persistence**

Persistence is the quality of obstinately refusing to give up or let go. To achieve meaningful accomplishments, one must withstand setbacks. There are times when quitting is more prudent than persisting, but more often, it is the person who perseveres who is rewarded.

### **Parental Support**

Covenant Keepers cannot provide a high-quality education without including the parent(s) of every student in the learning process. CK educators and parents cannot work in isolation of each other and without supporting each other. In order for learning to take place for every student, there must be a continuum of instruction that extends beyond the hours students are in school. By working together as trusted partners, parents and CK educators can create an educational experience for each student that allows learning to continue at home and beyond the classroom walls. Research states that...

- When parents are involved, students tend to achieve at higher levels in school, regardless of socioeconomic status, ethnic/racial background, or parents' education level.
- The more extensive the parent involvement, the higher the student achievement.
- When parents are involved in students' education, those students generally have higher grades and test scores, better attendance, complete homework more consistently, and display much better behavior.
- Students whose parents are involved in their lives have higher graduation rates and greater enrollment rates in postsecondary education.
- In programs designed to involve parents in full partnerships, student achievement for disadvantaged children not only improves, but can also reach levels that are standard for middle-class children. Because of this overwhelming evidence, CK believes it is paramount to include parents in the learning process.

***Positive results for students will come from changes in the knowledge, skill, and behavior of their teachers and parents.***

Upon enrollment, students and parents sign the Commitment to Excellence Contract on the following pages to improve the achievement of their child and the charter school community. Teachers also sign a commitment to excellence contract—a portion of which is found here.

## **TEACHERS' COMMITMENT**

**We fully commit to Covenant Keepers Charter School (“CK”) in the following ways:**

1. We will arrive at CK daily by 7:10am (Monday – Friday).
2. We will remain at CK until 5:15pm every day.
3. We will always teach in the best way we know how, and we will do whatever it takes for every single one of our students to learn.
4. We will plan and execute rigorous lessons to prepare our students for success in high school, college and in life.
5. We will hold all of our students, parents, staff members, and ourselves to CK’s high expectations.
6. We are committed to results (both academic and personal).
7. We will collaborate and plan with colleagues on a regular basis.
8. We are committed to our own professional growth and constant learning. We will give each other feedback regularly and seek out professional development opportunities.
9. We will uphold our commitment to our students and their families by making ourselves available regarding any concerns they might have through phone calls and emails. Telephone calls and emails will be answered within 24 hours. All communications (car visits, emails, phone calls, etc.) with parents will be recorded in our documentation binders.
10. We will regularly provide parents with updates on their children’s progress.
11. We will respect the rights and interests of everyone at CK regardless of race, color, gender, handicap, age, religion, disability, lifestyle, sexual orientation, gender identity/expression, or national or ethnic origin to help promote a safe learning environment.
12. We will always act in a professional manner when speaking with all people in our school community: fellow colleagues, parents, and students.
13. We will protect our school and its climate by always putting students first. We commit to acting as professionals and holding steadfastly to what we, as adults, know is right. We will not tolerate dissention among the team that will threaten the unity and common goals we share.
14. We will strive to be the best teachers we can be, modeling excellence and taking no shortcuts in preparing our students for success in high school, college and in life.
15. We will focus on results by seeking out best practices and then using data-driven instruction to ensure that we are teaching in the best way we know how. We will ask for help when needed and collaborate with colleagues, and attend professional development classes, staff meetings, and department meetings as scheduled to remain informed.
16. We will ensure the safety of all students under our supervision.
17. We are responsible for our own behavior, and will accept responsibility for our own actions.

Failure to adhere to these commitments can lead to our dismissal from Covenant Keepers Charter School.

***PLEASE NOTE: THIS IS A BRIEF SAMPLE OF THE VERY LENGTHY TEACHER COMMITMENT. EACH TEACHER MUST SIGN A COPY UPON ACCEPTING HIS OR HER POSITION AT COVENANT KEEPERS. THESE ARE KEPT FOR DOCUMENTATION PURPOSES.***

***CK STUDENT COMMITMENT***

***STUDENT SIGNATURE REQUIRED ON FORM GIVEN DURING REGISTRATION***

**I fully commit to Covenant Keepers Charter School (“CK”) in the following ways:**

1. I will arrive at CK daily no later than 7:40am (Monday - Friday).
2. I will remain at CK until 3:00pm on Mondays and 4:00pm Tuesdays-Fridays.
3. I will come to school each day prepared to learn (examples: supplies ready, homework completed and ready to turn in, materials organized, well-rested, positive attitude).
4. I will not take shortcuts. I will give 100% everyday.
5. I will always work, think, and behave in the best way I know how, and I will do whatever it takes for my fellow teammates and me to learn. Every day, I will be the best student and person I can be.
6. I will take charge of my own learning by following the CK principle of SLANT:  
**Sitting up straight; Listening to teammates and teachers; Asking and answering questions; Never causing a disruption; Treating every person with the same respect I deserve.**
7. I will speak to others respectfully, not using profanity or uncomplimentary names.
8. I agree to follow all requirements of the Covenant Keepers Charter School handbook.
9. I will make up assignments I missed because of an absence.
10. I will help keep the school classrooms, buildings, and grounds clean and tidy.
11. I will complete all my homework every night. I will make sure my homework is of the best quality and that my parent/guardian signs my agenda.
12. I will ask my teachers for help when I need it both in class and outside of class.
13. If I make a mistake, I will always tell the truth.
14. I will always follow my teachers’ directions and school rules.
15. I will respect the rights and interests of all members of the CK community regardless of race, color, gender, handicap, age, religion, disability, lifestyle, sexual orientation, gender identity/expression, or national or ethnic origin to help promote a safe learning environment.
16. I will always use appropriate tone and body language when speaking with someone at CK.
17. I will follow the CK dress code.
18. I will be a good neighbor by participating in community service projects.
19. I will uphold the high expectations of CK at all school related events on and off campus.
20. I am responsible for my own behavior, and I will accept responsibility for my actions.

Failure to adhere to these commitments can cause me to lose various Covenant Keepers Charter School privileges, spend time in In-School Suspension, or lead to my expulsion from the school.

***PLEASE NOTE: THIS IS A SAMPLE OF THE STUDENT COMMITMENT.  
EACH STUDENT WILL SIGN A COPY UPON RECEIVING HIS OR HER HANDBOOK.  
THESE WILL BE KEPT FOR DOCUMENTATION PURPOSES.  
CK PARENT COMMITMENT***



**PARENT SIGNATURE REQUIRED ON FORM GIVEN DURING REGISTRATION**

**We fully commit to Covenant Keepers Charter School (“CK”) in the following ways:**

1. We will make sure our child arrives at CK daily no later than 7:40am. (Monday – Friday).
2. We will ensure that our child can remain at CK until 3:00pm on Mondays; 4:00 on Tuesdays-Fridays; and 1:30 on announced early dismissal days.
3. We will make sure to pick up our child on time: Mondays at 3:00pm; 4:00 on Tuesdays-Fridays, and 1:30 on announced early dismissal days.
4. We give permission for our child to participate in supplemental instruction as needed.
5. We commit to attending mandatory meetings.
6. We will do all we can to support our child and the commitment he/she has made to attend CK.
7. We will partner with the teachers and staff of CK to help our child excel in school, both academically and behaviorally. We will help our child prepare for high school, college and life by supporting him/her and encouraging him/her to adhere to his/her commitment to excellence.
8. We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn.
9. We will review our child’s homework every night and sign his/her agenda.
10. We will read carefully and sign (if necessary) all the papers the school sends home to us.
11. We will always make ourselves available to our children and the school and address any concerns they may have. We will meet regularly with teachers to discuss our child’s progress.
12. We will ensure that our child always has sufficient school supplies and that he or she brings them to school daily. We will replenish supplies before they run out.
13. If our child is going to miss school, we will call the school by 7:30am the morning of the absence.
14. We will allow our child to go on CK field trips.
15. We will make sure our child follows the CK dress code.
16. We understand that our child needs to respect the rights and interests of everyone at CK regardless of race, color, gender, handicap, age, religion, disability, lifestyle, sexual orientation, gender identity/expression, or national or ethnic origin to help promote a safe learning environment.
17. We will always act in a professional manner when speaking with all people in our school community: CK staff members, fellow parents, and students.
18. We are responsible for our child’s behavior, as well as our own.

Failure to adhere to these commitments can cause my child to lose various Covenant Keepers Charter School privileges, spend time in In-School suspension, or lead to his/her expulsion from the school.

***PLEASE NOTE: THIS IS A SAMPLE OF THE PARENT COMMITMENT.  
EACH PARENT WILL SIGN A COPY UPON RECEIVING HIS OR HER HANDBOOK.  
THESE WILL BE KEPT FOR DOCUMENTATION PURPOSES.***

### **Academic Program Overview**

The academic program of Covenant Keepers is designed to challenge every student no matter what level they are currently performing at. While students may enter Covenant Keepers functioning below grade level, the school is prepared for the challenge of equipping students with the knowledge, skills, and scholarly habits necessary for success in high school. The school's curriculum is based upon the Common Core State Standards.

The academic program of Covenant Keepers begins with immediately assessing and addressing the deficiencies with which students may be entering the school. Throughout their time at CK, students spend more time in math and literacy classes than they would in a traditional school, providing them with sufficient time to "fill in any knowledge gaps" that may exist in their academic skills or knowledge. Covenant Keepers provides the basic age-appropriate curriculum for reading, language arts, math, science, and social studies at each grade level. Students in need of remediation as evidenced through standardized testing will be given an Academic Improvement Plan to meet those remediation needs. Students who are working at or beyond grade level will be given the opportunity to participate in enrichment classes. All CK students will also receive life skills instruction, which consists of training in the school's rituals and routines, values, life skills, and habits of a scholar.

### **Policies And Procedures**

This section of the Student Handbook is provided so that students and their parents/guardians are knowledgeable of District policies and procedures that govern students during the educational process. Please note this document is not all inclusive and many other policies and procedures are contained in other CK publications.

### **Non-Discrimination Policy**

The commitment of the Covenant Keepers School District to the most fundamental principles of academic freedom, equality of opportunity and human dignity requires that decisions involving students and employees be based on individual merit and be free from discrimination in all its forms.

It is the policy of Covenant Keepers School District that there will be no discrimination because of race, color, religion, sex, age, national origin or handicap/disability in the placement, instruction and guidelines of pupils; the employment, assignment, training or promotion of personnel; the provision and maintenance of physical supplies and equipment; the development and implementation of the curriculum, including the activities program; and in all matters relating to the instruction, supervision, administration and Board policy development.

Verbal and/or written civil rights questions should be directed to the Director: 5615 Geyer Springs Road or 501-682-7550.

### **Student Registration**

CK College Prep is an open-enrollment public charter school of choice, which accepts students regardless of sex, race, aptitude, or previous school records. Parents and students must be willing to sign and accept the Commitment to Excellence Form. All students who apply prior to the application deadline are accepted for the following year if class size allows. If there are more applicants than seats available, the school holds a lottery of all students with the exception of siblings of current CK students who gain automatic acceptance if space permits. Students who are not accepted during the lottery will be placed on a waiting list in the order they were pulled during the lottery. If all available seats are not filled after the application deadline, students will be admitted on a first come, first serve basis. When all seats in a grade level have been filled, applications received after the deadline will be added to the waiting list in the order they are received.

All new students and their parent/guardian must take part in a commitment meeting with the school superintendent and/or assistant superintendent and other faculty members. New students will also take a

computer-based test of math and literacy skills, which will help determine class placement and academic needs for the upcoming year.

### **Enrollment**

To enroll in CK, a child must be a resident of Arkansas.

Students who enroll in CK from an accredited school after the school year has begun will be assigned to the grade they were attending, or to which they would have been assigned, in their previous school. Prior to the child's admission to CK charter school:

The parent, guardian, or other responsible person will furnish the child's social security number. Alternatively and upon request, the district will assign the child a nine (9) digit number.

The parent/guardian will provide the district with one (1) of the following documents indicating the child's age:

- Birth Certificate
- An attested baptismal certificate
- Passport
- United States military identification
- Previous school records
- Registrar Statement
- An affidavit of the date and place of birth by the child's parent or guardian

The parent or guardian will indicate on school registration forms whether the child has been expelled from school in any other school district or is currently involved in an expulsion proceeding. False information could prohibit the child from being assigned a seat at CK.

The child will be age-appropriately immunized from poliomyelitis, diphtheria, tetanus, pertussis, measles, rubella, and other diseases as designated by law or the State Board of Health, or have an exemption issued by the Arkansas State Department of Health. Proof of immunization will be by a certificate of a licensed physician or a public health department acknowledging the immunization.

Each new student will provide the most recent report card from his or her previous school to assure that the student is placed in the correct grade level.

### **Compulsory Attendance**

CK is an open-enrollment, tuition-free charter school. Arkansas public schools are open to all persons in this state between the ages of five (5) and twenty-one (21) years whose parents, legal guardians, or other persons having lawful control of the person under an order of a court reside within the state. Under the penalty for noncompliance set by law, every parent, guardian, or other person residing within the State of Arkansas having custody or charge of a child five (5) years of age through seventeen (17) years of age on or before August 1 of the current year shall enroll and send the child to a school with these exceptions:

- The child is enrolled in private or parochial school.
- The child is being home-schooled and the conditions of policy (HOME SCHOOLING) have been met.
- The child will not be age six (6) on or before September 1 of that particular school year and the parent, guardian, or other person having custody or charge of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Department of Education must be signed and on file with the District administrative office.
- The child has received a high school diploma or its equivalent as determined by the State Board of Education.

- The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
- The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

### **Transfer/Home School Students**

Transfer students may include students from accredited, non-accredited, and home school environments. Any student transferring from a school accredited by the Department of Education to CK will be placed into the same grade he or she would have been in had the student remained at the former school. Transcripts will be required from the student's previous school; these will be examined to confirm the assignment of credit. Transfer students may only enter CK if space is available.

Any student transferring from home school or a school that is not accredited by the Department of Education shall be evaluated by CK staff to determine the student's appropriate grade placement. School authorities will use all available information in making the initial grade placement decision. The primary instrument used to assess these students will be NWEA. Age appropriateness will be a consideration in this decision.

### **Confidentiality**

All individually collected records utilized for educational placement, including special education records, are maintained in the confidential folder separate from the student cumulative records. The records are maintained in a secure manner, which prevents unauthorized access.

CK will not use, display, release, or print a student's social security number or any part of the number on any report, ID card, or any document that will be made available or released to the public without the express written consent of the student's parent. This shall not apply to educational records that are transferred to or between the Department of Education or other public schools or government agencies as allowed by federal law, state law, or Department of Education rule

### **Counseling Services**

Covenant Keepers is pleased to offer guidance services by referral. The guidance personnel can help with personal issues and concerns. To see the guidance personnel, please speak with an administrator for a referral. Parents may also call the main office to arrange an appointment. If the counselor is not available and you have a problem, make sure you speak with an administrator.

### **Special Education Services**

Special education students will have an IEP conference during the 1<sup>st</sup> semester of school. Teachers will be aware of the identified special education students and will receive Individualized Education Plans (IEPs) in a timely manner. IDEA and due process for all special education students will be followed.

### **Safe And Unsafe Schools**

Pursuant to the requirements of the No Child Left Behind (NCLB) legislation, the following information is to be provided to parents:

#### **Safe Schools**

Safe schools are those where students, staff members and visitors feel safe and welcome and have the opportunity to learn, teach, work, and engage in activities without being threatened, intimidated, bullied, harassed, or made the victim of crime.

Such schools provide an environment in which students are challenged academically, respected, and supported socially and emotionally by peers and staff, held accountable for their actions, and able to work without fear. Most importantly, a safe school is one where students are connected and feel a part of

the school. This broad definition of a safe school extends the concept of safety beyond the realm of physical well-being to include the related areas of social climate and order.

### **Unsafe Schools**

For the purpose of NCLB, the definition of a persistently dangerous public school implies a pattern of unsafe behaviors as demonstrated over time, not just a single event. The National Committee on Safe Schools recommended a period of two consecutive years during which the following are evidenced prior to designating a school as “persistently unsafe.”

A school would be considered persistently dangerous if the following conditions are observed:

-For each year during the past two consecutive years, the school has had a federal or state gun-free school violation as allowed by the USC and/or Arkansas Criminal Code Annotated, or at least one violent criminal offense has been committed on school property (Violent criminal offense means homicide, rape, robbery and/or aggravated assault).

-For each year during the past two consecutive years, the school has experienced expulsions for drugs, alcohol, weapons or violence that exceeds 3% of the total school population as reported on October 1st of each year.

**NOTE: If a school is designated as an unsafe school, students will have an opportunity to transfer to another school if space is available.**

### **Challenging Media Center Materials**

Any member of the school district may raise objection to instructional materials available as part of the educational program on the basis of appropriateness. Any person raising objection shall fill out a Request for Reconsideration Form. It shall be signed by the complainant and filed with the Assistant Director.

If a complaint is made, the following procedures should be followed:

- a. Inform the complainant of the selection procedures and make no commitments.
- b. Request the complainant to submit a formal Request for Reconsideration.
- c. Inform the Director and other appropriate personnel.
- d. Keep challenged materials on the shelves during the reconsideration process.
- e. Upon receipt of the completed form, the Assistant Director requests review of the challenged material by a material review committee within fifteen working days, and notifies the Director that such review is being done. The review committee is appointed by the Assistant Director, with the concurrence and assistance of the select personnel, and includes representatives from the classroom teachers, one or more parents, and one or more students.
- f. The review committee takes the following steps after receiving the challenged materials:
  1. Reads, views, or listens to the material in its entirety;
  2. Checks general acceptance of the material by reading reviews and consulting recommended lists;
  3. Determines the extent to which the material supports the curriculum;
  4. Completes the appropriate Checklist for School Media Advisory Committee's Reconsideration of Instructional Material, judging the material for its strength and value as a whole and not in part.
- g. Present written recommendation of review committee to the Director and the School Board.
- h. Retain or withdraw challenged materials as mandated by the decision of the School Board.

### **Grading Policy**

All classes at Covenant Keepers College Preparatory Charter School will follow the scale below for assigning letter grades for quarter and semester work. Individual teachers will establish the grading policies and procedures for their classes, and their grades will correspond to this scale.

- A-----Superior 90 – 100%
- B-----Above Average 80 – 89%
- C-----Average 70 – 79%
- D-----Below Average 60 – 69%
- F-----Failing 0 – 59%

Teachers are prohibited from giving points for anything other than academic assignments that assess educational objectives/learning outcomes.

### **Extra Credit Guidelines**

- No extra credit will be given to any student unless he/she has completed all regular assignments. Extra credit cannot be used to “make up” for assignments that were not completed or turned in for regular credit.
- Extra credit will be for academic work only. It cannot be given for “good behavior” or for performing classroom chores.
- Extra credit can only be given as credit toward daily grades; it cannot be used to supplement test credit.
- Extra credit cannot be given at the end of a grading period to move a student from one letter grade to the next.
- Extra credit assignments may not exceed two during any 9 week grading period.
- Extra credit assignments should be thoughtfully developed, standards based, and rigorous in content.
- If the student does not meet the deadline for the assignments, NO CREDIT/points will be awarded.
- In order to be equitable, extra credit assignments should be posted and communicated to all students and all students who have met all the requirements of your class may take advantage of what is offered to them.
- Extra credit assignments must be documented in the teacher’s lesson plan book.

### **Standardized Tests**

At Covenant Keepers College Preparatory Charter School, standardized tests fulfill an important function in the assessment of each student’s academic performance. Standardized test (i.e. PARCC Assessments and End of Course Exams) are used on a statewide basis as a measure of student performance. Students at Covenant Keepers are exposed to formal examination conduct, procedure and technique. Consequently, the school has in place a “Code of Conduct” pertaining to examinations:

1. Students are to remain silent during all examinations unless directed otherwise by the supervising teacher.
2. Absent students will be allowed to make up standardized tests during a given period.
3. If a student becomes ill while taking a standardized test and is unable to complete the testing session, he/she **will not** be allowed to return later to complete that section of the test.
4. Under no circumstances are students permitted to distract other students during an examination.
5. Students are not to consume food or drink during the examination.
6. Students must bring appropriate equipment for each exam and are not to borrow equipment during examinations.
7. Students are expected to wear school uniform in all examinations.
8. Students are not to be late for examinations and will NOT be permitted to leave early.
9. Students who are absent from any examination are required to present themselves to the front office immediately upon their return to school. The front office will notify the Test Coordinator who will insure the student is tested during the make up testing period.

### **State Assessment (PARCC) and Academic Improvement Policy**

PARCC assessments will be delivered at each grade level and will be based directly on the Common Core State Standards. Students will take the two required summative tests on computers in early and late

spring.

**Summative Assessment Components:**

**Performance-Based Assessment (PBA)** administered after approximately 75% of the school year. The English language arts/literacy (ELA/literacy) PBA will focus on writing effectively when analyzing text. The mathematics PBA will focus on applying skills, concepts, and understandings to solve multi-step problems requiring abstract reasoning, precision, perseverance, and strategic use of tools.

**End-of-Year Assessment (EOY)** administered after approximately 90% of the school year. The ELA/literacy EOY will focus on reading comprehension. The mathematics EOY will call on students to demonstrate further conceptual understanding of the Major Content and Additional and Supporting Content of the grade/course and demonstrate mathematical fluency, when applicable to the grade.

PARCC assessments will include a range of item types, including innovative constructed response, extended performance tasks, and selected response (all of which will be computer based).

Students in grades 6, 7 and 8 are required to take both PARCC assessments and demonstrate that they have acquired the grade-level academics proficiency (Proficient or Advanced). When this point is achieved, these students have done better than the basic-level (defined as “students showing substantial skills in reading, writing, and mathematics”) however, they will have only partially demonstrated the abilities to *apply* these skills. Students who fall into the “basic” category continue to demonstrate a need for some additional assistance, commitment or study to reach the proficient level. Although these students are promoted to the next grade level, necessary arrangements (Academic Improvement Plans) are made for them to improve their performance to the “proficient” or “advanced” level as defined by the state and to demonstrate grade-level academic proficiency in core academic subjects. Student need for AIPs for the 2014-2015 school year will be determined by the student’s Arkansas Benchmark scores from the 2013-2014 school year.

The AIP is developed by appropriate teacher and/or other school personnel knowledgeable about the student’s performance. An analysis of the student’s strengths and deficiencies based on test data and other student records will be considered in the development of the AIP. The plan shall be signed by the appropriate school administrator and the parent/guardian.

**Failure to participate in the Academic Improvement Plan**

Students with an AIP who fail to participate in the AIP and those who fail to remediate and score at the below Proficient level on the PARCC assessment will be retained.

**Quarterly exams**

Quarterly exams are required in all classes during the assigned schedule.

All students are required to take these exams unless they meet the following exemptions:

- 2 absences and an A average
- 1 absence and a B average
- 0 absences and a C average

A student who chooses to take a semester test, given if he meets the requirements for exemption, should do so with the understanding that the grade will not lower his/her semester grade.

Suspension from school will count as an absence from class in the semester test exemption policy.

Students transferring to CK in the midst of a semester must furnish the necessary attendance information from their previous school to make this determination. Students transferring during the fourth quarter will not be exempt from exams.

To be exempt from an exam in a class, students must not have been suspended during the semester. School functions will not count as absences in the exemption policy.

Any student found to be cheating during examinations and/or determined to have cheated will receive a zero; their parents will be notified and other actions could be taken upon administration determination.

### **MAP Testing:**

Students will take the Measures of Academic Progress (MAP) assessment series each fall and spring. Students will be tested in Reading, Mathematics, and Language. This test is a norm-referenced test which enables us to compare our students to students across the country, particularly to other students across the area. The MAP assessment will be administered in the fall, in the middle of the year and finally in the spring to determine each student's academic growth over the course of the year.

### **Interim Reports**

Interim reports are one of the instruments used to report possible or pending failure to students and parents or guardians. Unsatisfactory work must be reported to the student and parent or guardian at the earliest possible time or a failing grade cannot be given at the end of a nine-week grading period. Teachers are encouraged to report the progress of all students during the fifth week of the grading period; however, interim reports are required for all students whose grades would be a "D" or "F" during the fifth week of the grading period.

If a student's grade drops after the fifth week of the nine-week grading period so that the student is at risk of failure, an Interim Report must be sent to the parents.

Parents are encouraged to continually check to monitor progress or regression of their student's grades.

### **Parent Communication**

CK believes that parental involvement is a critical component of a child's success at school. CK encourages parents and guardians to communicate often with teachers and administrators in order to stay informed about their child's progress, school events, and school news. Parents are also encouraged to communicate with the school if they have any questions or concerns. Families and students are provided the email address of all teachers and staff.

Teachers will communicate with the parents of each student during the school year to discuss the student's academic progress. Teachers will have more frequent communication with the parents of students not performing at the level of expectancy for their grade.

Parent-teacher conferences are encouraged and may be requested by parents or guardians when they feel they need to discuss their child's progress with his/her teacher. Conferences will be scheduled at a time and place that best accommodates those participating in the conference. Parents should not expect teachers to be available during the school day unless they have scheduled a meeting time.

The school will set aside time during the year for mandatory parent-teacher conferences centered around academic progress and will coincide with the distribution of report cards. These conference nights are just one way a teacher will use to communicate with parents and guardians about the academic progress of their child. If a parent is unable to attend on the conference, the parent should call or email the teacher to schedule an alternative meeting.

### **Attendance Guidelines**

The CK Board of Education believes that the instructional program is the vital part of formal education and that the student realizes greater benefits when they attend regularly. When students are absent, they are missing an integral part of instruction that usually cannot be made up outside the classroom. Thus,



regular attendance will be necessary to accomplish preparation for maximum levels of achievement or full course credit. Teachers will include daily classroom work for which grades will be given as a means of encouraging good attendance habits. Daily lesson plans will include classroom discussions and the presentation of information that will supplement regular textbooks and instructional materials will stress student participation in instructional activities.

It is the responsibility of the parent/guardian to see that the student attends school daily. Full day or part day absence will be excused for personal illness, family emergency or an unusual cause acceptable to the Assistant Director.

Students are not permitted more than twelve (12) absences from any one class per semester. This should be adequate time to take care of student's normal illness or extenuating circumstances. Any time a student presents a note from a licensed medical professional, *or the student absence is cleared by the building administration*, the absence(s) will not count toward the allowed number. Students may not exceed twelve (12) absences in a course in a semester. Credit, promotion, or graduation may be denied if a student exceeds the maximum number of absences allowed under this policy. At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student, or his/her parent, guardian, or person in loco parentis may petition the school or district's administration for special arrangements to address the student's unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement's requirements. The agreement shall be signed by the student, the student's parent, guardian, or person in loco parentis, and the school or district administrator or designee.

If any student's Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student's IEP or 504 Plan take precedence; therefore, exceptions are allowed to satisfy an Individualized Education Plan (IEP) or 504 Plan.

Truancy is defined as missing classes on a given day without parental knowledge or approval and school official approval. Known truancy will be handled according to our disciplinary grid.

### **Excused Absences**

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons and the student brings a written statement to the Assistant Director or designee upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than five (5) school days prior to its presentation will **not** be accepted.

Types of Absences that may not count against students for the purpose of discipline, make-up work, participation in extracurricular activities and other circumstances:

- Exceptions as necessary to satisfy Individualized Education Program (IEP) or 504 plans
- Personal illnesses that do not exceed **three** consecutive days. Illnesses that extend beyond three days will require a doctor's note.
- Family emergency or illness.
- Quarantine of the home.
- Death of a relative.
- Observing religious holy days observed by the student's faith.
- Juvenile court proceeding documented by a probation officer.
- Appearing at a governmental office to complete paperwork required in connection with the student's application for United States citizenship.
- Student participation in a United States naturalization oath ceremony.

- Documented health care appointments, if the student begins classes or returns to school on the same day as the appointment.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Temporary absence resulting from any cause acceptable to the student's teacher or administrator.

When a student must be absent from school, parents are asked to call the school each day the student will be absent. Upon returning to school, the student must bring a note, signed by the parent, which describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted. Notes must be received upon return of the student or the absences will be considered and recorded as unexcused.

It is the Arkansas General Assembly's intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

### **Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent or legal guardian, presented in the timeline required by this policy, shall be considered as unexcused absences.

When a student has **6** unexcused absences, his/her parents, guardians, or persons in loco parentis shall be notified. Notification shall be by telephone by the end of the school day in which such absence occurred or by regular mail with a return address sent no later than the following school day.

Whenever a student **exceeds 6** unexcused absences in a semester, the District shall notify the prosecuting authority and the parent, guardian, or persons in loco parentis shall be subject to a civil penalty as prescribed by law.

Students with **12** unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the assistant superintendent after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation. Excessive absences shall not be a reason for expulsion or dismissal of a student.

Students who attend in-school suspension shall not be counted absent for those days.

Days missed due to out-of-school suspension or expulsion shall be **unexcused** absences.

Applicants for an instruction permit or for a driver's license by persons less than eighteen (18) years old on October 1 of any year are required to provide proof of a high school diploma or enrollment and regular attendance in an adult education program or a public, private, or parochial school prior to receiving an instruction permit. To be issued a driver's license, a student enrolled in school shall present proof of a "C" average for the previous semester or similar equivalent grading period for which grades are reported as part of the student's permanent record.

The District shall notify the Department of Finance and Administration whenever a student fourteen (14) years of age or older is no longer in school. The Department of Finance and Administration is required to suspend the former student's operator's license unless he/she meets certain requirements specified in the statute.

### **Penalties and Notification Procedures**

1. When a student has missed one-half ( $\frac{1}{2}$ ) of the total number of absences permitted which is **six (6)** absences in any course during one semester, the school attendance secretary will notify the student's

parent/guardian of the number of absences. Notice will be via telephone contact by the end of the school day in which the absence occurred and sent via regular mail no later than the following school day.

2. Course credit will not be denied if appropriate documentation of the student's absences has not been forwarded to the parent/guardian at the student's address of record.

3. Course credit will be denied for each class in which a student has more than **twelve (12)** absences during one semester unless the Attendance Review Committee finds there are extenuating circumstances such that to deny credit would be unfair. In determining whether there are extenuating circumstances for an absence, the Attendance Review Committee will use the following guidelines:

- All absences will be reviewed, with consideration given to special circumstances discussed in the Arkansas Education Code.
- For a student transferring to CK after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
- The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student, parent, or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit. If credit is lost because of excessive absences, the Attendance Review Committee will decide how the student may regain credit. If the committee determines that there are no extenuating circumstances and that credit may not be regained, the student and/or parent may appeal the decision by filing a written request with the Assistant Director within 15 days of the last day of the semester. The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Assistant Director or designee shall inform the student or parent of the date, time, and place of the meeting.

4. After the **twelfth (12th)** absence in one semester, the parent/guardian will be notified that a referral to the Pulaski County Juvenile Court has been made in accordance with ACT 1308, adopted by the Arkansas Legislature, March 1997. The student's parent, guardian, or person in loco parentis shall be subject to a civil penalty not to exceed five hundred dollars (\$500) plus costs of court and reasonable fees assessed by the court.

### **Professional Appointments**

If it is not possible to schedule professional appointments after school hours, *you must bring a note to the office upon returning to school stating clearly the day and time you were seen.* In addition, the following rules shall apply to this kind of dismissal during the school day.

- Parent/guardian must come to the office to pick student up.
- Parent/guardian must sign the check-out sheet in the office; when student returns to school, the parent/guardian must sign the student back in WITH A NOTE FROM THE PROFESSIONAL WITH WHOM STUDENT HAD AN APPOINTMENT.

### **Family Vacations**

Parents must visit with the Assistant Director regarding vacations. Requests to the Assistant Director should be in writing at least three (3) days in advance to make arrange with teachers regarding make-up work.

### **Importance Of Attendance**

The Arkansas Board of Education requires all students enrolled at Covenant Keepers to attend school regularly in accordance with the laws of the State. The success of Covenant Keepers' educational

program is based on the daily presence of the students and requires continuity of instruction and classroom participation. In addition, the regular contact of students with one another in the classroom and their participation in well-planned instructional activities, under the guidance of their teacher, are vital to the success of the educational program. For these reasons, the administration, faculty and staff of Covenant Keepers will frequently talk about the importance of students being in class and on time.

### **Responsibilities Of The Parent**

The parent will:

- Ensure the child attends school daily and on time. Class begins at 7:45am.
- Notify the school of an absence by 12:00 PM on the day of the absence.
- Present documentation of the absence to the school within 48 hours of the absence.
- Contact the school administrator requesting a conference at the 3<sup>rd</sup> and 6<sup>th</sup> absence to discuss interventions and the consequences for more than 12 absences.
- Before the 12<sup>th</sup> absence, contact a school administrator for special arrangements to address the student's absences.

### **Responsibilities Of The Student**

The student will:

- Attend school daily;
- Be on time for ALL CLASSES;
- Come to school prepared to learn;
- Follow all school policies/procedures/rules as outlined in the handbook.

### **Student Make-Up Work for Absences**

For any excused absence, students are responsible for obtaining and completing make-up work in a satisfactory manner and within the time specified by the teacher. A student will be given the same number of days that he/she was absent to make up missed work.

A student who does not complete make-up assignments within the time allotted will receive an "F" for the assignment. If a student misses a test due to an excused absence, a make-up test will be scheduled by the teacher. Students are responsible for taking the test at that time.

Students may not make up work following an unexcused absence which will result in an "F" for each assignment missed.

If a student misses a test due to an excused absence, a make-up test will be scheduled by the teacher. Students are responsible for taking the test at that time. If you fail to do this, the teacher is not obligated to set another time for the makeup. If you fail to make up a test without making other arrangements, the teacher may decide not to give you the test.

### **Morning Drop-Off Policy**

***School doors will open at 7:15.***

Students dropped off before 7:15 will be unsupervised and not allowed to enter the building. ***The School is not responsible for students who are dropped off before the identified time at which schools doors are opened.*** Parents/guardians are expected to wait with their children until the school doors are opened, as the children will be unsupervised until this time. Breakfast will be held in the classrooms from 7:15-7:40. Class starts promptly at 7:45.

### **Tardies**

There are generally no excused tardies. Any parent/guardian dropping a student off after **7:40** am will be required to come into the office and sign the student in.

### **Truancy Policy**

Truancy means absence from school during which the administration has not been notified of the absence by the parent or guardian. A student shall not be absent from school without parent or school authorities' prior knowledge and consent. After arrival on campus, a student absent from his/her assigned station without permission from school authorities shall be considered as truant. A student who leaves campus without being signed out by a parent and/or legal guardian through the office or is out of his/her designated area shall be considered truant. Therefore, it is imperative that students not leave campus unless he/she has followed procedure. **Note: Truancy is a serious infraction, and it shall result in punishment, Reprimand to Expulsion.**

**Habitual truancy** means absence from school for 5 or more days during a semester without notifying the administration.

**Arkansas Code § 6-18-222(a) (2) - (5) (A)**, concerning the penalty for excessive unexcused absences, are amended to read as follows:

(2) The State Board of Career Education shall adopt a student attendance policy for sixteen-year-olds and seventeen-year-olds enrolled in an adult education program. The policy shall require a minimum attendance of ten (10) hours per week to remain in the program.

(3) A copy of the school district's student attendance policy or the State Board of Career Education's student attendance policy for sixteen-year-olds and seventeen-year-olds enrolled in adult education shall be provided to the parent, guardian, or person in loco parentis of each student enrolled in an adult education program at the beginning of the school year or upon enrollment, whichever event first occurs.

(4)(A)(i) A student's parent, guardian, or person in loco parentis and the community truancy board, if the community truancy board has been created, shall be notified when the student has accumulated excessive unexcused absences equal to one-half ( $\frac{1}{2}$ ) the total number of absences permitted per semester under the school district's or the board's State Board of Career Education's student attendance policy.

(ii) Notice shall be by telephonic contact with the student's parent, guardian, or person in loco parentis by the end of the school day in which the absence occurred or by regular mail with a return address on the envelope sent no later than the following school day.

(iii) Notice to the community truancy board, if the community truancy board has been created, shall be by letter to the chair of the community truancy board.

(B) If a community truancy board has been created, the community truancy board shall schedule a conference with the parent, guardian, or person in loco parentis to establish a plan to take steps to eliminate or reduce the student's absences.

(C) If the community truancy board has scheduled a conference and the student's parent, guardian, or person in loco parentis does not attend the conference, the conference may be conducted with the student and a school official. However, the parent, guardian or person in loco parentis shall be notified of the steps to be taken to eliminate or reduce the student's absences.

(D)(i) Before a student accumulates the maximum number of absences allowed in a school district's student attendance policy, the student or the student's parent, guardian, or person in loco parentis may petition the school administration or school district administration for special arrangements to address the student's absences.

(ii) If special arrangements are granted by the school administration or the school district administration, the arrangements will be formalized into a written agreement to include the conditions of the agreement and the consequences for failing to fulfill the requirements of the agreement.

(iii) The agreement shall be signed by the:

(a) Designee of the school administration or of the school district administration;

(b) Student's parent, guardian, or person in loco parentis; and (c) Student.

(5)(A) When a student exceeds the number of unexcused absences provided for in the district's or the State Board of Career Education's student attendance policy, or when a student has violated the conditions of an agreement granting special arrangements under subdivision (a)(4)(D) of this section, the school district or the adult education program shall notify the prosecuting authority and the community truancy board, if a community truancy board has been created, and the student's parent, guardian, or person in loco parentis shall be subject to a civil penalty.

### **Abesntee Procedures And Guidelines**

1. When a student is absent, the parent or guardian must call the school before noon on the day of the absence and state the reason for the absence.
2. Upon returning to school, turning in a note from home/doctor, and receiving a re-admit slip from the office, the student will have one day for each day of absence to make up work missed.
3. Students may only make up work for the **first** short-term, out-of-school suspension. It is the student's and his or her parent/guardian's responsibility to request make-up assignments upon returning from excused absences. **If make-up work is not requested within two days of returning from an excused absence, the student forfeits the opportunity to make up work missed.**
4. When a student has knowledge of a scheduled test and misses the day of that test, the student must make up the test on the first day back in class.
5. Students who plan to be absent are to notify the office staff and their instructors before the absence. Any work due the date of the absence must be turned in prior to the absence; otherwise, it will be considered late and will be subject to penalty.
6. Students and parents are asked to wait two (2) days after a suspension or a long-term absence begins before asking for homework assignments. Parents should never expect teachers to stop what they are doing to gather makeup work with no notice.
7. Students who leave during the school day must have their parent/guardian check them out through the office. Students who leave without checking out will be considered truant and will be subject to disciplinary action.
8. When a student returns to school from a professional appointment, verification from the doctor or dentist must be turned in to the office.
9. In order to attend or participate in a school activity, students must be in attendance that full day. Extenuating circumstances will be handled by the administration. The parent or guardian should notify the school office in these situations.
10. It is recommended that professional appointments be made during non-school hours.
11. While one out-of-school suspension will count as an absence, a second will be considered unexcused and no make-up work will be given. If the student remains out of school for a period of time in excess of the number of days of suspension, those days will be unexcused absences.
12. On the sixth and twelfth absences, the parent/guardian will be notified that a referral to the Pulaski County Juvenile Court has been made in accordance with Act 1308, adopted by the Arkansas Legislature, March 1997.
13. When a student who is 14 years or older has missed more than seven consecutive days without approval of the Assistant Director, the school will notify the Arkansas Department of Finance and Administration (DF&A). DF&A may suspend the student's driver's license until the student provides satisfactory evidence that he or she is attending school or has reached age 18.

### **Student Pick-Up Policy**

Students being picked up by persons other than the parent or guardian must be picked up by a person who:

1. Is 18 years of age or older
2. Has a valid driver's license placed in the student's file
3. Has written consent of the parent if the name is not specified on the student's enrollment form as an individual authorized to pick up that student

### **Dismissal Policy**

Student safety is the primary concern for Covenant Keepers dismissal policy. Only students who walk home or utilize public transportation should walk off campus at dismissal. The school is not responsible for students once they leave campus at dismissal. Parents are responsible for communicating with their students concerning after-school pick-up arrangements.

Students must stay in the designated area for pick-up during dismissal times. Consequences will apply for non-compliance, including reprimand to expulsion.

Students may not loiter on the property of any neighboring businesses. Violators may be photographed or videotaped if trespassing on private property. Violations will be reported by neighbors, school personnel, or law enforcement. Consequences will apply for non-compliance, including reprimand to expulsion. Consequences will apply for non-compliance, including reprimand to expulsion. Criminal trespassing charges may apply.

Students are not allowed to remain on campus unsupervised after designated dismissal times. Any parents/guardians of a student who remains on campus unsupervised after dismissal time may be reported to local authorities.

### **Early Dismissal from School**

In all instances of early dismissal, the following precautions are taken to ensure student safety:

Approval of parent or guardian is required in all instances of early dismissal.

The school may release a student before the end of a school day only upon presentation of a written or face-to-face request from a parent/guardian (no telephone calls), or for reasons of emergency.

Students may be released only to a parent or guardian whose signature is on file in the school office or to a properly identified person, authorized in writing by the parent or guardian to act on his or her behalf.

No staff member shall permit or cause a student to leave school prior to the regular dismissal time, except with the knowledge and approval of the school and parent/guardian

### **Telephone Calls**

Students may not be called from class to talk on the telephone during school hours, neither are they allowed to make outgoing calls except for in the cases of an emergency. As part of an effort to teach responsibility, students are not allowed to call home for forgotten items or questions about who is picking them up. Students must have written permission from an administrator stating a valid reason in order to use the phones between 7:15 am and 4:15 pm. The school does not have sufficient phone lines to accommodate students' phone calls at the end of the school day.

**All arrangements regarding after-school activities must be made before students leave home in the morning.** Calls of an emergency nature, that may involve interruption of a class to deliver a child, must be directed to the Assistant Director for approval. **WE ASK ALL STUDENTS TO PLEASE COME TO SCHOOL IN THE MORNING CLEARLY KNOWING THEIR AFTERNOON TRANSPORTATION ARRANGEMENTS.** We also ask that parents please know whether or not their children are planning to stay for an after-school activity (students must sign up for all activities in advance, so parents should be informed about their student's schedule).

### **Checkouts**

Any parent/guardian checking out a student before dismissal time will be required to come into the office and sign the student out. Transportation and afterschool activities should be planned accordingly. Accumulation of 4 unexcused early checkouts in a 30 day period will result in a required parent/guardian conference. Excused checkouts are limited to professional appointments with documentation.

### **Observance Of Religious Holidays**

Any student shall be excused for the purpose of observing a religious holiday consistent with his/her creed or belief. If this holiday falls on a school day, you must bring notice to the school before the day(s) of the absence.

### **Important!**

An absence from school, even for several days, does not excuse you from responsibilities in the classroom on the day you return. If you have an absence, you will be given the same number of days that you were absent to make up missed work.

**On the day you return to school, it is your responsibility to find out what work is required and when the work needs to be completed. There will be a time limit on turning in make-up work.**

If you are absent for school related reasons or for an anticipated or planned absence, make arrangements with your teacher(s) for assignments **prior to your absence.**

### **Supervision Of Students Before And After School**

Teachers arrive at 7:10 am. The school doors open for students at 7:15 am. Students should not arrive before 7:15 am or remain after 4:15 pm unless they are in a specific activity under the supervision of a teacher. Adults will supervise those students participating in activities at times prior to 7:15 am and after 4:15 pm for only 15 minutes before and 15 minutes after the scheduled activities. **The school staff does not assume responsibility for any student remaining at the school beyond the guidelines outlined above. Please see policy on before and after school care fees.**

**ALL STUDENTS MUST BE PICKED UP BY 4:15 PM. PARENTS/GUARDIANS PICKING UP STUDENTS AFTER 4:15 WILL BE REQUIRED TO COME IN THE BUILDING AND SIGN THE STUDENT OUT. AFTER THREE LATE PICK-UPS (AFTER 4:15), THE DEPARTMENT OF HUMAN SERVICES WILL BE NOTIFIED.**

### **School Activities**

All school activities are subject to the provisions of this Handbook and the Student Code of Conduct whenever the students are under the direct supervision of a school employee. School activities include but are not limited to field trips, after school clubs, educational fairs, athletic competitions and camps.

### **Athletics**

- Good sportsmanship is strongly encouraged and expected from participants and fans at all athletic events.
- Contact the Athletic Director's Office concerning sports.

### **Arkansas Association of Christian Schools (AACS) Eligibility Requirements**

- A. The athlete must be enrolled at the school at which they are competing on a full time basis
  - B. The athlete must attend daily classes from the school that the student is competing
  - C. Earn a minimum GPA of 2.0 based on the previous semester, OR  
Be enrolled and attending SIP, which is tutoring, of at least 100 minutes duration each week within the regular school day in the subject areas where inadequate performance has occurred, AND
- Have no unexcused absences for the current semester
  - Have a minimum of 5 or less school disciplinary actions for the current semester
  - Have no known felony convictions during a semester



**NOTE:** Must have:

Physical examination; possible drug screening; adherence to rules, regulations as presented at the onset of the sport; A student with a GPA below 2.0000 should see the Athletic Director for requirements needed to meet eligibility.

Coaches/Sponsors/Teachers of extracurricular activities (such as basketball, football, volleyball, etc.) must check grade points of all students in the particular activity each semester.

The following points will be used by staff in determining whether or not students may participate in extracurricular and interscholastic programs:

1. That participation in the activities will not deprive students of the instructional time needed to successfully complete academic course work.
2. That students' and/or organizations' activities may be curtailed or modified due to those activities' infringements on the instructional time needed by students to perform their academic work to satisfaction.
3. That practice, games, and competitions will not be played on days when school has been dismissed due to inclement weather or other unscheduled closures.

### **Failure to Attend School**

Any student who fails to attend every class at school (excused or unexcused) on the day of a school-sponsored activity is not eligible to participate or compete in any extracurricular activity scheduled after school hours. This also includes practice sessions. The Dean may approve an exception to allow participation on a case-by-case basis. A student who participates in any practice session in violation of this procedure shall be suspended from participation in the next scheduled practice. Any student who participates or competes in a game, competition, or other school-sponsored activity in violation of this procedure shall be suspended from participation in the next scheduled game, competition, or activity (other than practice).

### **Eligibility for After-School Activities**

A student must earn a 9 weeks GPA above a 2.0 in order to be eligible to participate in after-school activities during the current quarter. As soon as a student has met this requirement he or she may return to an activity, provided his or her previous semester grades and eligibility requirements.

### **Eligibility Rule for Two Week Progress Reports**

If a student's grades fall below a 2.0, or they receive an F on a 2 week progress report, they will enter a two week period of Academic Probation. During probation they are still eligible for practice but ineligible to compete unless all of their teachers sign a statement or form declaring that their grades have risen since the two week progress report or that the athlete is making bold efforts to improve academically. If a student remains on academic probation for four weeks, the student will be suspended from after-school activities until given permission by the Assistant Administrator to resume participation.

### **Eligibility on the Day of the Game**

In order for a student to be eligible on the day of a game or contest, he or she must have attended school that day. In addition, if a student misses class for the game or contest, he or she is responsible for getting all of his or her assignments and making them up on time.

### **Eligibility When Absent**

A student who has been absent from school, whether it is excused or unexcused, is not eligible to practice or perform that night. In exceptional circumstances, and if the absence is excused, a student may request special permission from the Coach to participate.

### **Participating Without Eligibility Permission**

A student who participates in an activity without permission, whether the student's ineligibility is the result of absence of long-term ineligibility, will face a severe consequence to be determined by the Athletic Director or the Assistant Director.

### **Progress Reports**

Students are responsible for keeping track of their progress reports to prove to their coaches that their grades continue to render them eligible for practice and competition.

### **Individual Behavior Infractions**

A student may be removed from an activity for egregious individual acts or repeated poor behavior, in consultation with the Assistant Director.

### **Individual Academic Infractions**

If a student does not turn in a major assignment, they may lose eligibility for a certain period of time, to be determined by the Assistant Director

### **Required Forms**

Students must get a physical and turn in a signed form from their doctor giving them permission to participate in any after school athletics. In addition, they must turn in a signed medical release form and a signed eligibility form.

### **Physical Education Excuses**

Students with parental or doctor's notes concerning physical education must give their signed notes to their teacher before class has started. A note from a parent is only good for three days. After three days, a medical excuse written and signed by a doctor is required.

### **Emergency Procedures**

Fire, lock-down, evacuation, and tornado drill instruction will be discussed during the first week of each semester. Students need to understand and follow these procedures. Instructions will be posted in each teacher's room. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

The FIRE ALERT is a continuous 2 or 3 second sound. The TORNADO ALERT is a continuous wailing sound. The ALL-CLEAR is announced.

The LOCK-DOWN PROCEDURE is posted in all classrooms and practiced during the school year. In the event of a lock-down, it will be announced as prescribed by the Assistant Director.

The evacuation procedures will be covered with students by their teachers and announced by staff as prescribed by the Assistant Director. As a backup fire and tornado alert system, hand-held air horns will be used. A teacher will be assigned to use the air horn to alert the students.

### **Lost And Found**

The school cannot assume responsibility for loss of personal items. However, if it is reported immediately, every effort will be made to help locate the lost item. All personal items should be clearly marked for identification. Items not needed for school work should be left at home. WE WILL NOT INVESTIGATE MISSING CELL PHONES.

### **School Property**

As good citizens, students are obligated to respect and protect all school property and help keep the building, furniture and school equipment as attractive as possible. If a student is guilty of defacing or destroying school property, he/she will be expected to pay for the property to the extent of replacing as new or as good as new and face disciplinary action.

### **Child Abuse Reporting and Programs**

Covenant Keepers provides access to many child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law.

Covenant Keepers provides training to its teachers in addressing incidents of sexual abuse of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse. Assistance, interventions and counseling options are also available.

The school's administration shall cooperate with law enforcement investigations of child abuse, including investigations by the Arkansas Department of Human Services. School officials may not refuse to permit an investigator to interview a student who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

Arkansas Act 613 Prohibits the notification of a parent, guardian, custodian, or person standing in loco parentis if the person is named as an alleged offender. Investigator shall provide the school with written documentation that notification is prohibited.

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's parent, if necessary.

### **Plan for Addressing Sexual Abuse of Students**

#### **Sexual Assault Policy**

Covenant Keepers explicitly condemns sexual assault as a violation of an individual's human rights and dignity. Therefore, the policy of Covenant Keepers is that members of Covenant Keepers community neither commit nor condone sexual assault in any form. This prohibition applies equally to male and female staff, faculty and students, to all persons on premises subject to school control and to those engaged to further the interests of Covenant Keepers.

Sexual assault is unlawful and may subject those who engage in it to civil and criminal penalties. Employees and students who engage in sexual assault will also be subject to applicable disciplinary action. Covenant Keepers is committed to providing an environment free from sexual assault. Therefore, Covenant Keepers administration strongly encourages all Covenant Keepers community members to report incidents of sexual assault. To that end, reporting and investigating procedures are supportive of and sensitive to the victim. At the same time, they adequately safeguard the rights of the alleged offender.

#### **Definition of Sexual Assault**

Sexual assault is generally defined as attempted or actual unwanted sexual activity. Sexual assaults generally fall into one of two categories: forcible and non-forcible offenses. A forcible sex offense is "any sexual act directed against another person forcibly and/or against that person's will, or not forcibly or against a person's will where the victim is incapable of giving consent." Non-forcible sex offenses are acts of "unlawful, non-forcible sexual intercourse," and include incest and statutory rape. Depending on the circumstances, acquaintance rape could be in either category. As used in this policy, the term "sexual assault" is generally descriptive of conduct specifically prescribed as rape, carnal abuse, sexual misconduct, sexual abuse and sodomy under Arkansas Code Annotated 5-14-101 through 123.

### **Disciplinary Sanctions**

Sexual Assault Forcible and Non-Forcible Sex Offenses: CK will not tolerate sexual assault in any form, including rape and acquaintance rape. A student or employee charged with sexual assault can be prosecuted under Arkansas criminal statute and/or disciplined by CK. Even if criminal prosecution is not pursued, CK can pursue disciplinary action. Where there is probable cause to believe that the campus regulations prohibiting sexual assault have been violated, the campus will pursue strong disciplinary action through its own internal judicial channels. This discipline includes, but is not limited to, the possibility of termination, expulsion, suspension, disciplinary probation, counseling, mediation or educational sanctions or a combination. Any conduct that constitutes a sexual offense under Arkansas law shall also be subject to disciplinary sanctions under this policy.

### **Sexual Assault Victims Rights**

As a victim, an individual has the right to file criminal charges with local law enforcement authorities and, upon request, is entitled to assistance from Covenant Keepers in notifying the local law enforcement authorities. The Dean of Students and/or Human Resources staff will explain how to use Covenant Keepers internal complaint process. An individual has the right to file a complaint with Covenant Keepers and have a sexual assault complaint investigated by Covenant Keepers and the right to participate in any disciplinary proceedings regarding the sexual assault complaint.

If the individual wishes, two non-participating support persons may be present at such proceedings. The person accused may also have a representative present at such proceedings. Covenant Keepers will notify the individual as to the outcome of any disciplinary proceeding regarding the complaint subject to limitations of state and federal laws relating to data privacy practices. The person accused will also be notified of the outcome of such proceedings. Covenant Keepers will cooperate with law enforcement authorities in obtaining, securing and maintaining evidence in connection with the sexual assault incident.

Covenant Keepers will also assist the individual in preserving any materials relevant to the campus disciplinary proceedings. Covenant Keepers will, in cooperation with law enforcement authorities, make efforts to shield the individual from unwanted contact with the alleged assailant, including the transfer of the victim to alternative classes if this option is available and feasible.

### **Gangs And Gang Activities**

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

The following actions are prohibited by students on school property or at school functions:

- Wearing or possessing any clothing, bandanas, dew rags, jewelry, symbol or other sign associated with membership in, or representative of, any gang.
- Engaging in any verbal or nonverbal act such as throwing signs, gestures or handshakes representative of membership in any gang.
- Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang.
- Extorting payment from any individual in return for protection from harm from any gang.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

### **Gun-Free Schools Act**

In accordance with the Gun-Free Schools Act, the school shall expel, from the student's regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to school. The Dean of Students may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis.

For the purposes of this law, "firearm" means:

1. Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;
2. Any firearm muffler or firearm silencer;
3. Any destructive device. "Destructive device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon – other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes – by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

### **Student Rights**

The school pledges to allow all students to

- Feel safe in the school environment;
- Take full advantage of learning opportunities;
- Work in an environment free from disruptions and chaos;
- Express opinions, ideas, thoughts and concerns;
- Have a healthy environment that is smoke, alcohol and drug free;
- Use school resources and facilities for self-improvement;
- Expect courtesy, fairness and respect from all members of the community;
- Be informed of all expectations and responsibilities;
- Take part in a variety of school activities.

### **Annual Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)**

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 educational records.

These rights include the following:

#### **The Right to Inspect and Review**

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

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's educational records, the school shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.

The school shall not destroy any educational records if there is an outstanding request to inspect and review the records under this section. The school may charge a reasonable fee for a copy of an education

record that is made for the parent or eligible student, unless the imposition of a fee effectively prevents a parent or eligible student from exercising the right to inspect and review the student's education records. The school will not charge a fee to search for or to retrieve the educational records of a student. If the educational records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.

### **The Right to Seek Amendment of the Student's Educational Records**

Parents and/or eligible students may ask the school to amend a record that they believe is inaccurate, misleading, or otherwise in violation of the privacy rights of the student. Such a request must be made to the Assistant Director in writing, clearly identify the part of the record the parent or eligible student wants changed, and specify why it is inaccurate or misleading. The school will decide whether to amend the record as requested within a reasonable time after the school receives the request. If the school decides not to amend the record as requested by the parent or eligible student, it will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

If, as a result of the hearing, the school decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the record accordingly and inform the parent or eligible student of the amendment in writing.

If, as a result of the hearing, the school decides that the information in the educational record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school, or both. If the school places an amended statement in the educational records of a student, it is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

### **The Right to Consent Prior to Disclosure**

Parents and/or eligible students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 school discloses education records without consent to officials of another open-enrollment charter school, school district, or private school in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

### **The Right to File a Complaint**

Parents and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. These complaints should be addressed as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

### **Access to Medical Records**

Parents are entitled to access their students' medical records.

### **Notice for Directory Information**

Under FERPA, the school must, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, the school may disclose appropriately designated "directory information" without written consent, unless a parent or eligible student has advised the school, in writing, to the contrary. The primary purpose of directory information is to allow the school to include this type of information from a student's education records in certain school publications.

The school has designated the following categories of information as directory information:

- Student's name.
- Parent/Guardian name.
- Address.
- Current campus of attendance

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be released to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks and/or businesses or members of the public seeking information about a student under the state's Information Act. In addition, two federal laws require the school to provide military recruiters, upon request, with student names, addresses and telephone listings, unless a parent or eligible student has advised the school that they do not want the student's information disclosed without prior written consent.

Any parent or eligible student who does not want the school to disclose directory information from the student's education records without prior written consent must notify the school in writing by completing and returning the "Use of Student Photos and Directory Information Opt Out Form" no later than the end of the first week of instruction after the student is enrolled.

### **Uniform Policy**

#### **Uniform and Personal Appearance**

Covenant Keepers has a uniform to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. Students will purchase uniform shirts through Covenant Keepers. The student will purchase all other items from the retailer of their choice. In the event any student is out of uniform, parent/guardians will be called to rectify uniform issues. No exceptions!

PLEASE TAKE THE PROPER STEPS TO ENSURE THAT YOU ALWAYS HAVE A CLEAN

UNIFORM SHIRT AND KHAKIS AVAILABLE. AN UNCLEAN SHIRT OR KHAKIS IS NOT A VALID EXCUSE FOR COMING TO SCHOOL OUT OF UNIFORM. PROPER PLANNING AND APPROPRIATE ACTIONS WILL AVOID SUCH SITUATIONS.

***Warm weather uniform (July-October, April-June, or as determined by the weather- date will be announced):***

6th/7th: Red CK polo shirt, tucked in (Monday-Thursday), red CK t-shirt (Friday)

8th: Navy CK polo shirt, tucked in (Monday-Thursday), navy CK t-shirt (Friday)

All students: khaki pants, shorts or capris (no cargo pockets)

any kind of buckled belt (no canvas)

any closed-toe shoe

SOLID WHITE T-SHIRT under uniform shirt

***Cool weather uniform (November-March, or as determined by the weather- date will be announced):***

6th/7th: Red CK polo shirt, tucked in (Monday-Thursday), red CK t-shirt (Friday)

8th: Navy CK polo shirt, tucked in (Monday-Thursday), navy CK t-shirt (Friday)

**OPTION:** CK hoodies and CK sweatshirts can be worn over the uniform

All students: Khaki pants (no cargo pockets); no shorts or capris

Any kind of buckled belt (no canvas)

Any closed-toe shoes

**If a student wants to wear a jacket/sweater in the building, it must be solid red/navy, and must be worn over the uniform. Jackets with graphics, logos, emblems, patterns (polka dots/stripes/etc.) or made of denim will not be allowed.**

### **Uniform Top**

1. Uniform shirt must be purchased from school and worn daily. On Fridays, students will have the option of wearing the school polo or school t-shirt—**ONLY ON FRIDAYS**.
2. White long sleeve shirt may be worn under polo between October 1—Spring Break. Sleeves may not be rolled or banded. No colorful long sleeve shirts will be permitted.
3. Shirts must be completely tucked in at all times.
4. A belt must be worn at all times. **NO CLOTH/CANVAS BELTS ALLOWED.** No offensive images or text allowed.
5. Students may be rewarded with CK t-shirts of varying designs. Those students may wear these shirts on any day of their choosing.
6. Students who choose not to wear their CK uniform shirt for any reason will have a parent contacted and will have to wear a CK SOAR t-shirt for the day.

### **Pants, Shorts and Capri's (NO CARGO OR LARGE POCKETS)**

**Students must wear khaki pants.**

1. Pleated pants, flat front pants or Capri pants.
2. Pleated shorts or flat front shorts.
3. No skinny khakis or stretchy pants, etc.
4. Pants/shorts waist must rest no lower than the hip bone.
5. **Shorts (NO CARGO) length will be to the knee cap.**
6. Clothing may not be rolled or banded.
7. Pants/shorts must fit properly.
8. Pants may not be **BAGGY**
9. Pants may not be **SAGGING**.
10. Belts must fit properly and not hang down when buckled. No canvas belts.
11. Pants with large pockets are prohibited.



### Outerwear

1. Hats, caps, bandannas and other head gear may not be worn in the building.
2. The only outerwear that may be worn inside the building is SOLID NAVY OR RED windbreakers or sweaters—no graphics or emblems or a CK jacket or hoodie.

### Footwear

1. High heels, sandals, flip-flops, and slippers are not allowed.
2. Tennis shoes can be worn daily.
3. Laces must be kept tied, and shoes must be kept on. All shoes worn must have laces.
4. No shoe polish allowed in school.
5. Socks must be worn at all times.
6. No house shoes allowed.
7. Girls may wear navy or white tights instead of socks.
8. Rain boots may be worn to school on inclement weather days; however they must be removed and replaced with appropriate shoes once the student enters the building.

### Miscellaneous

1. Ladies are allowed to wear moderate jewelry. All earrings must be quarter size or smaller. Nose, eye, tongue, lip, or belly rings will have to be removed. **NO EXCEPTIONS**
2. Bracelets must not cause a distraction during class. -----bangles should not be worn.
3. All necklaces must be worn inside the collar of the student's polo or T-Shirt.
4. Gentlemen are not allowed to wear earrings or any other visible piercings.
5. Hairstyles/color that creates a distraction will not be allowed. Administration will use their judgment in determining what is distracting.

ANY INAPPROPRIATE ITEMS WILL BE CONFISCATED!

### Cell Phone/Electronic Device Violations

The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP3 players, iPods, handheld game consoles, headphones, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced. If a parent has circumstances that require their child to bring an electronic device, the child will be allowed to bring the device to school, BUT IT IS THE STUDENT'S RESPONSIBILITY TO TURN IT IN UPON ARRIVAL DAILY.

Upon entering the building, students will find a teacher on duty at the stairs who will be collecting and securing all electronic devices. No device should go beyond this point.\*

**Failure to turn in an electronic device immediately upon entering the building will result in the following penalties. Parents, please note that by allowing your child to bring these devices to school, you are signifying your agreement with the policy and the penalties associated. If you do not agree with the policy, do not allow your child to bring an electronic device to school.**

Penalty for ALL electronic devices in school is as follows:

#### **First Offense**

Device will be confiscated for 5 school days and given back only when the parent comes to pick it up at the main office in the annex building. Student will also be penalized with 5 APA points.

#### **Second Offense**

Device will be confiscated for 10 school days and given back only when the parent comes to pick it up at the main office in the annex building. Student receives 1 day ISS.

#### **Third Offense**

Device will be confiscated for 15 school days and given back only when the parent comes to

pick it up at the main office in the annex building. Student receives 1 day OSS.

**Parent/guardian (or anyone listed on the student's Pupil Information Form) must pick-up the device on or after the specified date, during school hours. The Electronic Device Confiscation Form given to the student at the time of the confiscation must be presented, as well as identification. The adult picking up the item must first describe the item and then sign indicating they have taken possession.**

NOTE: If the student refuses to relinquish the electronic device when asked by a person of authority, this will be considered insubordination, and applicable consequences will follow. If a student exhibits other inappropriate behavior, he/she will be sanctioned according to the Student Handbook.

**\*THE DISTRICT BEARS NO RESPONSIBILITY FOR LOST/STOLEN/DAMAGED ELECTRONIC DEVICES BROUGHT TO SCHOOL BY A STUDENT.**

Students have no right of privacy as to the content contained on any cell phone and other electronic communication devices that have been confiscated. Students who used school issued cell phones and/or computers for non-school purposes, except as permitted by the district's Internet/computer use policy, shall be subject to discipline, up to and including suspension or expulsion. Violation may result in disciplinary action up to and including expulsion.

Legal Reference: A.C.A. § 6-18--502 (b) (3) (D) (ii)

### **School Telephone**

The office telephones are business phones. Students are not to use these for making social arrangements or unnecessary calls. Messages will be delivered to students in case of emergencies.

Students are not taken out of class to talk on the phone unless it is an extreme emergency.

**NOTE: Only the phone in the office shall be used to call home and only with permission.**

Parents/guardians and students are asked to make necessary arrangements for after school transportation while at home each morning before coming to school.

Remember to plan ahead for emergencies, because plans often must change.

**Classroom Rules** (also see school-wide rituals and routines)

### **Rules for Every Classroom:**

1. Be in your assigned seat and ready to work BEFORE class begins.
2. Bring all assigned materials to class.
3. Keep your hands, feet, books and objects to yourself.
4. Do not engage in behavior that keeps the classroom from functioning.
5. Follow directions the first time they are given.
6. No food or drink allowed in the building except in designated areas and times.
7. No gum or sunflower seeds allowed anywhere on school property
8. Raise your hand and wait to be called on before talking.
9. Note-passing disrupts the class and is not allowed.

Substitute teachers, part-time teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers.

**School-Wide Rules** (also see school-wide rituals and routines)

Students breaking the following rules will be subject to disciplinary action by school officials:

1. Cell phones or any other electronic device may NOT be kept with you during school hours.
2. Students are to be in assigned, supervised areas only.

3. Running, pushing, hitting, tripping or shouting are prohibited.
4. No swearing, whether written or oral.
5. No cruelty or rude gestures or bullying.
6. Video or audio recording any event on school property and posting to social media is not allowed.

### **Library Rules** (also see school-wide rituals and routines)

English teachers will schedule their classes for regular visits to the school library. Before students are allowed to check out books, they will be instructed on library usage.

1. Library books may only be kept for two (2) weeks at a time.
2. Research materials (encyclopedias, CDs, textbooks etc.) may be kept for one week at a time.
3. Students must turn library books in to designated librarian only.

**DO NOT TURN BOOKS IN TO TEACHERS OUTSIDE OF LIBRARY TIME. DO NOT LEAVE BOOKS IN CLASSROOMS OR LEAVE ON THE CHECKOUT DESK. IF BOOKS ARE NOT FOUND ANYWHERE IN THE SCHOOL AFTER THEY HAVE BEEN CHECKED OUT, THE STUDENT WHO CHECKED IT OUT WILL PAY THE ENTIRE REPLACEMENT COST.**

- a. If books are kept out longer than designated times, student will receive an overdue notice.
- b. Student must sign for the book when they check in and when they bring it back.
- c. Student may only check out one (1) book at a time.

### **Common areas** (also see school-wide rituals and routines)

Hallways and lavatories are areas used by all members of Covenant Keepers. Because everyone uses these areas, there are rules of conduct that all students must follow:

- You may not loiter in the halls, lunchroom, lavatories, or in the stairwells.
- You may not run in the halls, lunchroom, lavatories, or on the stairs.
- You may not yell, scream, or otherwise make excessive noise while in these areas.
- You must do your part to keep these areas clean and safe.
- Do not leave belongings on the floors of these areas.
- Make sure you clean up after yourself and appropriately dispose of all trash.
- Report any leaks, spills, or other problems in the lavatory to a teacher or the office.
- Students are not permitted in the halls during class periods unless they have a hall pass. Disciplinary action will be taken for students who are found in the halls without passes.

### **Child Nutrition Programs**

Covenant Keepers Charter School's Child Nutrition Department participates in the National School Lunch Program and the School Breakfast Program. The Child Nutrition Programs provide nutritious meals with a variety of choices for all students. School meals contribute to better nutrition for students. Research has shown that there is a crucial relationship between nutrition and health, and nutrition and learning. When a student's health, nutrition, and exercise needs are met, they have the cognitive energy to learn and achieve. Sound nutrition and adequate physical activity are linked to academic achievement, self-esteem, mental health and school attendance – all leading to stronger student performance. The CK Child Nutrition Program is committed to creating health-promoting meals that support sound nutrition, and high academic achievement. We therefore, endorse our students' participation in school meal programs and the implementation of the School Meal Initiative for Healthy Children and the American Dietary Guidelines.

### **Meal Planning**

The Traditional Food-Based Menu Planning system is used for CK. This plan requires specific food group components in specific amounts for specific age groups. It has been the plan that most schools

have used since the inception of the National School Lunch Program in 1946 and the School Breakfast Program in 1966. The goal of the Traditional Food-Based System is to provide each student over time 1/3 of the Recommended Dietary Allowances (RDA) for lunch and ¼ of the key nutrients for breakfast. These goals are obtained through meal patterns for lunch and breakfast as listed below.

### **Lunch Meal Pattern**

Meat/Meat Alternate – 2 oz. per student  
Grains/Breads – 8 servings per week or a minimum of 1 serving per day  
Vegetables/Fruits – ½ cup fruit, ¾ cup vegetable serving per day  
Milk – 8 fluid oz. of milk as a beverage

### **Breakfast Meal Pattern**

Meat/Meat Alternate and/or Grains/Breads  
Meat/Meat Alternate, 1 oz.  
OR Two servings of Grains/Breads – Equivalent to a 2 oz. serving  
OR One serving of each  
Meat/meat alternate,  
Juice/Fruit/Vegetable  
Milk  
Juice/Fruit/Vegetable – 1 cup  
Milk – 8 oz. fluid milk as a beverage OR on cereal OR both

### **Eligibility for Free or Reduced Price Meals**

#### **New Student Eligibility**

New enrollees to Covenant Keepers Charter School are not eligible to participate in the school meal program under free or reduced status until an application is approved and eligibility determined. Therefore, cash payment is required daily for any school meal until an application is approved and eligibility determined. A notification letter will be provided.

#### **Returning Students**

All students who were enrolled in Covenant Keepers Charter School as of the last day of school for the prior school year (June 2014) are eligible to participate in the school meal program at last school year's eligibility status for 30 days (August 2014). The prior year's eligibility status can be used for the first thirty calendar days of school or until a new meal application is received and processed. A notification letter will be provided upon completion of processing.

#### **Special Dietary Needs**

A parent requesting a special diet for a student must submit a request from a licensed medical doctor. The request will not be honored upon parental request without medical authorization and documentation. The completed form can be submitted to the Nurse's Office/Child Nutrition Director's Office.

#### **Instructions for Special Diet Prescription Form**

Food & Nutrition Services (FNS) will make modifications and substitutions to the regular school meals for a student with a disability that restricts his/her diet. The Special Diet Prescription Form must be completed and signed by the appropriate party before the school cafeteria can provide any modifications or substitutions. The completed form must be sent back to the school cafeteria to be put on file. The school cafeteria staff will then prepare the special meal along with the other meals served daily.

FNS will try to accommodate special dietary needs for students without a disability. However, USDA regulations state that the school is *not required* to serve special meals to all children with diet restrictions. Such determinations are made on a case-by-case basis by the FNS, and must be supported by the same Special Diet Prescription Form signed by a MEDICAL AUTHORITY. In addition, children with religious/ethnic dietary needs must also fill out this form and it must be signed by PARENT/GUARDIAN.

Below are the 3 categories for requiring special meals and the required signatures for each category.

- 1.) Disabilities: Physician Signature Required Orthopedic, visual, speech/swallowing problems, emotional illness, food anaphylaxis (severe food allergy), physical/mental impairment, cancer, heart disease, PKU, celiac disease.
- 2.) Non-Disabled/Special Dietary Needs: Medical Authority Signature Required Food intolerances, non-anaphylaxis food allergy, diabetes, obesity, high cholesterol.
- 3.) Religious/Ethnic Dietary Needs: Parent/Guardian Signature Required Religious beliefs, vegetarians, vegans. For further information, including definitions of disabilities, other special dietary needs, and school responsibilities, please contact the FNS Dietitian.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program.

### **Free and Reduced Application Processing**

All students will be provided a Free and Reduced Meal Application on the day of registration. Households shall complete ONE application for the entire household and return it by one student family member. In order to be considered for eligibility, a new application must be received each school year. Parents/guardians are encouraged to complete applications while on site during student registration. Applications not completed on site during student registration should be returned to the school site on the second day of school or by September 1, 2013. Applications received after September 3, 2013 will be processed and eligibility determined. However, the date listed above is to expedite timeliness in processing. An eligibility notification letter will be sent home with one of the students.

### **Paying for Meals**

**CKCPCS has a no charge policy for any student.** If the student arrives at school without money for lunch, an alternate meal will be provided such as a peanut butter sandwich or a cheese sandwich and milk. No alternative meal will be provided for breakfast. To prevent having your child receive an alternative meal please send money each day for meals, or pre-pay for meals.

When paying by check please include the child's first and last name and grade. When paying with cash please send in a sealed envelope with the child's first and last name and grade.

### **Meal Service Pre-Payments**

Students whose eligibility is determined to be reduced or full-price/paid are eligible to pre-pay for their meals or they may choose to pay at the final point of service in the cafeteria each day. The student pre-pay program is available through the school cafeteria.

Students may pay for meals for an extended period of time. Funds in a student account may be utilized for breakfast and/or lunch. Deposits into the pre-payment systems may be for weekly, bi-weekly, bi-monthly, monthly or yearly amounts. It is the parent(s) responsibility to stay current with their child/s lunch account.

The meal pricing chart is listed below:

**2014-2015 Meal Pricing**

**Lunch**

Student.....	3.00
Reduced-Price Meals.....	.40
Adults (non-students) Meal with or without Milk.....	3.75
All Milk Sold.....	.40

**Breakfast**

Student.....	2.00
Reduced-Price Student.....	.30
Adults.....	2.25

**Breakfast**

Breakfast will be served in the classrooms before first period. Studies have shown that breakfast in the classroom has a positive impact on children’s learning ability. Students have higher math and reading scores. They focus better in the classroom and are less likely to have behavior problems. They also perform better on standardized tests. Breakfast in the class has health benefits as well. Students eat a wide variety of foods and also consume more milk and fruits. They are less likely to visit the school nurse and be absent from school.

**Offer vs. Serve During Meals**

Offer versus Serve (OVS) allows students to decline a certain number of food items in the meal being offered. The goal is to minimize plate waste and allow student choice. For lunch, students must be offered all five required food items: one serving each of Meat/Meat Alternate, Milk, Grains/Breads; and two servings of Vegetables/Fruits. Students have the option to decline components offered. Students must choose three of the five options. The student must select either ½ cup of fruit or vegetable. Condiments and desserts are not considered a component. There is not a reduction in the cost-per-plate of a reduced or full-price student meal as a result of OVS.

**Packed Lunches**

Students may bring lunch from home as long as it is healthy. “Healthy” means that students’ lunches from home must be consistent with the USDA food guidelines. Soda, sugary drinks, chips, and candy are not allowed. The school is not able to keep lunches cold, warm, or heat lunches. A sandwich, piece of fruit, and bottled water is a suggested packed lunch for students. Bringing a meal to a child is only permitted during lunch time. Parents/Guardians will NOT be able to bring food for children other than their own during the lunch period.

### **Policy Regarding Food in School Setting**

During the declared school day students may not have access to Foods of Minimal Nutritional Value (FMNV) and other competitive items anytime, anywhere on school premises until 30 minutes after the end of the last lunch period. FMNV cannot be served or sold in the cafeteria. Only 9 days will be allowed for food events that occur in school. This would include classroom parties, holiday events, fun days, benchmark testing parties, or any event that has food served that does not meet the NSBP and NSLP guidelines.

### **Birthdays**

Birthday parties interfere with instructional time. Birthday parties will NOT be permitted at school. Parents are NOT allowed to bring other students food such as cupcakes, cake, or etc. due to the many food allergies. If the parent wishes to bring a gift for the whole class (every student must receive a gift) he/she may only bring non-edible items such as pens/pencils, stickers, easers, etc. NO candy or food products will be allowed.

### **Holiday Events and Fun Day Activities**

Holiday Events, Fun Day Activities, and other events that serve food will be permitted 30 minutes after the end of the last lunch period. Only 9 days will be allowed for events that serve food. The scheduled events for 2014-2015 school year are 5 days during standardized testing, Cinco de Mayo, and 2 days for after semester tests. Please contact Child Nutrition Director for further information regarding these scheduled activities.

### **Bake Sale Policy**

Bake sales will not be permitted before or during meal times. Bake sales can take place during the 2:40-3:10 break. Bake sales items that have nuts, tree nuts, or any nut products such as peanut butter must be labeled as containing nuts/made with nut products.

### **Your Involvement as a Parent**

A student's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

1. Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the school provides.
2. Becoming familiar with all of your student's school activities and academic programs, including special programs, offered in the school. Discuss with the teacher or Administration any questions you may have about the options and opportunities available to your student.
3. Monitoring your student's academic progress and contact teachers as needed.
4. Attending scheduled conferences and requesting additional conferences as needed.
5. Becoming a school volunteer or participating in campus parent organizations.

### **Surveys and Activities**

Students will not be required to participate without parental consent in any survey, analysis, or evaluation – funded in whole or in part by the U.S. Department of Education – that concerns:

1. Political affiliations or beliefs of the student or the student's parent(s).
2. Mental or psychological problems of the student or the student's family.
3. Sexual behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of individuals with whom the student has a close family relationship.
6. Relationships privileged under law, such as relationships with lawyers, physicians and ministers.
7. Religious practices, affiliations, or beliefs of the student or parents.

8. Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis or evaluation.

### **“Opting Out” of Surveys and Activities**

Parents have a right to receive notice of and deny permission for their child's participation in:

1. Any survey concerning the private information listed above, regardless of funding.
2. School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
3. Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

### **Communication**

Communication between parents and school staff is a key component of student success. Parents are responsible for notifying the school of any change of address, telephone number, or e-mail address.

Parents may contact school staff by using several methods, including:

- Calling a teacher. Teachers do not have extensions. All calls must be placed through the front office. The teacher will respond as soon as possible.
- Sending an e-mail to teachers. Teacher e-mail addresses are available at the front desk.
- Checking a student's progress and conduct viewing the E-school and logging into your child's account.

### **Parent-Teacher Meetings**

Parent-Teacher/Student Led Conferences are scheduled throughout the school year and should be utilized for effective communication. We understand that there are times when a more in-depth conference is needed; in these cases parents are requested to make appointments with the administration or their child's teacher(s) prior to any conference. This will ensure the availability of the teachers. Without an appointment, teachers will not be called out of class to meet with parents.

### **Student Publications**

Student publications are regarded as an integral part of the school curriculum and are under the control of school personnel. A copy of each publication or any other printed materials must be given to Administration for review three (3) school days prior to the requested distribution. The three (3) day period does not include the day of the request or the day of the distribution. The Administration will determine if the publication contains libelous or obscene language, art which advocates illegal action or disobedience, or material which encourages disruptive behavior. Administration will notify the individuals or sponsors whether or not the publication may be distributed on the school premises. Administration also approves the place and time for distribution of printed materials. Distribution on school premises of literature or commercial advertising advocating the nomination or election of any person for the public office is expressly prohibited. Advertising materials that promote the use of alcohol or tobacco are strictly prohibited.

### **Fundraising**

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or on school transportation unless he has the written permission of the school Administration. See school policy.



## **Sales**

**NO PERSON MAY DISPLAY, OFFER TO SELL, OR SELL ANY ITEM OR SERVICE TO STUDENTS OR SCHOOL PERSONNEL ON SCHOOL PROPERTY, AT SCHOOL-SPONSORED EVENTS, OR ON SCHOOL TRANSPORTATION UNLESS HE/SHE HAS THE WRITTEN PERMISSION OF ADMINISTRATION**

Advertising may be permitted if it's for approved school-related activities. Such activities may include school newspapers, yearbooks, and other fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited.

## **Meetings on School Premises**

(Non-school sponsored)

Any student who wishes to promote, organize or participate in a meeting on school premises other than those sponsored by the school must obtain prior approval from Administration at least three (3) days prior to the requested activity. The three (3) day period does not include the day of the request or the day of the activity. Before approving the request, Administration will determine if the activity will be orderly and peaceful and will not interfere with the rights of the others or disrupt the education process.

## **Assemblies**

Unless otherwise announced, students will report to their regularly scheduled class before being excused to attend an assembly. After allowing students adequate time for roll call and making necessary announcements, students will be dismissed for the assembly. Students are expected to attend when dismissed from class unless a different assignment is given by the school administration. A student will be considered truant and disciplinary action will be taken if he/she does not attend an assembly. Students should enter the assembly area quietly, be seated and behave in a mannerly fashion. Appreciation should be shown with applause. No food or drinks are allowed in the assembly area.

## **School Dance Behavior**

Periodically, school-sponsored dances are approved for students to attend

1. Guests will be expected to adhere to the established CKCPCS standards in appearance and behavior.
2. Any student attending the activity that is not behaving in an appropriate manner, as interpreted by school personnel and/or chaperones, will be asked to leave the premises.
3. If a student leaves the dance or activity he/she will not be allowed to return.
4. Students will not smoke or drink alcohol at dances or activities at anytime.
5. No loitering will be allowed around the outside of the building.
6. Students will abide by all school rules at school sponsored dances.

## **School Pictures**

Students will be photographed at the school by a school-contracted photographer sometime during the year. Students may purchase a partial package or an entire package of photos. This event also serves as one of our school fundraisers, so please remember that every purchase helps our school.

## **Arts And Activity Groups Procedure**

The Covenant Keepers philosophy concerning performing arts in education is that the total learning experience involves practice, performance, and evaluation. A student is expected to be evaluated on both practices and performance. Students and parents should be aware of possible conflicts with other activities, both within and out of the school system. The following guidelines of student responsibility to performing arts and activity groups are outlined:

Performing groups have responsibilities in and away from the school, during and after regular school hours, and student members of such groups must adhere to all organizational rules and policies. Students are expected to attend rehearsals and performances of the school organization of which they are a member. Participation and service in the performing group outside of the classroom will be a

determining factor of the grade. Any student who is absent from a scheduled required rehearsal or performance may have his/her semester grade lowered one letter grade because of unexcused absence per performance. The following conditions constitute reasons for an excused absence for a required rehearsal or performance:

1. Out-of-town trip with family provided prior approval is obtained from activity director, and five-day prior notice is given to the school in writing.
2. Family emergency.
3. Illness (Director should be notified prior to required rehearsal or performance).
4. Any conflicts of school activities which have been previously resolved with Director and Assistant Director

The Assistant Director will determine whether or not an activity is a required rehearsal or performance. The initial responsibility for a review of the policy is that of the student. If an acceptable solution is not reached during a meeting of the student and the activity director, the Assistant Director will be informed of the need to review the request. The Assistant Director will meet with the concerned student and the activity director (instructor) to obtain needed information. A decision by the Assistant Director concerning resolution of disagreement will be provided to all interested parties.

### **Student/Parent/Guardian Complaint Procedure**

In a school community our size there are bound to be areas in which we are not all of one mind. We all have different opinions on a whole range of issues. When a matter is significant enough, we need to communicate our feelings and thoughts. The question is how this communication can most effectively take place.

The CKCS parent grievance policy directs that students or parents who have a “complaint of a wrong or an injustice allegedly suffered (by them shall make a) sincere attempt to resolve any complaints by means of a conference between the concerned parties.” In practice, this means that parents would talk to a coach or teacher before seeing the Assistant Director. They would talk to the Assistant Director before going to the Director. They would talk to the Director before going to the School Board. And finally, if necessary, it means they would talk to the board before going through any other measures.

If a parent or student has an issue that needs to be addressed, we ask that the above chain of communication be used. If there is no satisfaction at the first level, then it is the parent's right to take it to the next level and so on. We hope that most problems which arise might be resolved at the first level of communication; however, we also understand that not every issue is that easily solved. That is why we have this policy in place.

The welfare of our children is of concern not only to parents, but to our school staff and board members, as well. Though we cannot promise you complete satisfaction in every matter that comes to our attention, we do promise that we will listen to your concerns and make our best effort to resolve them. Any appointments to speak with school staff about a complaint should be arranged through the school office.

The following procedures will be followed when addressing complaints related to, discrimination based on race, national origin, religion, handicap, age or gender, and sexual harassment:

1. Report the alleged incident to the Assistant Director, Assistant Director or Operations Administrator, as soon as possible after the event(s) has occurred.
2. The complaint will be investigated and the individual bringing the complaint will be advised of the outcome of the investigation within ten (10) days.

3. If the individual bringing the complaint is not satisfied with the Assistant Director's resolution, he/she may appeal to the Director of School. The appeal must be made in writing ten days from receipt of the decision.
4. If the individual is not satisfied with the Director's resolution of the complaint, he/she may appeal to the CK School Board. The CKCS Board decision is Final.

All other complaints will follow the discipline appeals procedure in this handbook.

### **School Visitors**

Visitors for educational purposes are welcome at the school. Visitors must sign in with the front office and present a valid photo ID upon arrival. Parents must also check in at the front office.

Covenant Keepers may take the following actions whenever there is a school visitor:

- Require the visitor to display his or her driver's license or another form of identification issued by a governmental entity containing the person's photograph.
- Establish an electronic database for the purpose of storing information concerning visitors. Information stored in the electronic database may be used only for the purpose of school security, and may not be sold or otherwise disseminated to a third party for any purpose.
- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by the school.

Any visitor identified as a sex offender shall be escorted by school personnel at all times during a school visit and shall have access only to common areas of the campus.

### **Disruptive Activity**

In order to protect student safety and sustain an educational program free from disruption, state law permits the school to take action against any person who:

Interferes with the movement of people in an exit, entrance, or hallway of a school building without authorization from Administration;

- Interferes with an authorized activity by seizing control of all or part of a building;
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly;
- Uses force, violence, or threats to cause disruption during an assembly;
- Interferes with the movement of people at an exit or an entrance to school property;
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from the Administration;
- Disrupts the conduct of classes or other school activities while on school property or on public property that is within 500 feet of school property; or
- Interferes with the transportation of students in school vehicles.

"Disruption" includes making loud noises; enticing, attempting to entice, preventing, or attempting to prevent a student from attending a required class or school activity; entering a classroom without the consent of Administration or the teacher; and, through acts of misconduct or the use of loud or profane language, disrupting class activities.

### **Protective Orders/Restraining Orders**

It is the responsibility of the parent/guardian to notify the school in writing of any special court orders or directives in regard to student safety or sign-out procedures. The school will not be responsible for violations, if copies of court orders are not on file.

### **Student promotion and Retention, PreK-12**

Parents/guardians must be notified and given reasons for the probable retention of the student. This notification must include a good-faith effort to include the parent(s) guardian(s) in a parent-teacher

conference and must be documented in writing (or attempts to encourage the parent's participation). The documentation must include the date, persons involved, and results of the conference and must be placed on file.

**If a student will reach age 11 in the third grade or age 13 in the fifth grade, he/she may be administratively assigned to the next grade.**

**Middle School, 6-8**

1. To be promoted from the sixth grade to the seventh grade, from the seventh grade to the eighth grade, or from the eighth grade to the ninth grade, a student must earn a passing grade or better in both English and mathematics, and in either science or social studies. Grades will reflect the degree to which the student has achieved the Common Core curriculum standards appropriate for the grade level.
2. The parent(s)/guardian(s) of any student likely to be retained or required to attend summer school for promotion must be notified in writing of the student's status no later than the end of the third nine weeks grading period
3. A student who fails either English or mathematics and one other core curriculum course may be promoted to the next grade level if he/she earns a passing grade or above in summer school in either the English or mathematics course that was failed. Another option for earning credit for a failed course is through the credit-by-examination program (effective, school year 1999-2000). At the discretion of school officials, the student may be required to retake the other failed course during the next school year instead of allowing an elective course.
4. A student who fails both English (reading/writing workshop) and mathematics must attend the full-day summer school program and earn passing grades in order to be promoted or he/she must earn one credit through the credit-by-examination program.
5. A student who fails three core curriculum courses is eligible for promotion only if he/she attends full-day summer school program and is able successfully to earn one course credit through the credit-by-examination program.
6. A student who does not earn promotion the second year at a grade level in grades 6 and 7 may be administratively placed at the next grade level.
7. A student who will be age 16 during grade 8 and who has not successfully completed the requirements for grade 8 may be administratively assigned to the 9<sup>th</sup> grade and/or assigned to an alternative education program.
8. Any exception to these regulations will be the result of a collaborative decision involving the Administration, classroom teacher(s), parents/guardian(s), and the appropriate curriculum personnel. Such an exception must be based on multiple criteria, including the student's norm-reference test scores, local and state criterion-referenced test scores, grades, age, extenuating circumstances, and the student's probable success at the next level. An exception can be made for those students who can successfully earn credit for a failed course through the credit-by-examination program.

**Summer School**

Students required to attend summer school will be in attendance for three to six weeks during the summer. Students will be required to attend summer at the cost of the parent at other Little Rock schools. The school will not be responsible for any summer fees. If students do not attend summer school for failed course(s), the child could possibly be retained upon returning to school.

**Lost /Damaged Textbooks**

Students and their parents/guardians are responsible for payment of lost/damaged textbooks. If a book is lost, not returned, or is damaged beyond use, the student will be charged for the entire cost of the book.

Textbooks are to be returned in the same OR one level below condition originally issued. Students who return books damaged beyond an acceptable condition may be assessed a damage fine at the school's

discretion.

Guidelines are as follow:

Minor damage will be assessed at 25% of book cost.

Major damage will be assessed at 50% of book cost.

Damage is assessed by Administration.

It is the student's responsibility to clear all fines. Administration will use reasonable efforts to collect fines including but not limited to payment plans for parents who desire such an arrangement.

### **Homework Policy**

Covenant Keepers views homework as an important component of teaching and learning. It should be viewed as an extension of classroom learning and employed for the practice of new skills or the exploration of new concepts.

All homework is to be:

- Directly related to the curriculum and current objectives being covered in the classroom
- Explained in terms of process and expectations
- Reasonable and manageable in terms of managing other assignments
- Designed to reinforce skill development
- Assessed for completion and accuracy

Assignment of credit for homework completion is left to the discretion of the teacher. When points are assigned, teachers allocate point values based on complexity and effort required. Teachers are encouraged to use homework as a prescriptive tool for individual students who need additional skills practice, but may also assign homework class-wide to expose students to new concepts.

### **Video Surveillance**

- A. The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras in any district building, on district property, and in district buses and vehicles. Video recorder placements shall be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view of other students, staff, or visitors.
- B. Signs shall be posted on campus buildings and in district vehicles to notify students, staff, and visitors that video cameras may be in use. Parents and students shall also be notified through the student handbook that cameras may be in use in school buildings, on school grounds and in school vehicles. Students will be held responsible for any violations of school discipline rules caught by the cameras.
- C. The district shall retain copies of video recordings for a minimum of two (2) weeks before they are erased which may be accomplished by either deletion or copying over with a new recording. Parents wishing to view a video recording need to be aware that it may not be available after the two week period unless the video contains evidence of misconduct.
- D. Video recordings shall be considered student education records and any release or viewing of such records shall be in accordance with current law. Videos containing evidence of a violation of student conduct rules and/or state or federal law shall be retained until the issue of the misconduct has been settled.<sup>1</sup>
- E. Students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Notes: While 34 CFR 99.3 exempts records of law enforcement units (which for the purposes of this policy would include SROs, 34 CFR 99.8(b) effectively negates that exemption in relation to this policy with the following language.

(2) *Records of a law enforcement unit does not mean--*

(i) *Records created by a law enforcement unit for a law enforcement purpose that are maintained by a component of the educational agency or institution other than the law enforcement unit; or*

(ii) *Records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the educational agency or institution.*

The issues involved in parental rights to viewing videos are complicated, but the Family Policy Compliance Office (FPCO) of the Family Educational and Right Act (FERPA), has recently simplified the matter. A video of, for example, a fight between two (or even several) students in which other students happen to have been incidentally included in the background of the video generates the following viewing conditions.

- a. Either or both of the students' parents may view the video **without** first having to receive permission from the other student's parent(s). None of the parents of the "incidental" students have to give their permission for the viewing of the video by the "involved" students' parents.
- b. If a student's parent lives beyond a reasonable distance to physically come to view the video, CK may mail the video to a "receiving" school near to the parent, where the parent may view the video and then the receiving school will mail the video back to our district. The personnel at the receiving school should not view the video, but merely arrange for the parent to view it by himself/herself.
- c. The district is **not** obligated to give a copy of the video to the parent or their lawyer.
- d. The rights of the parents transfer to the students once the student turns 18.
- e. Once the video has been viewed by the parties requesting to view it, the law does not require CK to keep the video.

**Legal References:** 20 USC 1232(g), 34 CFR 99.3, 4, 5, 7, 8, 10, 12.70

### **Student Code Of Conduct**

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff.

This includes an appreciation for the rights of others. Covenant Keepers is committed to helping every student fulfill his or her intellectual, social, physical, and emotional potential. To foster an orderly and distraction-free environment, Covenant Keepers has established this Student Code of Conduct ("the Code"). The Code outlines prohibited behaviors and consequences for such behavior. Covenant Keepers has the responsibility and authority to enforce the Code, question students, counsel them, and assign discipline when appropriate.

The Code does not define all types and aspects of student behavior. The CK School Board may establish additional written policies, rules, and regulations of general application governing student conduct in school. In addition, the Director/Assistant Director may establish certain rules and regulations not inconsistent with those established by the Board. This policy was established with a review committee including parents, students, and school personnel including teachers. Policy is reviewed annually.

Any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity, or purpose, or that interferes or creates a reasonable likelihood that it will interfere with the health, safety, or well-being or the rights of other students is prohibited.

### **Teacher Authority And Student Discipline**

The Covenant Keepers School District believes that teachers are critical to the learning process and further believes that teachers must have the authority necessary to manage their classrooms in a manner that results in an effective learning climate. However, the responsibility for establishing and maintaining a positive school climate must be shared by all participants: students, teachers, administrators, support staff, and parents. Consequently, teachers, as well as all other school staff, must confront, intervene, and report inappropriate student behavior whenever and wherever it occurs within the school environment.

Therefore, the CK School District does hereby notify students and parents through this statement that we are authorizing teachers and other staff to use appropriate disciplinary measures to the degree necessary to maintain order and school control. This authority includes, but is not limited to, the following:

- The removal of certain privileges that are normally associated with school, such as school assemblies and participation in classroom/building activities designed as a reward for appropriate behavior;
- The requirement of a conference with parents as a step in an overall plan of interventions;
- The referral to an administrator and exclusion from class when the student's behavior is disruptive to the learning process;
- The utilization of in-school suspension where conditions permit;
- The right to file criminal charges when physically or verbally abused.

A teacher may send a student to the Dean of Students for one of the following reasons below:

1. The student has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
2. The teacher determines that a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

The CK School Board has authorized detention, suspension, and expulsion as methods of disciplining students. The Board has also given authority to the Director or designee to use any of these disciplinary actions which, in his or her judgment, is appropriate for the violation.

### **Removal from Class**

A teacher may remove, for good cause, any student from class. The teacher shall file with the Dean of Students: A written statement providing the reason for the student's removal from class. Arkansas Code Annotated § 6-18-511 states: "If a teacher removes a student from class twice during any nine (9) week grading period, or its equivalent as determined by the Department of Education, the Assistant Director or designee may not return the student to the teacher's class unless a conference is held for purposes of determining the causes of the problem, and possible solutions, and with the following individuals present: (A) Dean of Students or his designee; (B) the teacher; (C) special services (if applicable) (D) the parents, guardians, or persons in loco parentis; and (E) the student, if appropriate. The failure of the parents, guardians, or persons in loco parentis to attend the conference shall not prevent the conference from being held nor prevent any action from being taken as a result of that conference."

### **Disciplinary Process**

The Dean of Students will form a Discipline Committee as needed to review decisions regarding student discipline. The committee will be comprised of faculty and staff members appointed by the Dean of Students. The committee will review offenses under the Code of Conduct. The Dean of Students will review the Discipline Committee's recommendations and will issue an appropriate consequence under the Code of Conduct.

***THE COVENANT KEEPERS STUDENT CODE OF CONDUCT INCLUDES A MINIMUM CONSEQUENCE OF A STUDENT WARNING AND A MAXIMUM CONSEQUENCE OF LONG TERM SUSPENSION OR EXPULSION.***

**Jurisdiction**

The school may discipline a student:

1. For any violation of the Code committed while a student is
  - a. On school property;
  - b. In transit to and from school;
  - c. Attending any school-related or school-sponsored activity, so long as the student is under the direction of a school employee;
  - d. On the school property of another school district;
2. Attending another district's school-sponsored or school-related activity;
3. When a school employee or volunteer is a victim of retaliation no matter when or where it

**Point System for Discipline**

All points will be assessed by the Dean of Students or designee.

Each teacher will implement this program into their classroom. Each teacher will have this system mentioned in their syllabus.

**“Like My Status” Point System (LMS)**

Covenant Keepers has implemented this program to specifically acknowledge students with good behavior and reward them. This will help and encourage them to continue this behavior throughout the year.

If a student is observed performing a random act of kindness, helping a classmate, or assisting a teacher, he or she will be rewarded with LMS points. Points are accumulated on a monthly basis in order to determine eligibility for participation in Monthly activities.

Please help us encourage your child to earn LMS points. A list of suggested (but not all) LMS point-eligible behaviors can be found in each classroom. All LMS points are “Teacher/Staff Discretion”.

**Automatic Point Accumulation (APA)**

Covenant Keepers has implemented a point system (APA) in which students are penalized with points for unacceptable behavior. All teachers will use this system. Parents will be notified by the teacher when conduct results in consequences under the APA system.

The purpose of the point system is to:

1. Improve the educational environment for students, teachers, parents and staff.
2. Inform students and parents of rules and policies.
3. Record discipline violations in a systematic way.

**Suspensions due to accumulation of APA points are not eligible for an appeal.**

This policy applies to the entire academic year, for all grades 6-8, and is to be the behavior code for our students at Covenant Keepers and at all school sponsored events.

The teacher shall fill out a Discipline Referral Form and contact the Dean of Students if misbehavior continues after points are assigned.



<b>Automatic Point Accumulation</b>	
Off Task Computer Use (Social Media, Music, Messenger, Games, Google Image, Prison Websites, etc.)	5
Dress Code Violation	5
No Homework	1 Point Per Class
Lack of Materials	5
Sleeping in class	5
Running in Hallway	5
Walking Out Of Class	5
Not Following Directions During Dismissal	5
Eating and Drinking W/O Permission	5
Vulgar Language (not directed at anyone in particular)	3
Using any school phone w/o permission	3
Inappropriate cafeteria behavior	3
Horse-Playing	3
Refusal to follow directions from faculty/staff	3
Tardy for Class	3
Excessive Talking	2
Making disturbing noises in class	2
Throwing objects	2-5
Out of Line in Hallway	2
Gum Chewing	1

**NOTE:** The school reserves the right to amend point values as deemed necessary.

**NOTE:** Offenses not specifically listed may also result in points being assessed as per the discretion of the Dean of Students or designee, including but not limited to behavior requiring police intervention.

**NOTE:** A weapon includes but is not limited to conventional objects like guns, knives, mace/pepper spray or club-type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes but is not limited to padlocks, pens, pencils, furniture, jewelry, and so on. Criminal charges may be filed for this violation. Possession of weapon will subject a student to an

automatic Long Term suspension and/or expulsion. It will make no difference whether or not the weapon belongs to someone else unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon that student shall also be subject to the same disciplinary action. No student is permitted to have in his/her possession any instrument exclusive of school-related supplies, which may be capable of inflicting bodily injury, either in the school building, on school grounds or at school sponsored activities.

**Parent/Guardian Contact**

A. At all levels, a notice will be sent home and/or a phone contact will be made informing parents or guardians of violations of this behavior code. Parental conferences may also be necessary at various times during the year to help modify behavior.

B. Whenever deemed appropriate, counselors/social workers, outside agencies and law enforcement officials may be brought into the process.

**The Levels of Discipline Infractions and Consequences are as follows:**

**Warning will be issued at the start of point accumulation**

<b>Accrual of 15 points in a semester</b>	In School Suspension for 1 day; written notification to the parent.
<b>Accrual of 30 points in a semester</b>	In School Suspension for 3 days- Phone/Car Conference w/parent
<b>Accrual of 45 points in a semester</b>	One full day Out-Of-School Suspension. The student and parent will be required to meet with the Dean or his designee in order for the student to return to school.
<b>Accrual of 60 points in a semester</b>	3 full days Out-Of-School Suspension. The student and parent will be required to meet with the Dean Of Students or his designee in order for the student to return to school. Referral to behavioral services may be recommended.
<b>Accrual of 75 points in a semester</b>	5 Full Days Out-Of-School Suspension. The student and parent will be required to meet with the Dean Of Students or his designee in order for the student to return to school. Referral to behavioral services may be recommended.
<b>Accrual of 90 points in a semester</b>	7 Days Out-Of-School Suspension Student and parent will be required to meet with the Dean Of Students and the designated in order for the student to return to school. The student and parent will be required to meet with the Assistant Director and the Dean Of Students or his designee in order for the student to return to school. Referral to behavioral services may be recommended.
<b>Accrual of 100 points in a semester</b>	10 Days Out-Of-School Suspension. a letter will be sent to the parent/guardian regarding student's status. The student and parent will be required to meet with the Assistant Director and the Dean Of Students or his designee in order for the student to return to school. Referral to behavioral services may be recommended.

Upon return to school from a 10 day suspension, the student will be reset to 0 points for the purpose of assigning consequences; however, **THE SECOND ACCUMULATION OF 100 POINTS IN A SEMESTER WILL RESULT IN EXPULSION RECOMMENDATION.**

**NOTE:** Suspension days are defined as days when classes are in session.

**Behaviors listed on the S.M.H (“Serious Matter Here”) Chart will result in IMMEDIATE discipline procedures as outlined below. SMH behaviors will automatically exclude a student from any and all incentives for that particular month including athletic competitions.**

<b>S.M.H. Chart (Serious Matter Here)</b>			
	<b>1<sup>st</sup> occurrence</b>	<b>2<sup>nd</sup> occurrence</b>	<b>3<sup>rd</sup> + occurrence</b>
Skipping school (entire day)	3 Day OSS	5 Day OSS/Truancy Report	10 Day OSS/Truancy Report
Skipping class (each per class)	1 Day ISS	3 Day ISS	3 Day OSS
Theft and/or possession of property not belonging to student, less than \$20.00	1 Day ISS	3 Day ISS	3 Day OSS
Theft and/or possession of property not belonging to student, greater than \$20.00	3 Day OSS	5 Day OSS	10 Day OSS
Serious threat or implied threat to school employee or their property	Expulsion in lieu of Long Term Suspension/Expulsion hearing before the School Board	-----	-----
Serious threat or implied threat to do bodily harm, either verbal, non-verbal, or electronically, regarding another student	3 Day OSS	5 Day OSS	10 Day OSS
Drugs/Tobacco Use/Possession	3 Day OSS	5 Day OSS	10 Day OSS
Vandalism or destruction of property less than \$50.00	3 Day ISS and restitution	1 Day OSS and restitution	3 Day OSS and restitution
Vandalism or destruction of property greater than \$50.00	5 Day OSS and restitution	10 Day OSS and restitution	Expulsion and restitution
Weapons Possession (Guns, knives, etc)	Expulsion	-----	-----
Fighting	3 Day OSS	5 Day OSS	Long-Term Suspension /Expulsion
Electronic Device Possession beyond the morning check-in point	5 points plus confiscation of phone 5 days.	1 Day ISS plus Confiscation of phone for 10 days.	1 Day OSS plus Confiscation of phone for 15 Days.
Profanity towards faculty/staff	3 Day OSS	5 Day OSS	10 Day OSS
Bullying	3 Day ISS and Intervention	5 Day OSS	10 Day OSS
Inappropriate Computer Use (including but not limited to Drugs, Weapons, Sexual, etc.)	3 Day ISS and Intervention	5 Day OSS	10 Day OSS and Banned from Computers

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

The In-School Suspension (ISS) Program (7:20am-4pm) is designed to minimize the need for out-of-school suspensions. It is intended to provide constructive and positive learning experiences for students who have violated the Student Handbook and, therefore, have been assigned ISS as part of a disciplinary process.

Students are assigned to in-school suspension for up to 3 days, where they work on assignments from the ISS Supervisor.

Among other assignments, students will engage in learning activities that focus on identifying poor decisions and their consequences, as well as emphasizing the need to take responsibility for their personal actions and behavior.

### **In-School Suspension (ISS) Rules**

Students who arrive before 7:20 should report directly to the ISS Supervisor. Students **WILL NOT** float in halls or mingle with any students before school starts.

1. In-School Suspension begins at 7:20am and ends at 4:00pm.
2. Upon entering the ISS room, the student will be assigned a seat.
3. Your assignments for the day will be provided by the ISS Supervisor. You must bring all necessary supplies.
4. While in this room, there will be no talking, note writing, or communicating with other students unless directed to do so by the ISS Supervisor. Talking will result in the next step in the discipline process.
5. You will sit in your assigned seat with both feet in front of you.
6. Areas will be kept neat and clean. Any waste will be kept on your desk and thrown in the trashcan at the end of the day.
7. Restroom and drinking fountain breaks will be scheduled in the morning and afternoon at the discretion of the ISS Supervisor. (If student has medical issue, please provide the proper information). These breaks will occur when the other classes are in session.
8. There will be no gum, candy, or other food allowed in the room. Any eating will be done only at breakfast and lunch time.
9. Lunch will be eaten separate from other students.
10. It is mandatory that the student completes all ISS work. The ISS Supervisor will check all work before release. Zeros will be given for incomplete work.
11. The student must collect work missed in other classes due to ISS and complete on your own time. Zeros will be given in subjects that you do not complete assignments for.
12. The student will not color, draw, or doodle during ISS time.
13. The ISS instructor will assist students on their assignments throughout the day.
14. Sleeping/poor posture will not be permitted.
15. Medical or required absence will be honored, but the student must make up the time.
16. You will not be able to participate in assemblies or extra-curricular activities on the week of serving ISS.
17. If you are removed from ISS for disciplinary reasons, you will be suspended out-of-school (OSS) the remainder of the day, which can result in a more severe penalty of more days out of school.
18. CK dress code is in effect in ISS.

### **Out of School Suspension**

Notice of suspension and the reasons for the suspension will be given to the student by the Dean of Students after a Discipline Committee meeting. The student shall receive credit for work missed during the first period of suspension if the student makes up the work missed within the same number of school days the student was absent on suspension. It is the student's responsibility to obtain all make up work from teachers. No make-up work will be given for the second and subsequent out of school suspensions.

### **Process for Short Term Suspensions**

The Dean of Students may administratively suspend a student for up to ten school days following an offense for any of the following reasons:

- The need to further investigate an incident;
- A recommendation to expel the student; or
- An emergency constituting endangerment to the health or safety of students or school personnel.

Prior to any Short Term suspension the Dean of Students will attempt to hold an informal conference with the student to:

- Notify the student of the accusations against him/her;
- Allow the student to relate his/her version of the incident; and
- Determine whether the student's conduct warrants suspension.

### **Notification to Parents/Guardians**

If the Dean of Students determines that the student's conduct warrants suspension during the school day, he/she will make a reasonable effort to notify the student's parent/guardian that the student has been suspended before the student leaves school. The Dean of Students will notify a suspended student's parent/guardian of the grounds for the suspension, the period of the suspension, and the opportunity to confer with the Dean of Students.

### **Appeal of Short Term Suspension**

If a student or parent/guardian wishes to appeal a short term suspension, the Dean of Students must be notified in writing within 24 hours of the notification of the suspension. Within 48 hours of the appeals request, the Dean of Students will call a meeting of an Appeals Committee, comprised of teachers and staff not involved in the original Discipline Committee hearing.

The committee will review the case to determine whether or not due process has been followed. The student and parent/guardian will be notified of the decision of the Appeals Committee within 24 hours of the decision. The decision of the Appeals Committee is final.

**Short-term suspensions due to discipline points are not eligible for an appeal.**

### **Process for Long Term Suspension and Expulsion**

When the Discipline Committee and/or the Dean of Students determine that a student's conduct warrants expulsion or suspension for more than ten days, but prior to taking any expulsion/long term suspension action, the Dean of Students will provide the student and the student's parent/guardian with written notice of:

- The reasons for the proposed disciplinary action and
- The date, time and location for a meeting with the Dean of Students, within 3 school days from the date of the disciplinary action

**The notice shall further state that at the meeting the student:**

- May be present;
- Shall have the opportunity to present evidence;
- Shall be informed of the school's evidence; and
- May be accompanied by his/her parent or guardian

The school shall make a good faith effort to inform the student and the student's parents/guardians of the time and place for the meeting. If the student and the parents/guardians forfeit the opportunity to attend the meeting, the Dean of Students will proceed with enforcement of the disciplinary action.

Immediately following the meeting (or the designated time/date of the meeting if the meeting opportunity is forfeited by the student and/or the parents/guardians), the Dean of Students will notify the student and the parents/guardians in writing of the discipline decision.

The decision shall specify:

- The length of the suspension or expulsion, if any;
- When the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period; and
- The right to appeal the Dean of Students decision to the Appeals Committee

### **Appeals Process for Long Term Suspensions and Expulsion**

If a student or parent/guardian wishes to appeal a long term suspension or expulsion, the Dean of Students must be notified in writing within 24 hours of the notification of the suspension. Within 48 hours of the appeals request, the Dean of Students will call a meeting of an Appeals Committee, comprised of teachers and staff not involved in the original Discipline Committee hearing. The committee will review the case to determine whether or not due process has been followed. The student and parent/guardian will be notified of the decision of the Appeals Committee within 24 hours of the decision.

If the student or parent/guardian wishes to appeal the Appeals Committee's decision, a written request must be submitted to the Director or Assistant Director within 48 hours of notification of the Appeals Committee's decision. The Director/Assistant Director will review the case and will notify the student and his or her parent(s) of his/her decision, in writing, within 24 hours of the decision.

If the student or parent/guardian wishes to appeal the Director/Assistant Director decision to the Board of Directors, a written request must be submitted to the Director/Assistant Director within 48 hours of notification of his/her decision. The Board will review the case at a specially called Board meeting. The Board will notify the student and his or her parent(s) of its decision, in writing, within five calendar days of the hearing. The decision of the Board is final and may not be appealed.

Discipline consequences will not be deferred pending the outcome of an appeal of an expulsion to the Board.

**Long-term suspensions due to discipline points are not eligible for an appeal.**

### **No Credit Earned during Expulsion**

Except when required by law, students will not earn academic credit during a period of expulsion.

### **Placement of Students with Disabilities**

All disciplinary actions regarding students with disabilities shall be conducted in accordance with the most current federal and state laws.

A student with a disability shall not be excluded from his or her current placement pending appeal to the Board of Directors for more than ten days without committee action to determine appropriate services in the interim. Pending appeal to a special education hearing officer, a student with a disability shall remain in the present education setting, unless the school and parents agree otherwise.

### **Prohibited Conduct**

**NOTE: CONSEQUENCES FOR ALL OFFENSES RANGE FROM REPRIMAND TO EXPULSION**

### **Level I offenses:**

1. Computer system violations, including violations of the school's Acceptable Use policy.
2. Engaging in offensive conduct of a sexual nature, whether verbal or physical, directed toward another student or any other person.
3. Failing to attend (unexcused) class.
4. Failing to report to assigned after school activity or after school care
5. Violation of any school dismissal policy.
6. Academic dishonesty
7. Leaving classroom without permission.
8. Inappropriate physical contact not defined as a Level II, Level III offense.
9. Repeated and/or escalated offensive language, orally or in writing. Verbal or written abuse, i.e., name calling, teasing, racial or ethnic slurs, or derogatory statements that may disrupt the school environment
10. Any deliberate behavior intended to intimidate, embarrass or otherwise disrespect a faculty or staff member
11. Possessing/selling "look-alike" drugs/dispensing medicine violation.
12. Possessing/distributing/exhibiting/transmitting obscene materials, including pornography.
13. Unauthorized use of any electronic device during school hours or after school programs.
14. Repeated and/or escalated profanity/obscene gestures toward other students.
15. Scuffling. More serious than horseplay.
16. Repeated acts of disruptive behavior, including non-compliance and insubordination.
17. Throwing or use of objects not considered an illegal weapon that can cause bodily injury or property damage.
18. Unruly, disruptive, or abusive behavior that interferes with the teacher's ability to communicate effectively with the students in the class.
19. Use of a skateboard, scooter, and/or roller blades while on school property.
20. Posting materials or holding student gatherings without school approval.
21. Accessing restricted areas or loitering on school property outside of school hours.
22. Intentional misuse of bodily fluids.

### **Level II Offenses: Violations of Level II Offenses that are felony offenses or serious, violent misdemeanors will be reported to the local police department.**

1. Abusing prescription drugs, giving a prescription drug to another student, or possessing or being under the influence of another person's prescription drug on school property or at a school-related event.
2. Use and/or possession of drug paraphernalia, non-prescribed narcotic drugs, hallucinogens, marijuana or any unauthorized drug or substance is a violation of school policy. In addition to suspension, students must show proof of having enrolled in an approved drug/alcohol-counseling program prior to reinstatement. Failure to complete the prescribed drug/alcohol counseling program will result in an expulsion recommendation. Police notification is required for possession of a controlled substance.
3. Assault, the intentional planning or act of physical harm towards another --student on student.
4. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, or gang, or secret society.
5. Bullying and/or cyber bullying. Bullying will be considered, but not limited to, any of the following: verbal or physical harassment or threat thereof, taunting, hazing, intimidating or any other action whereby one or more individuals deliberately single out another student for cruel, mean and/or humiliating treatment.
6. Dating Violence or Retaliation as defined
7. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt any school program or incite violence.
8. Failure to comply with field trip guidelines.
9. False accusation of the commission of a misdemeanor or felony.
10. Falsification of school records and/or intentionally providing incorrect information.
11. Fighting or Arranging a Fight: School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists

or weapons are used. In all but the most rare occasions in which one student simply assaults an innocent bystander, any fight will involve disciplining all students involved in the fight. Students who involve themselves in fighting will, at a minimum, be suspended for the remainder of the day.

12. Forgery of school documents at school or otherwise.
13. Gambling or playing cards. Gambling includes but is not limited to card playing, dice shooting and/or sports pools and involves the transfer of money or other personal belongings or assistance from one person to another. Bringing, trading, or playing with any cards are prohibited. Playing cards will be confiscated.
14. Leaving school grounds/events without permission.
15. Possessing ammunition and/or fireworks.
16. Stealing/theft, and/or possession of stolen property.
17. Possession or use of tobacco or related products on school property or at school-related events.
18. Profanity/obscene gestures toward personnel.
19. Refusal to follow directions from an administrator.
20. Sending or posting abusive, obscene, sexually oriented, threatening, harassing, defamatory or illegal electronic messages.
21. Sexual harassment/sexual abuse not defined as a Level III.
22. Drug/alcohol involvement.
23. Threats to any student, personnel, faculty either verbal, written, or through using the Internet or other electronic communications.
24. Vandalism/criminal mischief not a felony. Students who deface school property will be fined an amount necessary to cover the cost of repair or replacement.
25. Possessing a laser pointer on school property or at school-sponsored events
26. Indecent exposure.

**Level III Offenses: Students found guilty of Level III Offenses will receive an expulsion recommendation.**

The local Police Department will be immediately notified, and violators will be prosecuted to the fullest extent of the law (Arkansas Codes 6-18-502 and 6-17-113). **A calendar year expulsion is required by law for firearm and weapons violations.**

1. Aggravated assault.
2. Aggravated kidnapping.
3. Aggravated robbery.
4. Aggravated sexual assault
5. Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
6. The possession and/or use of a stun gun, mace, or pepper spray.
7. Possessing, exhibiting, or threatening with a look-alike weapon, including without limitation, BB guns, CO2 guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon.
8. Any discretionary or mandatory expulsion violation in accordance with Arkansas law.
9. Arson.
10. Assault or attempted assault of faculty or staff.
11. Burglary of a motor vehicle on campus.
12. Commission of a felony offense.
13. Conduct punishable as a felony.
14. Criminal attempt to commit murder or capital murder.
15. Criminally negligent homicide.
16. Deliberate destruction or tampering with school computer data or networks.
17. Giving a false alarm or reporting and/or issuing a false fire alarm.
18. Felony criminal mischief against school property, another student, or school staff.
19. Gang activity (violent).
20. Inappropriate sexual conduct.



21. Indecency with a child and/or sexual abuse of a young child or children.
22. Manslaughter.
23. Possessing, selling, distributing, or being under the influence of inhalants.
24. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
25. Public lewdness.
26. Required registration as a sex offender.
27. Retaliation against any school employee or volunteer at any time or place.
28. Sale and/or distribution of non-prescribed drugs, hallucinogens, marijuana or any unauthorized drug or substance is a violation of school policy. Students expelled for this violation must show proof of completion of an approved drug/alcohol-counseling program prior to petitioning the Board for reinstatement.
29. Setting or attempting to set fire on school property (not arson).
30. Sexual assault.
31. Targeting another individual for bodily harm.
32. Use, exhibition, or possession of a firearm, knife, club, or prohibited weapon.
33. Crime of video voyeurism under AR statute 5-16-101.

### **Safe Schools**

Safe schools are those where students, staff, and visitors feel safe and welcome. They have the opportunity to learn, teach, work, and engage in activities without being threatened, intimidated, bullied, harassed, or made the victim of crime.

### **Anti-Harassment Policy**

It is the policy of the District to maintain a learning environment that is free from harassment. The District prohibits any and all forms of harassment because of race, color, sex, sexual orientation, age, marital status, national origin, religion, disability or protected activity (i.e. opposing unlawful harassment or discrimination or participating in an investigation). Any such conduct will result in disciplinary action and notification of the proper authorities.

It will be a violation of District policy for any student, teacher, administrator or other school personnel of the District to harass a student through conduct of a sexual nature or regarding race, color, sex, sexual orientation, age, marital status, national origin, religion, disability or protected activity as defined by this policy. It will also be a violation of District policy for any teacher, administrator or other school personnel of the District to tolerate sexual harassment or harassment because of a student's race, color, sex, sexual orientation, age, marital status, national origin, religion, disability or protected activity as defined by this policy, by a student, teacher, administrator, other school personnel or by any third parties who are participating in, observing or otherwise engaged in activities, including sports events and other extracurricular activities, under the auspices of the District.

For the purpose of this policy, the school personnel includes school Board of Education members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.

The District will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, sexual orientation, age, marital status, national origin, religion, disability or protected activity; to promptly take appropriate action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other school personnel who is found to have violated this policy and/or to take other appropriate action reasonably calculated to end the harassment.

This policy will be broadly interpreted as evidence of the District's commitment to equality of opportunity, human dignity, diversity and academic freedom. No person will retaliate or threaten retaliation against another person for reporting, testifying or otherwise participating in any investigation or proceeding relating to a complaint of harassment.

### **Procedure for Complaints of Harassment**

These regulations are intended to protect the rights of students, employees, administrators, the Board of Education and visitors on District property and to outline procedures that will be followed in the event harassment occurs on District property or at an event sponsored by the District.

### **Reporting Procedures**

Any person who feels he/she is being harassed may wish to consider informing the offending person the behavior is inappropriate and not appreciated. Oftentimes, this is all that is required to stop the harassing behavior. You are not, however, required to take this step prior to filing a complaint.

Any student, District personnel or visitor who believes he/she has been the victim of harassment by a student, teacher, administrator, other school personnel of the District or by any other person who is participating in, observing or otherwise engaged in activities, including extracurricular activities, under the auspices of the District, is encouraged to immediately report the alleged acts to the Dean of Students. If the Dean is the perpetrator of the harassment, the report of the incident will be made to the Assistant Director.

Any teacher, administrator or other school official who has knowledge of or receives notice that a student or visitor has or may have been the victim of harassment by a student, teacher, administrator or other school district personnel is required to immediately report the alleged act(s) to the Dean of Students unless the he/she is the perpetrator. If the harassment involves the Dean, the incident will be reported to the Assistant Director.

Upon receipt of the report, the Dean of Students or his/her designee will conduct an investigation of the allegation. A third party may be involved in the investigation.

The parent/guardian of the student (victim) will be notified immediately unless, after consultation with the student, it is determined not to be in the best interest of the student.

If the alleged harassment is committed by a student, the student's parent/guardian will be notified that an investigation is being conducted.

Complaints will be kept confidential to the extent possible. A prompt, thorough and impartial investigation will be conducted of all complaints of violation of this policy.

Upon completion of the investigation, a written report will be submitted to the Assistant Director or the Dean. The report will include a determination as to whether the allegations have been substantiated as factual and whether they appear to have violated District policy and/or law. Notification of the outcome of the investigation will be sent to all parties involved.

If the allegation is substantiated, the District will take immediate and appropriate corrective action, including the following:

1. A student will receive a disciplinary sanction as outlined in the student handbook and/or notification to the proper authorities.
2. A staff member will receive a disciplinary sanction as outlined in the Employee Handbook and/or the proper authorities will be notified.
3. A report of the incident regarding a visitor who committed an act while on District property or at an event sponsored by the District will be referred to the proper legal authorities.

Notwithstanding this policy, employees may file a charge of discrimination with the U.S. EEOC. Employers who wish to file a charge must do so within 180 days of the last act of alleged harassment.

Adopted: July 2008

Legal References Title VI of the Civil Rights Act, 1965, 42 U. S. C. § 2000d

Title IX of the Education Amendments of 1972, 20 U. S. C. § 1681

Section 504 of the Rehabilitation Act of 1973, 29 U. S. C. § 794

Title II of the Americans with Disabilities Act of 1990 (ADA),  
42 U. S. C. § 12134

### **Freedom from Bullying**

Covenant Keepers prohibits bullying as defined by this policy, as well as retaliation against anyone involved in the complaint process. Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct that:

- Will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, or pervasive that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, and demands for money, destruction of property, theft of valued possessions, name-calling, rumor spreading, and ostracism.

### **Reporting Procedures**

Any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Dean of Students, a teacher, administrator, or other school employee. A report may be made orally or in writing. Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify the Dean of Students.

### **Investigation of Report**

The Dean of Students shall determine whether the allegations in the report, if proven, would constitute prohibited harassment, and if so proceed under the policy stated.

The Dean of Students shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

The Dean of Students shall prepare a written report of the investigation, including a determination of whether bullying occurred, and send a copy to the Assistant Director. If the results of an investigation indicated that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. The school may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.

### **Confidentiality**

To the greatest extent possible, the school shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

### **Law Enforcement Agencies**

The following procedures shall be followed when law enforcement officers and other lawful authorities want to question or interview a student at the school:

- The school administration shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school;
- The school administration shall make reasonable efforts to notify the student's parent.
- Unless prohibited by law or when the student has been arrested or taken into police custody, a staff member shall be present during the questioning or interview.

When the investigation involves allegations of child abuse, special rules apply.

The school shall permit a student to be taken into custody:

- Pursuant to an order of the juvenile court;
- Pursuant to the laws of arrest;
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision;
- By a probation officer if there is probable cause to believe the student has violated the terms of probation imposed by a juvenile court;
- Pursuant to a properly issued directive to apprehend; or
- By an authorized representative of the Arkansas Department of Human Services, a law enforcement officer, or a juvenile probation officer, without a court order and under the conditions set out by law relating to the student's physical health or safety.

### **Due Process**

All students at Covenant Keepers College Preparatory Charter School are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the unacceptable student behaviors listed in this handbook or added to this list at a later date will suffer immediate consequences. These consequences range from notification of parents, detention, and emergency removal from a school activity to suspension, expulsion, and criminal prosecution.

All students at Covenant Keepers have the right to feel that they are physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem.

The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Similarly, if you are concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

### **Grievances**

While any person is able to file a grievance, proper protocol must be adhered to and the chain of command must be followed. Initial grievance must be addressed with the Dean of Students. If a satisfactory conclusion is not reached, the Dean will provide a written formal grievance policy.

Title II of the Americans with Disabilities Act of 1990 (ADA),  
42 U. S. C. § 12134

### **Student Rights And Responsibilities**

Covenant Keepers believes that students have the right to know the standards of behavior that are expected of them and the consequences of misconduct.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through the student handbook as well as through other documents which may be developed by CK.

The student handbook represents the official Board policy of Covenant Keepers School District.

## **School-Wide Rituals and Routines**

### **Arriving At School**

Parents drop students off outside the cafeteria at 7:15. Kids remain outside until the doors open at 7:15. Teacher on post will check to make sure students have their binder/agenda and if necessary, let parents know that “because your child came to school without their supplies, they are starting out the day with negative points.” Parents will then sign a sheet in a binder stating “I am aware that I am bringing my child unprepared for school.”

Side entry doors will be locked at 7:40. Students dropped off beyond that point are tardy, and a parent MUST come in to the office to sign in the student. Students that arrive after 7:40 will eat breakfast in the ISS room and then go to class. 1st Period starts at 7:45. No one will be given breakfast after 10:00.

Students can also buy items from a rolling supply cart during breakfast time. Items may include:

Poster board

Sticky Notes

Composition Books

Glue sticks

Highlighters

### **Traveling To Classes**

Students MUST travel in lines. Boys will be at the front of the line, girls will be at the back of the line, and classes must follow the lanes in the hallway, single file. A dot on the floor outside the room will mark where students stand in line, waiting to enter class. Teachers greet students as they enter the classroom each class period with a pencil and with uniform check. The teacher will then send students in individually to start on what is projected on the board or printed on a slip. Students will get their interactive notebooks and get started.

If a student comes unprepared to class, he/she is given points using the APA system.

### **In Class**

Upon entering each classroom, students will pick up their interactive notebook and begin their entrance ticket. These tickets will be graded.

Trash: students cannot get up to throw away trash. Designated students will collect and throw trash away at the end of class.

Students may not leave their learning area unless given permission to do so.

Students will raise hands to speak in all classrooms.

Students will follow each teacher’s routine for turning in papers.

When students finish early: every teacher have a list posted of things students can do in the classroom when they are finished: Preferred Activity Time (PAT time)

If a teacher writes on your interactive notebook “PAT,” then you can move on to preferred activity time.

You will only have PAT written on your page IF you have completed the assignment proficiently.

Examples: Read A Book, Reflective Drawing, etc.

Students who accrue a number of points determined by the teacher during that class period will lose their choice of PAT activity

Each class ends with an exit ticket, and it will also be graded.

All teachers must sign the agenda at the end of class, even if no homework was assigned that day.

### **School Supplies:**

Parents are required to pay the student supplies fee each semester. With the payment of this fee, the school will supply the students with supplies for the current semester. Fee amount will be posted prior Open House. All supplies designated as communal will be stored, inventoried and distributed as needed.

### **Bathroom Breaks:**

Students will be escorted to the restroom between their 90 minute block classes (Math/English).

Restroom opportunities will also be given during breakfast and lunch. Students cannot go to the restroom outside of the designated breaks unless they have a pass. Bathroom emergencies will be documented in student agendas.

### **Agenda Book**

The agenda book is a student's pass to go anywhere: the nurse, the bathroom, the office, etc. These are documented on forms inside the agenda book. A parent/guardian MUST sign the agenda book, indicating they have seen any information in the book from that day (homework assignments, notes from teachers, etc.). Students must write the homework assignment WORD FOR WORD in their agenda, and the teacher must sign it.

### **Lunch:**

Students travel to 5th period first, drop off their binders, then travel to lunch with their 5th period teacher. Students will rotate to lunch by grade: 6th, then 7th, then 8th period, moving from station to station. All students go to each station at the same time, and leave the station at the same time:  
Cafeteria: Station 1; Inside Fence to the shed: Station 2; Inside Fence past shed: Station 3.

Water will be outside: two students will be responsible for placing water outside with a trashcan, supervised by a designated teacher.

At the end of lunch, "Paddle Up/Line Up" – Once students see their paddle (6, 7, or 8) and hear a whistle, they must immediately line up.

Cafeteria Group: go through the front stairwell

Back fence- blue back stairway

Front fence- blue back stairway

### **End Of The Day: Pickup Procedure**

All students who walk home, ride the bus, or participate in Brain Trust, Boys To Men, or Go Girls will leave at 4:00 through the front stairwell.

Those participating in Go Girls/Boys To Men will be walked over to the Greater Second Baptist annex building by a teacher each day. The teacher will sign off and verify those who are going to the program.

All car riders: exit through the back blue stairs to go to the cafeteria. Students will wait silently in the cafeteria with their 9th period group until they are notified that their parent is outside. Teachers and staff will communicate via walkie-talkies to release students. Students who are in need of a conference will be seated at a separate table, and those parents will be given directions to pull into the front parking lot and enter the building.

### **Dashboard Label**

Each child's parent/guardian will be given four dashboard labels to distribute as needed to others who have parental permission to pick up their child. These permission forms will be kept on file in the front office. The dashboard label must be on the dashboard to pick up a child. If parents/drivers forget their dashboard label, they must come in to the front office to show ID before taking their child. If a parent/driver loses their label, they must go in and get another one printed for them. The school must be notified of any pick-up situation that is out-of-the-ordinary.

### **Cell phones**

Cell phones will be placed in a safe. They will be organized by grade and given to the student when their parent picks them up at dismissal or when the student leaves to walk home.

### **Smart Core Curriculum And Graduation Requirements**

- A. All students are required to participate in the Smart Core curriculum unless their parents or guardians, or the students if they are 18 years of age or older, sign an *Informed Consent Form* to not participate<sup>1</sup>. Those students not participating in the Smart Core curriculum will be required to fulfill the Core curriculum or the requirements of their IEP (when applicable) to be eligible for graduation. The signed *Informed Consent Form* shall be attached to the student's permanent transcript. *Informed Consent Forms* are required to be signed prior to registering for seventh grade classes, or if enrolling in the district for seventh through twelfth grade classes.<sup>2</sup> Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the time they are required to sign the consent forms.
- B. While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum **providing** they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculums must consult with their counselor to determine the feasibility of changing.
- C. This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the district's students. The superintendent, or his/her designee, shall select the composition of the review panel.
- D. Sufficient information relating to Smart Core and the district's graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.
  - Inclusion in the student handbook of the Smart Core curriculum and graduation requirements;
  - Discussion of the Smart Core curriculum and graduation requirements at the school's annual public meeting, PTA meetings, or a meeting held specifically for the purpose of informing the public on this matter;
  - Discussions held by the school's counselors with students and their parents; and/or
  - Distribution of a newsletter(s) to parents or guardians of the district's students.
- E. The first year of this policy's implementation all employees required to be certified as a condition of their employment shall receive training regarding this policy so that they will be able to help successfully implement it. In subsequent years, administrators, or their designees, shall train newly hired employees, required to be certified as a condition of their employment, regarding this policy. The district's annual professional development shall include the training required by this paragraph.

F. GRADUATION REQUIREMENTS

1. The number of units students must earn in grades nine through twelve (9-12) to be eligible for high school graduation is to be earned from the following categories. A minimum of 22 units is required for graduation for student participating in either the Smart Core or Core curriculum. There are some distinctions made between Smart Core units and Graduation units. Not all units earned toward graduation necessarily apply to Smart Core requirements.
2. Additionally, unless exempted by a student's IEP, all students must successfully pass all end-of-course (EOC) assessments they are required to take or meet the remediation required for the EOC assessment to receive academic credit for the applicable course and be eligible to graduate from high school.
3. Beginning with the class of 2014, students will be required to take a computer class to fulfill local graduation requirements.

G. SMART CORE: Sixteen (16) units

English: four (4) units (years) – 9th, 10th, 11th, and 12th

Oral Communications: one-half (1/2) unit (1/2 year)

Mathematics: four (4) units (years) (all students under Smart Core must take a mathematics course in Grade 11 or 12 and complete Algebra II.)

- Algebra I or Algebra A & B\*
- Geometry

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four-unit requirement for the purpose of meeting the graduation requirement, but only serve as one unit each toward fulfilling the Smart Core requirement.

- Algebra II
- Choice of: Advanced Topics in Mathematics, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III, or an Advanced Placement math  
(Comparable concurrent credit college courses may be substituted where applicable)

Natural Science: three (3) units (years) with lab experience chosen from

- Physical Science
- Biology or Applied Biology/Chemistry
- Chemistry
- Physics or Principles of Technology I & II or PIC Physics

Social Studies: three (3) units (years)

- Civics one-half (1/2) unit and Economics one-half (1/2) unit (for the class of 2014 and after)
- World History
- American History

Physical Education: one-half (1/2) unit (1/2 year)

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit (1/2 year)

Fine Arts: one-half (1/2) unit (1/2 year)

- H. CAREER FOCUS: - Six (6) units – at least two of the Career Focus units must be of the same foreign language.<sup>3</sup> All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.

The Smart Core, career focus, and elective units must total at least twenty-six (26) units<sup>8</sup> to graduate.

I. CORE CURRICULUM: Sixteen (16) units

English: four (4) units (years) – 9, 10, 11, and 12

Oral Communications: one-half (1/2) unit (1/2 year)

Mathematics: four (4) units (years)

- Algebra or its equivalent\* - 1 unit
- Geometry or its equivalent\* - 1 unit



- All math units must build on the base of algebra and geometry knowledge and skills.
- (Comparable concurrent credit college courses may be substituted where applicable)

\*A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the four (4) unit requirement.

Science: three (3) units (years)

- at least one (1) unit of biology or its equivalent
- one (1) unit of a physical science

Social Studies: three (3) units (years)

- Civics or Civics/American Government (for the class of 2011-2013)
- Civics one-half (1/2) unit and Economics one-half (1/2) unit (for the class of 2014 and after)
- World history, one (1) unit
- U.S. history, one (1) unit

Physical Education: one-half (1/2) unit (1/2 year)

**Note:** While one-half (1/2) unit is required for graduation, no more than one (1) unit may be applied toward fulfilling the necessary units to graduate.

Health and Safety: one-half (1/2) unit (1/2 year)

Fine Arts: one-half (1/2) unit (1/2 year)

#### J CAREER FOCUS: - Six (6) units

All career focus unit requirements shall be established through guidance and counseling based on the student's contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the district and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate. The Core Curriculum, career focus, and elective units must total at least twenty-six (26) units<sup>8</sup> to graduate.

Notes: <sup>1</sup> The *Form* requires the selection of either Smart or Core curriculum rather than only requiring a signature for choosing to opt out of Smart Core. The Standards only require a signature for those opting out. The Guidance requires a specific choice be made. We suggest following the Guidance because it can serve to protect you better in the long run. Regardless, the default option is Smart Core.

<sup>2</sup> Inclusion of this policy is required in all student handbooks serving students in grades 6<sup>th</sup> through 12<sup>th</sup>.

<sup>3</sup> Technically, foreign language is not required under Smart Core, but it is required for eligibility for the Challenge Scholarship as well as being necessary for admission to many colleges. It is included in this policy under the Career Focus for those reasons.

Legal References: Standards of Accreditation 9.03 – 9.03.1.9, 14.03

ADE Guidelines for the Development of Smart Core Curriculum Policy  
Smart Core Informed Consent Form

Legal References: A.C.A. § 6-18-210, 211, Arkansas Department of Education Rules Governing the Mandatory Attendance Requirements for Students in Grades Nine through Twelve.

## SMART CORE INFORMED CONSENT FORM (GRADUATING CLASS OF 2014 AND AFTER)

Name of Student: \_\_\_\_\_  
Name of Parent/Guardian: \_\_\_\_\_  
Name of District: \_\_\_\_\_  
Name of School: \_\_\_\_\_

Smart Core is Arkansas's college- and career-ready curriculum for high school students.

College- and career-readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core is the foundation for college- and career-readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation may result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

*Parents or guardians may waive the right for a student to participate in Smart Core and to instead participate in the Core curriculum. The parent must sign the separate Smart Core Waiver Form to do so.*

### SMART CORE CURRICULUM

#### English – 4 units

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

#### Mathematics – 4 units; One unit must be taken at 11<sup>th</sup> or 12<sup>th</sup> grade

- Algebra I or First Part and Second Part Algebra I (Grades 7-8 or 8-9)
- Geometry or First Part and Second Part Geometry (Grades 8-9 or 9-10)
- Algebra II
- Fourth Math--Choice of: Advanced Topics and Modeling in Mathematics, Algebra III, Calculus, Linear Systems and Statistics, Mathematical Applications and Algorithms, Pre-Calculus, or an Advanced Placement mathematics

#### Natural Science – 3 units with lab experience chosen from:

- Biology (1 unit)
- Two units from the following three options:
- Physical Science
  - Chemistry
  - Physics or Principles of Technology I & II or PIC Physics

#### Social Studies – 3 units (see note beside economics)

- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit

#### Oral Communication – ½ unit

#### Physical Education – ½ unit

#### Health and Safety – ½ unit

#### Economics – ½ unit (may be counted toward Social Studies or Career Focus)

#### Fine Arts – ½ unit

#### Career Focus – 6 units

**Beginning with the entering 9<sup>th</sup> grade class of 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)**

*(Comparable concurrent credit may be substituted where applicable.)*

*By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core curriculum and am choosing the Smart Core curriculum for my child.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

**SMART CORE WAIVER FORM  
(GRADUATING CLASS OF 2014 AND AFTER)**

Name of Student: \_\_\_\_\_  
Name of Parent/Guardian: \_\_\_\_\_  
Name of District: \_\_\_\_\_  
Name of School: \_\_\_\_\_

Smart Core is Arkansas's college- and career-ready curriculum for high school students.

College- and career-readiness in Arkansas means that students are prepared for success in entry-level, credit-bearing courses at two-year and four-year colleges and universities, in technical postsecondary training, and in well-paid jobs that support families and have pathways to advancement. To be college- and career ready, students need to be adept problem solvers and critical thinkers who can contribute and apply their knowledge in novel contexts and unforeseen situations. Smart Core *is* the foundation for college- and career-readiness. All students should supplement with additional rigorous coursework within their career focus.

Successful completion of the Smart Core curriculum is one of the eligibility requirements for the Arkansas Academic Challenge Scholarship. Failure to complete the Smart Core curriculum for graduation *may* result in negative consequences such as conditional admission to college and ineligibility for scholarship programs.

*Parents or guardians may waive the right for a student to participate in Smart Core. By signing this Smart Core Waiver Form, you are waiving your student's right to Smart Core and are placing him or her in the Core Curriculum.*

**CORE CURRICULUM**

**English – 4 units**

- English 9th grade
- English 10th grade
- English 11th grade
- English 12th grade

**Mathematics – 4 units**

- Algebra I or its equivalent
- Geometry or its equivalent
- All math units must build on the base of algebra and geometry knowledge and skills.
- \*\* A two-year algebra equivalent or a two-year geometry equivalent may each be counted as two units of the 4 unit requirement.

**Science – 3 units**

- At least one unit of Biology
- At least one unit of a physical science

**Social Studies – 3 units (see note beside economics)**

- Civics – ½ unit
- World History – 1 unit
- American History – 1 unit

**Oral Communication – ½ unit**

**Physical Education – ½ unit**

**Health and Safety – ½ unit**

**Economics – ½ unit (may be counted toward Social Studies or Career Focus)**

**Fine Arts – ½ unit**

**Career Focus – 6 units**

**Beginning with the entering 9<sup>th</sup> grade class of 2014 – 2015 school year, each high school student shall be required to take at least one digital learning course for credit to graduate. (Act 1280 of 2013)**

*(Comparable concurrent credit may be substituted where applicable.)*

*By signing this form, I acknowledge that I have been informed of the requirements and implementation of the Smart Core curriculum and am choosing to waive the Smart Core curriculum for my child. I understand the potential negative consequences of this action as outlined on this form.*

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official Signature

\_\_\_\_\_  
Date

**CONSENTIMIENTO INFORMADO PARA SMART CORE (PLAN DE ESTUDIOS INTELIGENTES)  
(PARA ALUMNOS GRADUADOS EN 2014 Y AÑOS SIGUIENTES)**

Nombre del Estudiante: \_\_\_\_\_  
Nombre del Padre / Tutor: \_\_\_\_\_  
Nombre del Distrito: \_\_\_\_\_  
Nombre de la Escuela: \_\_\_\_\_

El plan de estudios inteligentes (Smart Core) es el plan de estudios para los estudiantes de secundaria de Arkansas, que los prepara para la universidad y para un oficio.

La preparación para la universidad y para un oficio en Arkansas, significa que los estudiantes están preparados para tener éxito al nivel de primer año, en cursos con créditos en las universidades de dos y cuatro años, en la formación post-secundaria técnica, y en empleos bien remunerados que apoyen a las familias y ofrezcan vías para su progreso. Para estar preparados para la universidad y estar listos para una ocupación, los estudiantes deben ser capaces de solucionar problemas y ser pensadores críticos que puedan contribuir y aplicar sus conocimientos en nuevos contextos y situaciones imprevistas. El plan de estudios inteligentes (Smart Core) es el fundamento para la universidad y para estar listos para una ocupación. Todos los estudiantes deben completar rigurosos cursos adicionales dentro de su enfoque profesional.

Completar con éxito el plan de estudios Smart Core es uno de los requisitos de elegibilidad para la Beca de Desafío Académico de Arkansas (Arkansas Academic Challenge Scholarship). Si no se completa el currículo Smart Core para la graduación, puede resultar en consecuencias negativas, tales como la admisión condicional a la universidad y la no elegibilidad para los programas de becas.

*Los padres o tutores pueden renunciar al derecho de un estudiante de participar en Smart Core y en su lugar participar en el plan de estudios básico (Core Curriculum). El padre de familia debe firmar un formulario separado titulado "Renuncia al Smart Core" para eximir a su alumno de tomarlo.*

**PLAN DE ESTUDIOS SMART CORE**

**Inglés - 4 unidades**

- Inglés 9º grado
- Inglés 10º grado
- Inglés 11º grado
- Inglés 12º grado

**Matemáticas - 4 unidades; Una unidad se debe tomar en el grado 11 o 12**

- Álgebra I o Primera Parte y Segunda Parte Álgebra I (Grados 7-8 o 8-9)
- Geometría o Primera Parte y Segunda Parte Geometría (Grados 8-9 o 9-10)
- Álgebra II
- Cuarta unidad elegida entre: Temas Avanzados de Modelación en Matemáticas, Álgebra III, Cálculo, Sistemas Lineales y Estadísticas, Aplicaciones Matemáticas y Algoritmos, Pre-Cálculo, o Matemáticas de colocación avanzada (Advanced Placement)

**Ciencias Naturales - 3 unidades con laboratorio elegidos entre:**

- Biología (1 unidad)

Dos unidades de las siguientes tres opciones:

- Ciencias Físicas
- Química
- Física o Principios de Tecnología I y II o Física PIC

**Estudios Sociales - 3 unidades (ver nota en Economía)**

- Educación Cívica - ½ unidad
- Historia universal - 1 unidad
- Historia Americana - 1 unidad

**Comunicación Oral - ½ unidad**

**Educación Física - ½ unidad**

**Salud y Seguridad - ½ unidad**

**Economía - ½ unidad (puede contarse como parte de Estudios Sociales o Enfoque profesional)**

**Bellas Artes - ½ unidad**

**Enfoque profesional - 6 unidades**

**A partir de la entrada a clases al 9º grado del año escolar 2014-2015, cada estudiante de secundaria tendrá la obligación de tomar por lo menos un curso de aprendizaje digital para ganar créditos para poder graduarse. (Ley 1280 de 2013)**

*(Cursos concurrentes comparables con crédito universitario pueden ser sustituidos cuando corresponda)*

Al firmar este formulario, yo declaro que he sido informado sobre los requisitos y la implementación del plan de estudios inteligentes Smart Core y elijo el plan de Smart Core para mi hijo. \_\_\_\_\_

\_\_\_\_\_  
Firma Padre / Tutor

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del Funcionario Escolar

\_\_\_\_\_  
Fecha

Departamento de Educación de Arkansas - 7 de agosto de 2013

**SMART CORE INFORMED CONSENT FORM, GRADUATING  
CLASS OF 2014 AND AFTER**

Arkansas Department of Education – August 7, 2013

**FORMULARIO DE RENUNCIA AL SMART CORE [PLAN DE ESTUDIOS INTELIGENTES]  
(PARA ALUMNOS GRADUADOS EN 2014 Y AÑOS SIGUIENTES)**

Nombre del Estudiante: \_\_\_\_\_  
Nombre del Padre / Tutor: \_\_\_\_\_  
Nombre del Distrito: \_\_\_\_\_  
Nombre de la Escuela: \_\_\_\_\_

El plan de estudios inteligentes (Smart Core) es el plan de estudios para los estudiantes de secundaria de Arkansas, que los prepara para la universidad y para un oficio.

La preparación para la universidad y para un oficio en Arkansas, significa que los estudiantes están preparados para tener éxito al nivel de primer año, en cursos con créditos en las universidades de dos y cuatro años, en la formación post-secundaria técnica, y en empleos bien remunerados que apoyen a las familias y ofrezcan vías para su progreso. Para estar preparados para la universidad y estar listos para una ocupación, los estudiantes deben ser capaces de solucionar problemas y ser pensadores críticos que puedan contribuir y aplicar sus conocimientos en nuevos contextos y situaciones imprevistas.

El plan de estudios inteligentes (Smart Core) es el fundamento para la universidad y para estar listos para una ocupación. Todos los estudiantes deben completar rigurosos cursos adicionales dentro de su enfoque profesional. Completar con éxito el plan de estudios Smart Core es uno de los requisitos de elegibilidad para la Beca de Desafío Académico de Arkansas (Arkansas Academic Challenge Scholarship). Si no se completa el currículo Smart Core para la graduación, puede resultar en consecuencias negativas, tales como la admisión condicional a la universidad y la no elegibilidad para los programas de becas.

Los padres o tutores pueden renunciar al derecho de un estudiante de participar en Smart Core. Al firmar este formulario de "Renuncia al Smart Core", usted está renunciando al derecho del alumno de tomar el Smart Core y lo coloca solamente en el plan de estudios básicos (Core Curriculum).

**PLAN DE ESTUDIOS CORE**

**Inglés - 4 unidades**

- Inglés 9º grado
- Inglés 10º grado
- Inglés 11º grado
- Inglés 12º grado

**Matemáticas - 4 unidades**

- Álgebra I o su equivalente
- Geometría o su equivalente
- Todas las unidades de matemáticas deben fundarse sobre la base de los conocimientos y habilidades de álgebra y geometría.

\*\* Un equivalente de dos años de álgebra o un equivalente de dos años de geometría, puede cada uno contarse como dos unidades de las cuatro (4) unidades requeridas.

**Ciencias - 3 unidades**

- Al menos una unidad de Biología
- Al menos una unidad de una ciencia física

**Estudios Sociales - 3 unidades** (ver nota en Economía)

- Educación Cívica - ½ unidad
- Historia universal - 1 unidad
- Historia Americana - 1 unidad

**Comunicación Oral - ½ unidad**

**Educación Física - ½ unidad**

**Salud y Seguridad - ½ unidad**

**Economía - ½ unidad** (puede contarse como parte de Estudios Sociales o Enfoque profesional)

**Bellas Artes - ½ unidad**

**Enfoque profesional - 6 unidades**

A partir de la entrada a clases al 9º grado del año escolar 2014-2015, cada estudiante de secundaria tendrá la obligación de tomar por lo menos un curso de aprendizaje digital para ganar créditos para poder graduarse. (Ley 1280 de 2013)

*(Cursos concurrentes comparables con crédito universitario pueden ser sustituidos cuando corresponda)*

Al firmar este formulario, yo declaro que he sido informado sobre los requisitos y la implementación del plan de estudios inteligentes Smart Core y elijo el plan de [Smart Core](#) para mi hijo. \_\_\_\_\_

\_\_\_\_\_  
Firma Padre / Tutor

\_\_\_\_\_  
Fecha

\_\_\_\_\_  
Firma del Funcionario Escolar

\_\_\_\_\_  
Fecha

Departamento de Educación de Arkansas - 7 de agosto de 2013

**SMART CORE WAIVER FORM, GRADUATING CLASS OF  
2014 AND AFTER  
Arkansas Department of Education – August 7, 2013**

**PARENT/GUARDIAN SIGNATURE REQUIRED**

**COVENANT KEEPERS SCHOOL DISTRICT  
LITTLE ROCK, ARKANSAS**



**AUTHORIZED USE OF COMPUTER NETWORKS STUDENT USE AGREEMENT**

**STUDENT SECTION:**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

I have read the District Authorized Use of Computer Networks policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules, my computer privileges can be terminated, and I may face other disciplinary measures.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT/GUARDIAN SECTION:**

I have read the District Authorized Use of Computer Networks policy. I hereby release the District, its Board of Directors, staff, employees, and any institutions with which it is affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District computer network. This includes, but is not limited to, claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any additional restrictions I wish to be followed in addition to those outlined in these regulations. I will emphasize to my child the importance of following the rules for personal safety. I give permission for my child to use the District computer system and network and certify that the information contained in this form is correct.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

Parent's e-mail address \_\_\_\_\_

***PLEASE NOTE: THIS IS A SAMPLE OF THE STUDENT USE AGREEMENT. EACH STUDENT WILL SIGN A COPY. PARENTS WILL ALSO BE ASKED TO SIGN. THESE WILL BE KEPT FOR DOCUMENTATION PURPOSES.***



## Covenant Keepers Charter School District 2014 - 2015 Parental Involvement Plan

### I. Program Components

Covenant Keepers Charter School, a school-wide Title I funded school, believes that parents and community members must work as knowledgeable partners in order to provide the very best education possible for each child.

Covenant Keepers Charter School Parent Involvement Plan will include, but not be limited to, the following components of a successful parental involvement program:

A. Covenant Keepers Charter School will provide the following opportunities to involve parents:

**1. Development of a Parent Involvement Plan:** Committee Members: Parent-Teacher Coordinator- Mrs. Kelly Best; Teachers- Mr. K. Bryant, Mrs. S. Harris; Parent- A. Fleming

a. The Parental Involvement Plan will be developed, worded in understandable language, and prepared for distribution to parents and staff. For more information, contact Kelly Best: 501.682.7550

b. The plan will be disseminated to all district patrons. For more information, contact Kelly Best: 501.682.7550

c. The Parental Involvement Plan will be published on the school web page web address: [www.ckcollegeprep.org](http://www.ckcollegeprep.org)

d. The plan will be reviewed and updated periodically to ensure it meets current needs. Next review will happen in May 2015. For more information, contact Kelly Best: 501.682.7550

### 2. Volunteer Plan

a. An invitation will be extended to parents to become a CK Volunteer. For more information, contact Kelly Best or Kevin Bryant: 501-682-7550.

b. Parents will be surveyed regarding their abilities and interests as volunteers. For more information, contact Kelly Best

c. The Parent Facilitator will conduct needs assessment at the building level to ascertain degree of needs. Next assessment will be conducted in May 2015.

d. A list of needs will be compiled and distributed to parent volunteers. An updated list will be provided in May 2015

e. All volunteers must attend an orientation session in order to volunteer. This session will be conducted on Tuesday, September 16, 2014.

f. This training will provide for the incorporation of developmentally appropriate learning activities at the school and at home.

g. A packet will be available to teachers, informing them of the interests and availability of the volunteers.

### 3. School-Parent Compact. Covenant Keepers Charter School will develop a school-parent compact:

a. Parents, the entire staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards.

b. The school will provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served to meet the state's academic achievement standards.

c. Each parent will be responsible for supporting their children's learning; and participating, as

appropriate, In decisions relating to the education of their children and positive extracurricular time. The compact also addresses the importance of communication between teachers and parents on an on-going basis through, at a minimum:

- i. Reasonable access to staff, opportunities to volunteer and participate in their child's class
- ii. Parent-teacher conferences twice yearly, during which the compact will be discussed as it relates to the individual child's achievement. The dates for 2014/2015 Parent/Teacher conferences are October 6, 2014 and February 11, 2015.
- iii. Parents will be involved in an organized, ongoing, and timely way in the planning, review, and improvement of: Title I programs, Parent Involvement Policy, and ACSIP

#### **4. Activities and Events**

- a. Our Annual Meeting will be held prior to our Open House – Sept. 30. Contact Dr. Valerie Tatum at 501-682-7550. All parents invited and encouraged to attend as we inform parents of:
  - i. School's participation in Title I and requirements of the program
  - ii. Parent's right to be involved
  - iii. Timely information about Title I programs
  - iv. Description and explanation of the curriculum in use at the school
  - v. Forms of academic assessment used to measure student progress proficiency levels students are expected to meet and how to monitor their child's progress
- b. Newsletters – Kelly Best at 501-682-7550.
- c. Parent/Teacher Conferences - October 6, 2014 – 8:00-5:00 - February 11, 2015 – 8:00-5:00
- d. "First Cup of coffee" mornings as permitting. Contact Dr. Valerie Tatum 501-682-7550.
- e. Additional parental involvement opportunities include: project planner night, brown bag chats, three for me, Pastries for Parents, Holiday Spectacular, Learning Fest, Red Ribbon week celebration, and Parents in Kids' Sneakers.

#### **5. Communication**

- a. Annual Report to the Public will be shared with the public with a meeting on September 16th, 2014. Announcements will be sent home. You may contact Valerie Tatum for more information at 501-682-7550. This report includes an overview of curriculum, student learning and assessment, educational expectations and the opportunities of parent involvement
- b. Positive Communication with Parents (notes, phone calls, etc.)
- c. Report Cards
- d. Interim Reports
- e. eSchool
- f. Phone calls to parents as needed for missing work/danger of failure
- g. Parking lot visits daily with parents
- h. Email newsletter

#### **6. Resource Materials**

- a. Parent Center (parenting books, handouts, for home use)
- b. Student Handbooks
- c. School Website
- d. Email address of school staff
- e. Newsletter



- f. District Data
- g. Link to Department of Education
- h. School Calendar
- i. Parent Involvement Plan
- j. Lunch Menus

### **7. Information**

Parents will be provided with the following information:

- a. A school telephone number and faculty e-mail addresses
- b. School and faculty web-page addresses
- c. Web page photo gallery of recent events
- d. Description of school's Parental Involvement Program
- e. List of ways parents may be involved at school
- f. Dates of the two parent/teacher conferences to be held each year
- g. Notification of other activities as scheduled
- h. Parent Center open Mon-Fri; 9:00 a.m.- 3:00p.m. Location: Main office building near entrance

### **B. School Policies**

Covenant Keepers Charter School encourages parental involvement and participation

1. Procedures for classroom visitation during school events will be located in the school office.
2. The process for resolving parental concerns is included in the student handbook.
3. Student Handbook is available upon enrollment and is posted on the school website.
4. Parent Facilitator at Covenant Keepers Charter School Kelly Best, 501-682-7550.

### **C. Additional information**

- Our school will hold its annual Title I meeting September 16, 2014. Contact Valerie Tatum for more information at 501-682-7550.
- Please watch for parent interest surveys to be distributed by teachers in early September 2014 requesting your input on future parent involvement activities. Your suggestions will be reviewed by our Parental Involvement Committee in consideration for ideas to be implemented in the coming school year. Surveys will also be available on our school's website.
- Our annual parental involvement plan evaluation meeting will be held on May 12th, 2015. Contact Kelly Best for more information at 501-682-7550. Prior to this evaluation meeting, we will send home surveys requesting your opinion of our current Parental Involvement efforts. This valuable information will be used to determine future plans.
- Our informational packets, or "family kits", are available. These information packets are distributed at each year's Open House events. Packets include valuable information including:
  - the school's parent involvement plan
  - the recommended role of the parent, student, teacher and school
  - ways for parents to become involved in their child's education
  - activities planned throughout the school year for parents
  - telephone number and personnel listing
  - school handbook
  - email addresses of school and other general information
  - web page addresses (school and teacher)