

Covenant Keepers
College Preparatory Charter School
Student Handbook
2011/2012



"A Place Where Eagles S.O.A.R."

8300 Geyer Springs Road

Little Rock, Arkansas 72209

501.682.7550

Dear Students,

Welcome to Covenant Keepers College Preparatory Charter School! We believe that CKCPCS 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.

We believe that education is a shared responsibility, and that the successful operation of a school 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 play together in harmony.

Covenant Keepers is a reflection 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 encourage you to get to know your school, its programs, activities, and schedule. Become an active participant in our school. Get involved through classes, clubs, and activities.

This handbook/guide is an overview of our school's 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, and certainly not tell you all of the things that you need to know about CK. We only hope that this booklet serves as a helpful introduction to the world of CK Public Charter School. Keep this handbook because you will use this information throughout the school year.

On behalf of the entire Covenant Keepers College Preparatory Charter School staff and community, best wishes for a great school year!

Sincerely,

Dr. Valerie Tatum, Superintendent

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Student Commitment (*Signature Required*)

As a student of Covenant Keepers, I will do my best to do the following:

- I will show consideration for the rights and feelings of others, being careful not to hurt them physically or make them feel bad.
- I will not touch others in any way.
- I will speak to others respectfully, not using profanity or uncomplimentary names.
- I will talk in the classroom only after receiving permission from the teacher.
- I will show respect for all people working or helping in the school.
- I will show careful regard for both my property and the property of others.
- I will always ask permission before I borrow other people's things, and I will return them promptly and in good condition when I am finished.
- I will not talk about others and their families.
- I will attend school regularly.
- I will be in class on time with all necessary materials.
- I will make good use of class time and complete and turn in assignments on time.
- I understand that I must make up assignments I missed because of an absence.
- I will remain on campus during school time, including the lunch period.
- I will not leave the school ground without the permission of the principal.
- I will do my best in my schoolwork, and I will let others do their best.
- I will ask for help if I do not understand.
- I will not bring any contraband items to school.
- I will help keep the school building and grounds clean and tidy.
- I will not run in the halls.
- I will follow the dress code and arrive at school in my uniform.
- I will not participate in any behavior banned by the school.
- I will set my goal to complete a college/university education.
- I agree to follow all requirements of the Covenant Keepers College Preparatory Charter School handbook.

Student Signature _____ Date _____

Parent Signature _____ Date _____

Mission Statement

Recognizing that educational success is built upon the harmony of the triad made up of students, parents, and teachers, Covenant Keepers creates a partnership among members of this group that will help our youth fulfill their highest intellectual, social, emotional, and physical potential.

Because of the nature of its mission, Covenant Keepers does not discriminate against any member of its community on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disabilities or handicap in educational programs or activities.

To achieve our mission, every member of the Covenant Keepers community must respect the rights of all members of the community to learn. This means creating an environment that is physically, emotionally and intellectually safe, orderly, and conducive to learning.

Students, their parents, and the faculty of CKCPCS have made a choice to be at the school. No one is assigned or forced to attend this school. Everyone must make and uphold a commitment both to the school and to each other to put in the time and effort required to achieve success.

A long day and a longer school year mean more time for students at CK College Prep to acquire the academic knowledge and skills, as well as the broad extracurricular experiences that will prepare them for competitive colleges.

The instructional leaders at CK College Prep are effective academic and organizational leaders who understand that there are no great schools without great leaders. Finally, we focus unrelentingly on results. Student achievement on tests and other objective measures will substantially outperform area averages.

School Values

These are the charter school values we hold true:

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. The standards include ideals, moral injunctions, norms, performance targets, and the expectations of other people.

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.

The information in this handbook provides the guidelines for specific behaviors and attitudes that will create a positive environment in which each student, parent, and teacher can contribute and learn. Because this is a *student handbook*, it is written to you--the student. Each section begins with a general description of the issue involved, and then it addresses you, your actions, and your attitude very specifically.

Commitment to Excellence

Teachers' Commitment

We fully commit to CK College Prep Charter School in the following ways:

- We will maintain high expectations by believing that all of our students will make it to and through college by setting rigorous goals for each student such that they have the knowledge and skills to succeed in college and life and doing whatever it takes to ensure our students meet these goals.
- 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. We will always put forth the requisite time and effort to ensure our students meet their goals. We will always protect the safety, interest, and rights of all individuals in the classroom by taking ownership of our students at all times and in all ways.
- To ensure that our students have more time on task, we will arrive at CK College Prep every day by 7:15 A.M. and will remain until at least 5:15 P.M. (Mon-Fri). Those assigned will come to CKCPCS on appropriate Saturdays during the "SATURDAY ACADEMY" to assist students with work, field trips, and meeting state benchmark requirements. We will take the necessary required professional development to assist in supporting student achievement at all levels.
- We will demonstrate our instructional abilities as the leaders of our classrooms and through leadership in extracurricular activities and sports. We will always model what we expect of our students and will take initiative to create opportunities for our students outside the classroom.
- We will focus on results by seeking our 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.

Teacher Signature

Date

Parents’/Guardians’ Commitment

We fully commit to CK College Prep Charter School in the following ways:

- We will maintain high expectations for our child by believing that he/she will make it to and through college, by encouraging our child to set rigorous goals so that they have the knowledge and skills to succeed in college and life, and doing whatever it takes to ensure our child meets his/her goals.
- We will uphold our commitment to CK College Prep by making ourselves available to teachers and to the school administration, ensuring that we return documents as requested in a timely manner. We will always put forth the requisite time and effort so that our child meets the expectations of CK College Prep. We will ensure that our child is organized and has the necessary supplies. We will make sure our child follows all of the procedures and policies in the CKCPCS Handbook.
- So that each student has more time on task, we will take responsibility for ensuring that our child arrives at CKCPCS every day by 7:45 A.M. (Mon-Fri) or if boarding a city bus at the scheduled time. If our child is going to miss school, we will follow the CK handbook regarding attendance and following the school policies. We will ensure that our child attends field trips, college visits and participates in precollege summer programs as assigned.
- We will demonstrate through advocating for our child’s learning within the classroom as well as during his/her participation in extracurricular activities and sports. We will always model what we expect our child and will take initiative to create opportunities outside the classroom for our child. We understand that our child must meet the expectations of CKCPCS guidelines to protect the safety, interests, and rights of all individuals in the classroom. We, not the school are responsible for the behavior and actions of our child(ren).
- We will focus on results by staying abreast of our child’s academic performance in terms of his/her credit units, GPA, as well as his/her performance on standardized tests. We will ensure that our child is signed up for the ACT and that our child is enrolled in precollege summer programs. We will regularly check Edline for grade updates and Edmodo for assignments and comments from teachers.

Failure to adhere to these commitments can cause my child to lose various privileges and can lead to my child returning to his/her home school district.

Parent Signature

Date

Student Registration

CK College Prep is an open-enrollment public charter school of choice which accepts students regardless of gender, 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.

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
 - An affidavit of the date and place of birth by the child's parent or guardian
 - United States military identification
 - Previous school records
- 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, pertussia, re(rubella) 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.

Transfer 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 CKCPCS will be placed into the same grade he or she would have been in had the student remained at the former school. Transfer students may only enter CK if space is available.

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 that this section is not all inclusive and many other policies and procedures are contained in other CKCPCS publications.

Non-discrimination policy

The commitment of the CKCPCS 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 the Board of Education that there will be no discrimination because of race, color, religion, gender, 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 Superintendent of Schools or his/her designee, 8300 Geyer Springs Road or 501.682.7550.

Counseling Services

Covenant Keepers is pleased to offer guidance services. The school guidance personnel can help you plan and succeed in your high school program and help you look ahead to college. The guidance personnel can also help with personal issues and concerns. To see the guidance personnel, see an administrator to make an appointment. Your parents may also call the 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 first semester of school. Teachers will be aware of the identified special education students. IDEA and due process for all special education students will be followed.

Special education students are subject to suspension and will be afforded the same treatment as provided to all students. If a special education student is recommended to exceed 10 days out-of-school suspension, an IEP/Manifestation Determination/Behavior Plan Conference will take place. After this conference, the recommended course of action will be determined.

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.

Child Custody and Visitation

Arkansas School Law 9.13.104 states: In order to avoid continuing child custody controversies from involving public school personnel and to avoid disruptions to the educational atmosphere in our public schools, the transfer of a child between the child's custodial parent and noncustodial parent, when both parents are present, is prohibited from taking place on the real property of a public elementary or secondary school on normal school days during normal hours of school operations.

The school has the right to request court documents outlining guardianship.

Student/Parent/Guardian Complaint Procedures

The following procedures will be used to address a complaint from a student, parent, or guardian. Complaints can include, but are not limited to, discrimination based on race, national origin, religion, handicap, age or gender, including sexual harassment.

1. Report the alleged incident to the principal as soon as possible (within 24 hours) after the event(s) has occurred. If the complaint involves the principal, the report of the alleged incident should be made to the Superintendent of Schools as soon as possible (within 24 hours) after event(s) 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 principal's resolution, he/she may

- appeal to the Superintendent of Schools. The appeal must be made in writing ten (10) days from receipt of the principal decision.
4. If the individual is not satisfied with the Superintendent's resolution of the complaint, he/she may appeal to the local school board of Education. Procedures for filing a complaint can be found at the end to this book or requested from administration.

Student Pick-Up Policy

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

- A. Is 18 years of age or older
- B. Has a valid driver's license placed in the student's file
- C. 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.

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, gender, 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 to 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 of regarding race, color, gender, 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, gender, 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, gender, 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 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 that

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 building principal. If the principal is the perpetrator of the harassment, the report of the incident will be made to the Superintendent.

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 building principal unless the principal is the perpetrator. If the harassment involves the principal, the incident will be reported to the Superintendent.

Upon receipt of the report, the principal of Superintendent 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 principal or Superintendent. 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

Cross References: Student Handbook and Personnel Handbook
2003 ARKANSAS ACT 681, HB 2274

Requires school districts to adopt policies to prevent student harassment and bullying. Policies must define bullying, prohibit bullying on school property, at school-sponsored activities and on school buses and state the consequences of engaging in bullying behavior. Also requires school employees to report incidents of bullying to the school principal and provides for immunity from tort liability for those who report but fail to remedy the incident. Requires the policy to be clearly communicated and available, reviewed by the State Board of Education and filed with the State Department of Education. Also adds bully prevention programs to the list of student services provided by school guidance counselors.

ANTI-BULLYING

6-18-514. Anti-bullying policies. Bullying of any type has no place in a school setting. CKCPCS will endeavor to maintain learning and working environment free of bullying.

Act 907.

--Bullying of a public school student or employee is prohibited.

--School administrators shall promptly investigate, make a record of the investigation and any disciplinary action taken

--School district/charter school board shall adopt policies to prevent bullying.

--School district/charter schools shall provide training.

Definition

A. "Bullying" means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

1. Physical harm to a public school employee or student or damage to the public school employee's or student's property;
2. Substantial interference with a student's education or with a public school employee's role in education;
3. A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
4. Substantial disruption of the orderly operation of the school or educational environment

B. "Electronic act" means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephones, wireless phone or other wireless communications device, computer, or pager;

C. "Harassment" means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

D. "Substantial disruption" means without limitation that any one or more of the following occur as a result of the bullying:

1. Necessary cessation of instruction or educational activities;
2. Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
3. Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
4. Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Bullying is prohibited:

1. While in school, on school equipment or property, in school vehicles, on school buses, at designated school bus stops, at school-sponsored activities, at school sanctioned events; or
2. By an electronic act that result in the substantial disruption of the orderly operation of the school or educational environment, whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose.

Procedures

Any student who is a victim of bullying or who witnesses or has reliable information that a student has been a victim of bullying should report the incident to the building administrator. The student's identity will be kept anonymous if he/she feels in danger of retaliation.

Any school employee who witnesses or has reliable information that a student has been a victim of bullying will report the incident to any administrator. Any school employee who reports violations of this policy will be immune from any tort liability that may arise from the failure to remedy the reported incident.

The building administrator will act promptly to investigate all complaints of bullying. If it is determined that bullying has occurred, the administrator will discipline any student or group of students according to the consequences listed below.

Consequences

First Offense: The building administrator will determine the appropriate disciplinary action as listed for category one-three offenses in the "Student Handbook." However the disciplinary action of the lesser can be taken by the principal and mediation can be done. The student or students who are the perpetrators of bullying must participate in Behavior Modification/Conflict Resolution Program or other programs as determined by District personnel. At least one parent or guardian will be required to attend a conference with the principal or his/her designee concerning the student's bullying offense. The school will provide information on bullying to the parent or guardian.

Second Offense: The building administrator will determine the appropriate disciplinary action as listed for category one offenses in the "Student Handbook." Sanctions will be followed to stop the bullying against victim/child.

Third Offense: If the third offense occurs within one school year, the student will receive **a short-term out-of-school suspension up to 10 days, but no less than 3 days.** Additional behavior interventions will be required if the administrator so chooses.

NOTE: IF A MORE SERIOUS OFFENSE OCCURS IT WILL BE ADDRESSED AT THE MOST SERIOUS OFFENSE LEVEL, EITHER CATEGORY TWO OR THREE, AS PRESCRIBED IN THE STUDENT HANDBOOK OR EXPULSION RECOMMENDATION COULD BE IMPOSED.

Hazing Student(s)

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk or causes mental or physical harm to any person. Permission, consent or assumption of the risk by an individual subjected to hazing does not lessen the prohibition contained in this policy. Hazing may carry heavy legal consequences.

Consequences:

Parent/Guardian contacted. Administrative discretion with a recommendation for long-term suspension, and/or possible prosecution. **1st Offense – 3rd Offense (See Rules)**

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 provides 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 CKCPCS 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 CKCPCS. 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 the meal pattern for lunch as listed below along with breakfast.

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, ½ cup vegetable
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 – ½ 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 the 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, monies shall be 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 (May 2011) are eligible to participate in the school meal program at the last school year's eligibility status for 30 days (August 2011). 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 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 their diet. **The Special Diet Prescription Form** must be completed and signed by 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 being 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 of their school sites. Households shall complete ONE application for the entire household and return it by one student family member. If siblings attend more than one school, parents/guardians should complete only ONE application per household. 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, 2011. Applications received after September 1, 2011 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.

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 each 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 or ala-carte sales, if available. 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:

2011-2012 Meal Pricing

LUNCH

Secondary Student.....	3.00
Reduced-Price Meals.....	.40
Adults (non-students) Meal with or without Milk.....	3.75
All Milk Sold.....	.35
Juice, Individual.....	.35

BREAKFAST

Student.....	1.00
Reduced-Price Student.....	.30
Adults.....	1.25

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 for lunch and three of the four components offered for breakfast. Condiments and desserts are not considered a component. There is not a reduction in the per plate cost of a reduced or full-price student meal as a result of OVS. OVS is available as an option to middle and high school students.

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 warm or heat lunches. A sandwich, piece of fruit, and bottled water is a suggested packed lunch for students.

UNIFORM

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, ties, vests, sweaters, and blazers 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 NOTE! IF YOU ARRIVE AT SCHOOL IN VIOLATION OF THE UNIFORM CODE, YOUR PARENTS WILL BE CALLED. FOR MAJOR VIOLATIONS SUCH AS SHIRTS AND PANTS, YOU WILL BE KEPT OUT OF CLASSES UNTIL YOU ARE DRESSED APPROPRIATELY, AND ALL CLASS TIME YOU MISS WILL COUNT AS AN UNEXCUSED* ABSENCE. *Act 1223 now refers to “unexcused absences” as “excessive absences”

Uniform Top

1. Uniform shirt purchased from school.
2. Middle School—vests purchased from school.
High School—cardigan purchased from school.
3. Middle School--T-shirt worn under uniform shirt in solid white or solid black.
High School--T-shirt worn under uniform shirt in solid white, gold, or navy blue.
4. Hoods are not allowed.

5. No part of short-sleeve t-shirts may show
6. Sleeves may not be rolled or banded.
7. Shirts must be completely tucked in at all times.
8. Black or Brown belt worn at all times.
9. T-shirts worn under the shirt must be solid white, no other colors are allowed!

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 for girls and boys) 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. Belts may not have different types of buckle designs.
11. Pants with large pockets are prohibited.

Physical Education

1. P.E. shirt purchased on your own (solid red); not tight-fitting; girls—no sleeveless t-shirts.
2. P.E. shorts purchased on your own (solid black)
 - a. Shorts must have an elastic waist.
 - b. Shorts will not be tight-fitting
 - c. Shorts will be of cotton/nylon/polyester material.
 - d. Shorts will reach the top of the knee cap.
3. P.E. pants purchased on your own (solid black)
 - a. Pants must have an elastic waist
 - b. Pants must not be tight-fitting
 - c. Pants will be of cotton/nylon/polyester material.

Act 835. Clothing that exposes underwear, buttocks, or the breasts of a female are prohibited. NO SAGGING!

Footwear

1. Low heeled, closed toe/ closed heel, loafer, tennis or tie shoes (no Birkenstocks or flip-flops). High-tops are acceptable.
2. No tennis shoes between October 3rd and April 1st except on Fridays. However, tennis shoes may be brought for P.E.
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 (solid white, black, brown, or navy blue) must be worn at all times.
6. Girls may wear navy or white tights instead of socks.
7. No sandals, baby-doll shoes, flip-flops, clogs, high heels, platform shoes, or slippers at any time.
8. Rain boots may be worn to school on inclement weather days, however they must removed and replaced with appropriate shoes once the student enters the building.

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.

Free Dress Day Limitations—parent will be called for violations

1. Footwear code remains the same.

2. Undergarments may not show.
3. Top must cover torso and waist; necklines no lower than collarbone.
4. Shoulders must be covered (i.e., no tank tops, spaghetti straps or rolled sleeves)
5. Pants/short rules still apply, but may wear jeans. No spandex and/or tight clothing.
6. Pants must still rest no lower than the hip bone. No sagging.
7. No torn/ripped/ holes clothing.
8. Clothes must fit appropriately-not too tight (no skinny), not too loose.
9. No mid- drift area skin may show if arms are raised or when bending.
10. No offensive/inappropriate clothing allowed.
11. If you're in doubt about your clothing, ask the principal before you enter school, or you will be sent home to change.

Personal Appearance/Jewelry

1. Boys may NOT wear jewelry and/or accessories such as rings, earrings, wrist bands, head bands and/or necklaces. Religious jewelry may be worn with approval of administration.
2. For girls, jewelry and accessories should be appropriate for school and not attract undue attention(only rings, a pair of earrings, and necklaces are permitted)
3. Earrings must be no larger than a nickel.
4. Girls must not wear multiple bracelets or necklaces.
5. A plain watch is permitted, but must be noise free.
6. Religious garments, jewelry and other related items must have parental approval.
7. Small pendant-type necklaces are permitted but should not be visible beyond the neckline or outside the shirt.
8. Cosmetics/make-up should be appropriate for school and not attract undue attention. Application of cosmetic items is not allowed in class--items will be confiscated and not returned. If it's a distraction, young ladies will be asked to remove cosmetics.
9. Visible facial and body piercings are not allowed.
10. You may not write/draw/mark or let others write/draw/mark on any part of yourself or your clothing. If another student marks on you, notify the principal.
11. Tattoos (including temporary tattoos) are not allowed. (If tattoos are shown, students will be asked to cover them up).
12. Hair should be clean and neat each day. Long braids are permitted. Minimal hair accessories are permitted. No afros; no twists; no dreads; no feathers. When hair accessories or decorations (color, styles, etc.) are deemed by the administration to be a distraction, the student will be isolated with assignments and given 48 hours to rectify the offense.
13. Boys' facial hair must be neat and groomed.
14. Students and their clothing should be clean and neat each day. Parents will be notified when student and/or uniform cleanliness issues become chronic.
15. Sunglasses are not permitted in the building.
16. Metal hair picks are not allowed.
17. **NO BACKPACKS** will be allowed at school. Girls may carry small purses **no larger than an agenda/composition book** for personal items. Large purses will remain in the front office for daily pick-up.
18. P.E. uniforms are permitted only in P.E. class. A small transparent bag (Wal-Mart or Kroger bag) should be used to carry P.E. clothing. Other bags are prohibited. The bag is only for carrying PE garments—appropriate shorts and t-shirts and personal hygiene items. This bag should remain with the student and should never be used as a bag for carrying other items such as binders, candy, or snacks. Items/bags lost or stolen are not the responsibility of the school.
19. Students will **STAY IN UNIFORM** at all times while on school premises, except for during P.E., at which time the P.E. uniform will be worn. (i.e., no changing after school).

Administration will make the final call on any uniform code violation issues. Parents, please support the administration and their policies by ensuring that your student complies with the uniform code.

Transportation

Students who have presented a valid driver's license and proof of insurance to the appropriate office personnel may drive to school. Vehicles driven to school shall be parked in the area designated for the student parking only.

Students are not permitted to loiter in parking areas and are not to return to their vehicles for any reason unless given permission to do so by school personnel. Upon parking and entering school, keys MUST be turned in with cell phone and not picked up until the end of the school day.

Students will not be allowed to leave campus for any reason. Parents of students with appointments off-campus during school hours must call the school in advance to arrange for checkout. The exact time of checkout must be stated. Additionally, the parent is required to send a written confirmation of checkout to be stored in the student's permanent file. If verbal and written notice is not received, student will not be allowed to leave campus.

It is understood that there is no expectation of privacy in vehicles in parking areas. Cars can be searched at any time. Drivers of vehicles parked on a school campus will be held accountable for illegal substances or any other item prohibited by District policy found in their vehicle.

Visitors

In order to protect the learning environment for all students, all visitors to our school campus must report directly to the school office personnel have the right to ask for identification of anyone on campus and may ask individuals to leave school premises if the individuals have no legitimate business at school. A person who has no legitimate business at school and refuses to leave school grounds after being requested to leave may be arrested and criminally charged in accordance with Arkansas law.

Visitors for educational reasons are welcome to Covenant Keepers College Preparatory Charter School. No visitor is allowed under the age of 11 years. All visitors must register with the office when they arrive and state the purpose and location of the visit. The visitor will be required to wear an identification tag during their visit. Parents must also check in at the office. Students wishing to bring visitors to Covenant Keepers College Preparatory Charter School must complete the Student Visitor Form and receive approval from the office (principal) at least two school days in advance. Do not bring guest(s) to school without prior arrangements, or the visitor will have to return home. No visitor will be allowed the last two weeks of each semester. Also, no visitors will be allowed during the week of Benchmark exams. Parents may visit teachers by appointments only, as other activities and clubs are held after school.

Parents and all visitors to school campuses are expected to model appropriate behavior. Inappropriate behavior including, but not limited to, verbal abuse, threats, physical abuse or possession of a weapon on school district property will not be tolerated. Visitors who choose to engage in this type of behavior shall be subject to appropriate administrative and/or legal actions.

Students who have been expelled or who are under suspension are prohibited from coming onto the campus of or attending any school-related activities until suspension has been served.

Uniform Grading Scales for Public Secondary Schools

Grading

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%
I-----Incomplete

Incomplete Grades: A grade of incomplete will be given at the end of the marking period for any student who has not yet had the opportunity to make up a missing assignment. A student will then have two school days from that point to make up the incomplete assignment. Failure to do so will result in the grade permanently changing to a grade of F.

“Advanced Placement” courses are those courses taught by qualified teachers, distance learning providers, and university partners following guidelines as provided for Advanced Placement courses by The College Board. Advanced Placement courses provide the opportunity for students to take a national examination through which they may qualify for college/university level credit.

“Honor Courses” are courses provided through an accredited high school that have been approved by a Department of Education Committee as honors courses. Honors courses must stress higher order learning and be offered in addition to curriculum offerings required by the Standards for Accreditation, Arkansas Public Schools.

A student is designated as “special education” if he/she has been through the identification and selection process and has an approved Individualized Education Plan that guide’s placement in instruction.

Uniform Grading Scale for Advanced Placement

A-----90-100 = 5 points
B-----80-89 = 4 points
C-----70-79 = 3 points
D-----60-69 = 2 points
F-----0-59 = 0 points

Interim Reports

Interim reports are one of the instruments used to report possible or pending failure to students and parent/guardians. Unsatisfactory work must be reported to the student and parent/guardian at the earliest possible time or a failing grade cannot be given at the end of a quarterly grading period. Teachers are required to report the progress of all students during the mid-point of the grading period. Interim reports will be distributed on District printed forms using the District’s template for interim reports.

Parents are encouraged to continually Edline and Edmodo to monitor progress or regression of their student’s grades.

TESTING PROCEDURES

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. Benchmarks 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 standardize 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 are not permitted to take any paper, including scratch paper, into the examination room.

- Further, students are not permitted to remove any paper, including test booklets or answer documents, from the examination room.
7. Students must bring appropriate equipment for each exam and are not to borrow equipment during examinations.
 8. Students are expected to wear school uniform in all examinations.
 9. Students are not to be late for examinations and will NOT be permitted to leave early.
 10. Students who are absent from any examination are required to present themselves to the principal immediately upon their return to school.

State Benchmark Test (ACTAAP) and Academic Improvement Policy

Students in Grades 6, 7 and 8 are required to take Benchmark exams 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.

Quarterly exams and semester exams

Quarter and semester 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

To be exempt from an exam in a class, students must not have any detentions in the class, nor may they 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.

Fall Testing: 6th-8th grade will take the Measures of Academic Progress (MAP) assessment series each fall. 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 Pulaski County districts. The MAP assessment will be administered again in the middle of the year and finally in the spring to determine each student’s academic growth over the course of the year.

Spring Testing: Students must take the state-mandated tests each spring. The Benchmark Exam is a criterion-referenced test which is given only in Arkansas middle schools and tests Reading, Language, and Mathematics. High school students take End of Course exams in Algebra, Geometry, and Biology. Students may receive a score of *Below Basic*, *Basic*, *Proficient*, or *Advanced*, and Proficient or above is considered passing. State testing is also administered in 11th Grade English and Algebra 2.

College Preparatory Tests: Beginning with the Explore test in the spring of their 9th grade year, students will take the EXPLORE, PLAN, ACT AND PSAT throughout their high school experience. These tests are essential to admittance to colleges and for acquiring financial aid and scholarships.

Parent Communication

CK College Prep 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 communication 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 another alternative meeting.

ATTENDANCE POLICY

The 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. Thus, regular attendance will be necessary to accomplish preparation for maximum levels of achievement on tests and other forms of student evaluation.

It is the responsibility of the parent/guardian to see that the student attends school daily. The parent/guardian is to notify the school office by noon on the date when a student is absent. Failure to do so will result in the absence being recorded as excessive* unless the principal extends the verification period.

Full day or part day absence will be excused for personal illness, family emergency or an unusual cause acceptable to the principal of the school in which the student is enrolled

This policy designates twelve (12) absences per class per school semester as the maximum allowed before credit is denied for the semester. The twelve (12) absences are to accommodate:

Personal illness

Appointments that could not be scheduled outside the school day

Serious personal or family problems

Exceptions to this policy are as follows:

1. Students participating in school-sponsored trips, events, and activities are counted as school activities and not counted absences.
2. Absences of three (3) days for the death of a near family member or of one (1) day for the death of other

relatives are exempt.

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.

Parents or guardians are responsible for notifying the office when a student is absent giving reason for absence. The reason for absence will be recorded on the student's daily attendance record.

*Act 1223 now refers to "unexcused absences" as "excessive absences"

Compulsory Attendance

6-18-201 (a) 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 the date established **6-18-207** for the minimum age for enrollment in public school shall enroll and send the child to a public private, or parochial school or provide a home school for the child, as described in **6-15-501** et seq., with the following exceptions.

Enrollment Requirements

6-18-208 (b) Prior to a child's admission to an Arkansas public school, the parent, guardian, or responsible person shall provide the school district with one (1) of the following documents indicating the child's age:

- Birth Certificate
- A statement by the local registrar or a county recorder certifying the child's date of birth
- An attested baptismal certificate
- A passport
- An affidavit of the date and place of birth by the child's parent or guardian
- Previous school records; or
- A United States military identification

Attendance procedures and guidelines

1. When a student is absent, the parent or guardian must call the school on the day of the absence and state the reason for the absence. Failure to do so will result in the absence being recorded as excessive unless the principal extends the verification process.
2. The school administration will determine whether a student's absence will be excused or excessive. An absence will be excused for: personal illness or injury, personal family matters, medical or dental appointments, required court appearances with proper documentation from the court, or other reasons acceptable to the principal.
3. Upon returning to school, turning in a note from home/doctor, and receiving a re-admit slip from the office indicating that the absence is excused, the student will have one day for each day of excused absence to make up work missed.
4. Students may only make up work for excused absences and 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. Teachers will determine a reasonable amount of time for the completion of make-up work following 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.
5. 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.
6. Students who plan to be absent are to notify the principal 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.
7. Students and parents are asked to wait two (2) days after a suspension or a long-term absence begins before asking for homework assignments.

8. 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.
9. When a student returns to school from a professional appointment, verification from the doctor or dentist must be turned in to the office.
10. 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.
11. Absences verified by a parent's note, even for illness, DO NOT exempt the absences from the attendance policy. Excused absences **do count** against the student's allowed twelve (12) days per semester; they do however allow for the opportunity for the student to make up missed assignments. It is therefore recommended that professional appointments be made during non-school hours.
12. Any absence, for reasons other than those listed in the excused absences, is considered to be unexcused, unless prior written approval has been given by the administration.
- 13. No make-up homework assignments or examinations will be permitted for excessive (unexcused) absences.**
14. While one out-of-school suspension will count as an excused absence, a second will be considered excessive 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 excessive absences.
15. On the ninth excessive absence, 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.
16. When a student who is 14 years or older has missed more than seven consecutive days without approval of the principal or assistant principal, 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.

Covenant Keepers will count three or more class absences in one day as a full-day absence

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.

Professional Appointments:

If this 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 principal regarding vacations. The principal will make the final decision on this matter regarding vacation days being counted as excused absence days. Request to the principal should be in writing at least three (3) days in advance to make arrange with teachers regarding make-up work.

Excessive (unexcused) Absences*

An excessive absence *does become* part of a student's school record. You will be marked for an excessive absence if you:

- fail to bring a written note following an absence,

- leave school without signing out at the office,
- are absent from class without permission - *including walking out of class*,
- are absent from school without parental permission,
- get a pass to go to a certain place but do not report there,
- and/or are absent for reasons not acceptable to the administration.

*Act 1223, refers to unexcused absences as excessive absences.

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 excused absence, you will be given the same number of days that you were absent to make up missed work. You may also contact another student to receive homework assignments. Please call the school before coming to pick up the assignments, as sometimes daily constraints do not allow immediate circulation of assignment requests. The school attempts to provide this service, time allowing, as a courtesy to the student.

To be eligible for make-up work, you must show each teacher the "re-admit slip." 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. Advisory teachers will retain the student's re-admit slips for documentation purposes.

Make-Up Work

Students who miss school due to an excused absence are allowed to make up the work they missed during their absence provided that students and teachers abide by the following rules:

- Students are responsible for asking the teachers of the classes they missed what assignments they need to make up.
- Teachers are responsible for providing the missed assignments when asked by a returning student and uploading to Edmodo.
- Students are required to ask for their assignments on their **FIRST** class day after their return. Afterwards, teachers will not honor the request.
- Make-up tests are to be rescheduled at the discretion of the teacher, but must be aligned with the schedule of the missed work to be made up.
- Students shall have one class day to make up their work for each class day they are absent
- Make-up work which is not turned in within the make-up period for the assignment will receive a zero or could result in deductions of points at the teacher's discretion.
- Students are responsible for turning in their make-up work; teachers should not have to ask for it as it the students' responsibility.
- Students who are absent on the day their make-up work is due must turn in their work the day they return to school whether or not the class for which the work is due meets on the day of their return. Students are also encouraged to use Edmodo to turn assignments.

Students will not receive credit for work missed during unexcused absences.

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**. For students with excused absences, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to take 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.

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.

Tardy/Checkout Policies

In accordance with the Covenant Keepers attendance policy, it is essential that students arrive at school on time (not later than 7:45 a.m.) and stay until dismissal time (5:00). THEREFORE EXCESSIVE TARDIES AND EARLY CHECKOUTS WILL RESULT IN WITHDRAWAL.

Tardies

There are generally no excused tardies.

ANY PARENT/GUARDIAN DROPPING A STUDENT OFF AFTER 7:45 A.M. WILL BE REQUIRED TO COME INTO THE OFFICE AND SIGN THE STUDENT IN.

Accumulation of three unexcused tardies in a semester will result in one of the following:

- required parent/guardian conference
- early morning or after school detention
- two days in-school suspension
- two days out-of-school suspension

Checkouts

ANY PARENT/GUARDIAN CHECKING OUT A STUDENT BEFORE DISMISSAL TIME WILL BE REQUIRED TO COME INTO THE OFFICE AND SIGN THE STUDENT OUT.

Parents/guardians must understand that tutoring (4:00-5:00) is mandatory. 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.

Missing 3 or more periods of a school day will result in the student being counted absent for the entire day.

SMART CORE 2010-2013 Requirements GRADUATING CLASS OF 2010, 2011, 2012, AND 2013) Arkansas Department of Education—March 2010

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

Algebra I or Algebra A & B (Grades 7-8 or 8-9)
Geometry or Investigating Geometry or Geometry A & B (Grades 8-9 or 9-10)
Algebra II
Fourth Math Choice of: Transitions to College Math, Pre-Calculus, Calculus, Trigonometry, Statistics, Computer Math, Algebra III or an Advanced Placement mathematics
(Comparable concurrent credit college courses may be substituted where applicable.)

Natural Science – 3 units 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 – 3 units

Civics or Civics/American Government – 1 unit
World History – 1 unit
U.S. History – 1 unit

Oral Communications – ½ unit

Physical Education – ½ unit

Health and Safety – ½ unit

Fine Arts – ½ unit

Career Focus – 6 units

The minimum requirements to complete the high school “CORE” are defined as follows:

Core:

English – 4 units

Oral Communications – ½ unit

Mathematics – 4 units (1 unit of algebra or its equivalent and 1 unit of geometry or its equivalent math units must build on the base of algebra and geometry knowledge and skills. Algebra A/B and Geometry A/B each count as two of the four units required. A Core student has met all math requirements by completing Algebra A/B and Geometry A/B successfully.

Science – 3 units (at least 1 unit of biology or its equivalent and 1 unit of physical science)

Social Studies – 3 units (1 unit of World History, 1 unit of U.S. History, ½ unit of Civics or government)

Physical Education – ½ unit

Fine Arts – ½ unit

Health – ½ unit

Career Focus – 6 units

Total – 22 units

Career Focus:

All units in the career focus requirements shall be established through guidance and counseling based on the students’ contemplated work aspirations. There are four career focus areas: math-Science/Engineering, Business/Information Technology, Healthy Science and Human Services, and Communications, Humanities, and Fine Arts. Career focus shall conform to policy and will reflect the Arkansas curriculum frameworks through course sequencing and career choice concentrations where appropriate.

Under regulatory Acts 977, 1172, 1108, 1195, and 1290 of 1997, local districts may require additional units for graduation beyond the 15 core and career focus units. Covenant Keepers students are to choose one of the pre-established career focus areas in order to meet the core requirements to graduate and the district's graduation requirements.

Core and District Graduation Requirements

English – 4 units

Oral Communications – ½ units

Mathematics – 4 units (including 1 unit of Algebra or its equivalent and 1 unit of geometry or its equivalent)

Science – 3 units (including 1 unit Biology or its equivalent and 1 unit of Physical Science)

Social Studies – 3 units (1 unit of World History, 1 unit of U. S. history, ½ unit of Civics or government)

Physical Education – ½ unit

Fine Arts – ½ unit

Health and Safety - ½ units

Career Focus—6 units

Electives – 4 units

Total: 26 units

Communication of Student Progress

Parents or guardians shall be kept informed concerning the progress of their student(s). The district shall, at a minimum, communicate student progress with parents/guardians via the following methods/mediums:

- Teachers are required to post at least 2 current grades to Edline every week
- Teachers are required to provide parents/guardians with their hours of availability to discuss student progress, problems, or concerns in person or via telephone or email.
- Formal parent-teacher conferences are scheduled once each semester, however informal conferences are encouraged and may be held as necessary in an effort to improve a student's academic success. The conference shall be held at time and place that best to accommodate those participating in the conference and documentation placed on file.
- Teachers are required to document communications with parents or due diligence in attempting to communicate with parents either in person or via phone or email. Teachers are encouraged to visit with parents each day as students are dropped off/picked up.
- Teachers are encouraged to contact parents/guardians when a student falls below the "C" level. Documentation of contact/conference is required.

Student promotion and Retention, PreK-12

Parents/guardians must be notified by the end of the third quarter grading period 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 (reading/writing workshop) and mathematics and in either science or social studies.

Grades will reflect the degree to which the student has achievement the 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 (reading/writing workshop) 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 9th 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 counselor, classroom teacher(s), principal, parents)/guardian(s), and the appropriate curriculum and administrative 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.

High School, 9-12

1. Effective fall 2009, a high school student must earn a minimum of 6.5 units of credit each year in order to be classified at the next grade level, as follows:
 - Sophomore (grade 10) 6.5 units
 - Junior (grade 11) 13 units
 - Senior (grade 12) 19.5 units

ACADEMIC IMPROVEMENT PLAN (AIP)

The remediation plan: Academic Improvement Plan (AIP) or if appropriate the Intensive Reading Improvement Plan (IRI) will assist the student in achieving the expected standard and describe the parent's role and responsibilities as well as the consequences for the student's failure to participate the plan. Only students in Kindergarten through Grade Two who are deficient in reading are required to have an IRI.

Targeted Students:

- Grade K. student's 3-8 students not scoring proficient on the Benchmark Assessments.
- Algebra, Geometry, and English III students not scoring proficient on the End-of-Course Assessments.

Plan Development:

The AIP is developed cooperatively by appropriate teachers and/or other school personnel knowledgeable about the student's performance or responsible for the remediation in consultation with the student's parents. An analysis of student strengths and deficiencies based on test data and previous student records shall be available for use in developing the Plan. The plan shall be signed by the appropriate school administrator and the parent/guardian.

The AIP should be flexible, should contain multiple remediation methods and strategies, and should include an intensive instructional program different from the previous year's regular classroom instructional program.

- The AIP shall include formative assessment strategies and shall be revised periodically based on results from the formative assessments.
- The AIP shall include standards-based supplemental/remedial strategies aligned with the child's deficiencies. Examples of strategies and methods include, but are not limited to, computer assisted instruction, tutorial, extended year, learning labs within the school day, Saturday school, double blocking instruction deficient areas during the school day, extended day etc.
- The AIP should contain an implementation timeline that assures the maximum time for remedial instruction.
- AIPs should be individualized; however, similar deficiencies based on test data, may be remediated through group instruction.

For students with disabilities identified under the Individuals with Disabilities Education Act (IDEA); disability. In that case, the IEP meets the requirements of the AIP. If NOT, an AIP is REQUIRED.

Remedial instruction provided at the secondary level (Grades 7-12) will not take the place of English, mathematics, science or social studies, or other core subjects required for graduation.

Any student who does not score at the Proficient level on the Benchmark and/or End-of-Course Assessments shall continue to be provided with remedial or supplemental instruction until the expectations are met or the student is not subject to compulsory school attendance.

Failure to Participate in the Academic Improvement Plan:

Students with an AIP and who fail to remediate, and score at the below Proficient level on the Benchmark Assessments, shall be retained.

Students not proficient on the End-of-Course Assessments (Algebra, Geometry, and Literacy) and fail to participate in the AIP shall not receive credit for the corresponding course.

NOTE: BEGINNING WITH THE 2009-2010 SCHOOL YEAR, STUDENTS WHO FAIL TO PERFORM AT THE PROFICIENT LEVEL ON THE END-OF-COURSE ASSESSMENTS SHALL NOT RECEIVE CREDIT FOR THE COURSE AND SHALL NOT BE ENTITLED TO GRADUATE WITH A HIGH SCHOOL DIPLOMA FROM AN ARKANSAS HIGH SCHOOL OR CHARTER SCHOOL.

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.

INTERNET POLICY

Internet access is available to students and teachers at Covenant Keepers. Covenant Keepers believes the internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Covenant Keepers has taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. Covenant Keepers firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines.

Covenant Keepers will not be responsible for any damages which students may suffer as a result of or arising from utilization of the internet. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a Covenant Keepers user violates any of these provisions, his or her access will be terminated and future access could be denied.

Internet – Terms and Conditions

1. **Acceptable Use** - The purpose of NSFNET, which is the backbone network to the Internet, is to support research and education in and among academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with educational objectives. Attempts to log on to the internet as a system administrator, or to obtain unauthorized access to the school system or any other computer system through the school system, or to go beyond the user's authorized access will result in cancellation of user privileges. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or lobbying is also prohibited.

Use of school internet/e-mail accounts for anything other than school business will be regarded as unacceptable usage and will be grounds for immediate revocation of all internet privileges.

2. Etiquette - Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a. Be Polite. Messages should not be abusive, degrading, mean to others, or containing inappropriate content. Messages should not be used as an avenue for gossip.
 - b. Use appropriate language. Do not swear, use vulgarities or words "similar" to vulgarities, or use any other inappropriate language.
 - c. Do not reveal personal information (i.e. - names, addresses, phone numbers, social security numbers, etc.).
 - d. Illegal activities are strictly forbidden.
 - e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system has access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
 - f. Do not use the network in such a way that you would disrupt the use of the network by other users.

3. Security - Security on any computer system is a high priority, especially when the system involves many users. If the user can identify a security problem on the internet, a system administrator must be notified. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to login to the internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to internet.

CIPA-Children's Internet Protection Act

- Under CIPA, schools and libraries subject to CIPA do not receive the discounts offered by the "E-Rate" program (discounts that make access to the Internet affordable to schools and libraries) unless they certify that they have certain internet safety measures in place. These include measures to block or filter pictures that: (a) are obscene, (b) contain child pornography, or (c) when computers with Internet access are used by minors, are harmful to minors;
- Schools subject to CIPA are required to adopt a policy to monitor online activities of minors; and
- Schools and libraries subject to CIPA are required to adopt a policy addressing: (a) access by minors to inappropriate matter on the Internet and World Wide Web; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure; use, and dissemination of personal information regarding minors; and
- Restricting minors' access to materials harmful to them. CIPA does not require the tracking of Internet by minors or adults

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 19 or attends school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Flaming: To send an e-mail message that is abusive or that offends. Typing in all capital letters is considered shouting and may be offensive.

Internet: A network of computer networks. Networks in the Internet are connected so they can communicate with each other regardless of their manufacture.

Spamming: To send an annoying or unnecessary message to a large number of people. An example might be a chain letter asking a user to forward the message to x number of people

Virus & Spyware: A computer program that uses various techniques to duplicate itself and travel between computers. Viruses can cause serious damage to computers such as erasing important data or crashing a system. Spyware is a program designed to collect personal information about the user for exploitation

which may or may not be for financial gain.

Covenant Keepers will offer a range of activities that will enrich student learning during the school day and after school. Because the safety of students is very important to us, specific rules will apply to these activities.

Computers and Other Technology

Other than personal computers, students may not bring technological devices to school. This includes, but is not limited to, iPods, cameras, mp3 players, video cameras, and video games. As with cell phones, students caught with these devices will have them confiscated; the first offense parent must come in to retrieve the device(s), second offence the device will be confiscated and kept in administration care for one week, third offence the devices will not be returned until the end of the school year.

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. Damage will be assessed at 50% of book cost. Damage is assessed by administrators.

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

Extra-Curricular Activities

There is no better way for students to enrich their education than by taking part in clubs and after-school activities or working with a teacher. The opportunities will allow you to explore more deeply things you already enjoy and try other areas that sound interesting. Everyone is eligible for extracurricular activities. If you stay for an after-school activity, you will be expected to follow these rules:

1. You must be with a teacher or other staff member at all times and attends the activity for the whole period.
2. You must arrange for your own transportation to be picked up promptly at the end of the activity.
3. You must abide by the Covenant Keepers College Preparatory Charter School code of student conduct while participating in the activity.
4. You may not stay after-school to wait on another person who is attending an activity.
5. You must clear the school building immediately following after-school activities.
6. Your after-school activity privileges will be cancelled if discipline becomes a problem.

Field Trips

Field Trips offer exciting ways to learn. Covenant Keepers students will have the opportunity to go on field trips at various times throughout the school year. For all field trips, you will be expected to follow these rules:

1. You must bring to school the Field Trip Permission slip signed by your parents or guardian by the specified date.
2. You must wear your school uniform unless otherwise specified.
3. You must abide by Covenant Keepers codes of student conduct while on the field trip.
4. If the field trip is for recreational purposes, the field trip organizer may impose particular rules regarding who is allowed to attend (behavior issues and excessive absences will be considered).
5. Students are allowed 10 excused absences for school activities.
6. Students will be responsible for the class assignments they missed.

SUPERVISION OF STUDENTS BEFORE AND AFTER SCHOOL

Teachers arrive at 7:15 am. Students should not arrive before 7:15 am or remain after 5:15 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 7:45 am and after 5:00 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.**

ALL STUDENTS MUST BE PICKED UP BY 5:15 PM. PARENTS/GUARDIANS PICKING UP STUDENTS AFTER 5:15 WILL BE REQUIRED TO COME IN THE BUILDING AND SIGN THE STUDENT OUT.

Activities and Athletics

CKCP has a structured Physical Education Program which meets the requirements of the state standards. We want our students to be successful both in mind and in body.

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.

Eligibility for After-School Activities

A student must earn a 9 weeks GPA above a 2.0 and receive no Fs during the previous quarter in order to be eligible to participate in after school activities during the current quarter. As soon as a student has met both of these requirements 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. If a student remains on academic probation for four weeks, the student will be suspended from after school activities until given permission by their grade-level chair or advisor 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, arrived at school and in all of his or her classes on time, and not received any discipline referrals. 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. If, on the day after a game or contest, a student does not complete make up work or does not complete the work assigned in the classes he or she did attend, the student will be ineligible for the following game or contest.

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 exception circumstances and if the absence is excused, a student may request special permission from the Principal/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 or long-term ineligibility, will face a severe consequence to be determined by the School 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 competition.

Individual Behavior Infractions

A student may be removed from an activity for egregious individual acts or repeated poor behavior, in consultation with their advisor for grade-level chair and the School 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 their advisor or grade level chair and the School 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.

Jonathan's Law

Act 772. Requires soccer goals in a public recreation area, including sports fields and school playgrounds, to be anchored according to guidelines set forth by U.S. Consumer Product Safety Commission or guidelines adopted by the Arkansas Department of Health.

Miscellaneous

Daily Work

Homework is assigned every night in every subject. Students are expected to finish all of their homework every night. The school does not distinguish between any homework, incomplete homework, or homework completed without effort.

Parent-Teacher Meetings and Student-Led Conferences

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.

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 from any phone in the building including the front office or nurse's office except for in the cases of an emergency. Phone calls to parents or guardians will be made by office personnel or the school nurse as necessary.

Students are not allowed to make any phone calls from teacher cell phones. No exceptions.

As part of an effort to teach responsibility, students are not allowed to call home for forgotten items. Students must have written permission from an administrator stating a valid reason in order to use the phones between 7:50 am and 5:00 pm, except for the student's scheduled lunch time, in which case students may use the telephone. The school does not have sufficient phone lines to accommodate students' phone calls at the end of the school day.

All students MUST have a pass to the office with permission to use the phone. No other areas in the building are allowed or permissible for students to use the phone.

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).

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 the principal 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 principal will determine if the publication contains libelous or obscene language, art which advocates illegal action or disobedience, or material which encourages disruptive behavior. The principal will notify the individuals or sponsors whether or not the publication may be distributed on the school premises. The principal 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.

Fund Raising

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 principal. See school policy.

Sales

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. **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 THE PRINCIPAL.**

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 the principal at least three (3) days prior to the requested activity. The three (3) days period does not include the day of the request or the day of the activity. Before approving the request, the principal 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.

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. The school will adhere to the information provided by parents on the most current pupil information form.

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 by intercom. 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 throughout the school year, school-sponsored dances are approved for the students to attend

1. Guests will be expected to adhere to the established to the 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 principal.

The principal 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 principal will be informed of the need to review the request. The principal will meet with the concerned student and the activity director (instructor) to obtain needed information. A decision by the principal concerning resolution of disagreement will be provided to all interested parties.

Emergency Procedures

Fire, lock-down, evacuation, and tornado drill instructions will be discussed in each class during the first week of the school year. Students need to understand and follow these instructions. This is a life and death matter. The instructions will be posted in each teacher's room and students should be familiar with the assigned drill areas.

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

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 principal.

The evacuation procedures will be covered with students by their teachers and announced by staff as prescribed by the principal. 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.

Act 934. A school district/Charter school may create and implement a program to authorize the parent of a child enrolled in the school to act as a monitor on a school bus.

Act 906. Parents of siblings may request in writing that the school place siblings in the same or separate classrooms not later than the 14th day before the 1st day of school if siblings are assigned to the same grade level and school in pre-K through 6th grade. Schools shall honor the request unless it would require adding a class. After 30 days the school can change the requested placement if proven to be disruptive.

School Culture and Discipline Policy

Non-Negotiable Expectations

1. Adherence to the CK College Prep Public School Commitment to Excellence Form
2. The following expectations are implied through the Commitment to Excellence Form:
 - Be in your assigned seat and ready to work BEFORE class begins. Begin working on Do Now immediately.
 - Be on-task at all times during class. While anyone is speaking, students will always have their eyes, ears, and brains on that person.
 - Be organized and prepared for all classes. Every student should have at least two sharpened pencils with erasers, a pen, and paper in their notebooks, agenda book every day .
 - Work should always be completed and presented neatly.
 - CK heading should be used on all papers.
 - All papers should be kept neatly in binders.
 - Do not engage in behavior that keeps the classroom from functioning.
 - Respond appropriately to all questions. Non-verbal actions matter.
 - Conduct oneself in an orderly manner, demonstrating respect to our educational mission.
 - Do the right thing without being told: “*JUST DO IT*”
 - No gum allowed.
 - Substitute teachers, part-time teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers and should be should be respected as such. Discipline referrals written by these individuals will be accepted by administration.

Library Rules

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. Students must turn library books in to designated librarian only.

DO NOT TURN BOOKS IN TO TEACHERS OUTSIDE OF LIBRARY TIME, DO NOT LEAVE 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 bring it back.
 - c. Student may only check out one (1) book at a time.
 - d. Students with overdue books will not be allowed to check out additional books until the overdue book is returned.

Cell Phones

Students may not bring a cell phone to school with the intent to keep it. Cell phones that are brought to school and not placed in the front office will be confiscated.

- First offense—Phone will be taken by administration and held for the day with a warning.
- Second offense—Parent must come in and sign an agreement about cell phone being turned in.

- Third offense--Cell phone will be confiscated and kept in administration's care for one week
- Fourth offense-- Cell phone will be confiscated and returned at the end of the school year.

Cheating or Plagiarizing or Dishonesty

Cheating on tests, plagiarism, and/or any other type of academic deception to get credit without effort are unacceptable conduct. In the event of any malpractice or perceived malpractice during an examination the student will, in the first instance, receive a zero grade. After the event, a review of the situation will determine if a zero grade is to be made or a lesser penalty imposed.

Progressive Discipline Procedures

Covenant Keepers College Preparatory Charter School will enforce a “progressive disciplinary policy” meaning that each infraction generates more serious consequences. Below are the three levels of disciplinary action.

Failure to follow school rules which on school property, including buses, at school-sponsored events, or on the way to and from school may result in disciplinary action ranging from a minimum of reprimand to a maximum of expulsion and possible prosecution. Covenant Keepers School District Board of Education and administration have approved the following actions to be used by school personnel in dealing with students who break school rules.

Building administrators and/or other authorized district personnel will decide the type of disciplinary action to be used. Breaking the rules is never good, but sometimes it is more serious than other times. The offenses and penalties that accompany them are divided into three categories. In Category 1, building principal will decide the type of disciplinary action to be used as a positive means of correcting unacceptable behavior. Categories 2 and 3 offenses are those defined under city and state law as criminal in nature and which may result in suspension or expulsion.

The following sections provide information regarding offenses and consequences as follows:

Category One Offenses:

Category 1 Offenses are considered minor in nature and should be dealt with by the school building administrators and staff in consultation with the student's parents/guardians.

Normally, disciplinary actions **FOR CATEGORY 1 OFFENSES WILL BECOME PROGRESSIVELY MORE SEVERE IF MINOR RULE INFRACTIONS PERSIST.** However, the administrator may choose a more severe penalty at any time based on the student's past disciplinary record or may reduce disciplinary sanctions when warranted. When sanctions are imposed on a student, the parent/guardian will be notified.

Possible disciplinary actions for Category 1 offenses include but are not limited to:

1. Warning
2. Parent phone contact
3. Student, staff, administrator and/or parent conference
4. Team Conferences
5. Loss of privileges (lunch detention)
6. Before After-School Detention
7. In-school Suspension (two days)
8. Sent home
9. Behavior Support/modification plans
10. Short-term suspension (exclusion from school) 2-5 days
11. Long-term suspension (6-10 days)
12. Alternative Learning placement
13. Conflict mediation
14. Counseling
15. School-site Service during non-instructional time (must have parental consent)
16. Expulsion (school board action to exclude for the entire school year or permanently)

17. Referral for prosecution under municipal, state and federal laws that apply to the behavior. Any of these sanctions can be used at any times on **Category I Offenses**

Lunch Detention

Minor infractions (as determined by individual teachers) will result in lunch detention either the day of the infraction (if it occurs before lunch) or the following school day (if the infraction occurs after lunch).

Thursday Night Detention

Thursday night detention is designed to provide the student another option to improve his or her behavior without resorting to out-of-school suspension.

Procedure:

A student's behavioral infraction will result in an immediate, written disciplinary notice from the teacher whose class the infraction was committed in. Parent(s) will be notified and students will be assigned Thursday night detention. Infractions include **but are not limited to:** talking in hallways/class; horse playing; sleeping; chewing gum; disrespectful behavior; refusal to stay on task.

Thursday Night Detention Policies:

1. When the student is assigned Thursday Night Detention, he or she will be given written notification by principal.
2. Written notice must be taken home and signed by a parent. Notice is to be returned to the principal.
3. If Thursday Night Detention is not served, the student will serve two days out of school suspension.

Short Term Suspension (Up To 10 Days)

The principal or his/her designee will give notice of suspension and the reason for the suspension to the student in writing after hearing the issues involved in the situation. If you are suspended, you will be allowed to make up homework and tests only for the FIRST suspension --and it is the responsibility of the student and/or parent to make that request. Parents may request and pick up assignments during the first suspension period, but may make them later than 48 hours after the student returns to school following the suspension. The work must be completed within five (5) days following a short-term, out-of-school suspension. Suspended students are not allowed on school premises; therefore, a parent/guardian must pick up the requested work, and the student must complete it at their residence.

Category 1 offenses 3-5 days of out-of-school suspension (Administration Discretion):

Rule 1: Dishonesty

Cheating on tests, plagiarism or copying or allowing the copying of the work of another student/person will not be tolerated. For all offenses involving academic assessments, the student will receive a grade of zero on the assessment, test or assignment.

Forgery of parent's/guardian's signature(s) or falsifying information will not be tolerated.

Rule 2: Failure or Refusal (insubordination) to Follow Reasonable Directives of School Staff and/or School Rules and Regulations.

Failure or refusal to obey reasonable instructions from teachers, administrators, instructional aides, paraprofessional, bus drivers, or any other authorized school district employee is prohibited.

Rule 3: Horseplay/Minor Altercations

Horseplay is defined as the act of pushing, grabbing, patting, etc., another child, playfully and with care not to harm the recipient of the physical conduct and where no injury occurs. Horseplay is forbidden because it can result in accidental injury or hurt feelings that lead to minor altercations and/or fights. All participants engaged in horseplay and/or minor altercations will be disciplined according to the degree of involvement of each student. **Students must participate in mediation for minor altercations and documentation placed in file.**

Rule 4: Teasing/Bullying

Behavior or actions that violate a person's right to privacy are prohibited. Peer Mediation/Conflict Resolution is required. (See Anti-Bullying Policy).

- A. Annoyance – To pick at or tease on a continual basis (verbal and physical)
- B. Communication – Non-solicited oral or written communication offensive to the recipient.

Rule 5: Leaving School Grounds/Class without Permission/Skipping/Cutting Class

No student is to leave class without permission. No student is to miss attending a class without the permission of a school administrator. No student is to leave the school campus after arrival unless the student is checked out by a parent or given approval by a school administrator. **There is no open campus during lunch at any campus school.**

Rule 6: Failure to Serve Detention

A student who fails to serve detention when directed to do so by a school administrator or other authorized school personnel will be discipline according to the **Student Handbook**.

Rule 7: Using Verbally Abusive Language, Obscene Gestures or Fighting Words

The use of profanity, inflammatory or verbally abusive language, obscene gestures, intimation and/or the instigation of a fight or altercation are prohibited in the school environment. Mediation/Conflict Resolution is required.

Rule 8: Smoking or Use of Tobacco Products

Smoking or possession of matches, lighters, lighter fluids and/or tobacco products of any kind on school district property, at school-related activity or on the school bus is prohibited (Arkansas Code 5-78-101-102).

First Offense: Enrollment in, and completed of a smoking education program. Enrollment documentation is required. Failure to complete program result in a 1-day suspension

Second Offense: Enrollment in, and completed of a smoking education program. Enrollment documentation is required. 2-3 days out-of-school suspension and probation.

Note: A student found in possession of matches, lighters, lighter fluids and/or inflammable products on school buses will be required to attend a student/parent/administrator conference within 24 hours of the incident.

Rule 9: Possession of Mace, Chemical Agents, Multi-fingered Rings, Fireworks, or Gaming Materials/Devices

The possession by students of mace, pepper spray or other chemical agents that may cause irritation or physical discomfort and and/or bodily harm on school district property is prohibited. The possession of multi-fingered rings and fireworks is also prohibited on school district, and these items will be confiscated by school district personnel.

Rule 10: Failure to Follow Bus Rules and Regulations

All school rules and regulations governing student behavior apply to conduct on the school bus and at bus stops. If a student misbehaves off school site to and from school will receive a disciplinary sanction as it is outlined in the Student Handbook. All regulations and sanctions pertaining to student behavior and safety that apply during the school day are applicable to students while they are walking/riding a bus until they arrive at their residences.

Not Permitted

- Eating and drinking on the bus
- Smoking
- Playing radios, tape players or band instruments

- Yelling at anyone on the bus or outside the bus
- Throwing paper or any object on the floor of the bus or outside the window
- Putting any part of your body out windows
- Tampering with any of the bus safety devices
- Defacing any part of a bus
- Weapons

NOTE: IF THE BUS IS DAMAGED, THE OFFENDER WILL BE RESPONSIBLE FOR DAMAGES TO ANY BUS EQUIPMENT. AS STUDENT MAY BE DENIED THE OPPORTUNITY TO RIDE A BUS FOR SERIOUS VIOLATIONS OF THE DISTRICT'S CODE OF CONDUCT. THE DECISION TO DENY BUS PRIVILEGES WILL BE MADE BY THE HEAD OF SCHOOLS IN CONJUNCTION WITH BUILDING PRINCIPAL.

OFFENSES CATEGORY 2

Category 2 offenses 5-10 days of out-of-school suspension (Administration Discretion)

Generally, disciplinary actions for violation of a Category 2 Offense will move progressively through a defined schedule at each rule violation. Depending on the severity of the offense, the administrator has the autonomy to administer a more severe sanction. Violations of Category 2 rules that are felony offenses or serious, violent misdemeanors will be reported to the Little Rock Police Department (Arkansas Code 6-17-113)

Rule 11: Assault

An act initiated by one or more persons or groups of students that purposely or recklessly creates apprehension of imminent physical injury to another person such as a threatening or menacing gesture is prohibited. Conflict Resolution or Mediation is mandatory. **Police notification is required by law** (Arkansas Cases 5-13-204-207, 6-17-113, and 6-18-502)

First Offense: Long-term suspension/ALE recommendation

Second Offense: Expulsion recommendations

Rule 12: Battery

The act of purposely and/or recklessly causing physical injury to another person by beating or striking either directly or with an object is prohibited. Conflict Resolution of Mediation is MANDATORY. **Police notification is required by law** (Arkansas Codes 6-17-113 and 6-18-502)

First Offense: Long-term suspension/ALE recommendation

Second Offense: Expulsion recommendation

Rule 13: Theft/Theft by Receiving

13A. The act of burglary and/or larceny will not be tolerated. To steal school property belonging to another person or to knowingly receive stolen property is prohibited. Items stolen valued in excess of \$500 will require police notification. Student and parent/guardian will be responsible for making full restitution for any property stolen and for all damages to property caused by the student's actions. (Arkansas Code 6-18-502)

First Offense: Suspension and Counseling; *5-10 days (regular schedule schools)

Suspension: *6-10 days (block schedule schools)

Second Offense: Long-term suspension/ALE recommendation. Restitution or compensation is required.

*The five (5) or six (6) day minimum rule may be reduced by an administrator upon demonstration of special circumstances.

13B: Items stolen/received that are valued in excess of \$500 is prohibited. **Police notification is required by law.** Arkansas Code 6-17-113)

Rule 14: Gambling

The unauthorized possession or use of any gambling paraphernalia will not be tolerated. Any confiscated funds will not be returned and will be deposited in the schools' Activity Fund.

First Offense: Suspension: 3- 5 days and probation (regular schedule schools)

Suspension: 4-6 days and probation (block schedule schools)

Second Offense: Long-term suspension/ALE recommendation

Rule 15: Fighting

Mutual combat in which participants intentionally inflict bodily injury to another person is prohibited. All participants in a fight in lookers, whether physical or verbal, will be disciplined according to the degree of involvement of the participants. **The student who started the altercation will receive a more severe punishment.** Conflict Resolution or Mediation is *MANDATORY*. (Arkansas Code 6-18-502).

First Offense: 10 days or Expulsion Recommendation/ALE recommendation

Fighting and altercations will not be tolerated at any time. Students experiencing problems with other peers most report matters. All participants will be treated fairly and equally. We will not sacrifice the integrity of our school.

Rule 16: Sexual Misconduct

16A. The act of deliberately showing private body parts/organs or touching yourself or others in a sexually suggestive manner will not be tolerated. Any student violating this rule will be required to participate in counseling sessions with a school counselor or administrator. (Arkansas Code 5-14-112)

First Offense: Suspension: 3-5 days and probation (regular schedule schools)

Suspension: 4-6 days and probation (block schedule schools)

Second Offense: Long-term suspension/ALE recommendation

16B. To engage in our attempt to engage in a sexual act with another person or to touch in a sexually offensive manner on District property or at a school-related activity is prohibited. (Arkansas Code 5-14-111)

First Offense: Long-term suspension/ALE recommendation and required counseling with school counselor/administrator.

Second Offense: Expulsion recommendation.

Rule 17: The Use of Profanity/Slander Directed to or about a Staff Person in a Non-threatening Manner
The use of profanity or slander directed to or about a staff person in a non-threatening manner will not be tolerated. If it is a possible, the student is required to participate in conflict resolution with his/her teacher. (Arkansas Code 6-18-506)

First Offense: Suspension: 3-5 days and probation (regular schedule schools)

Suspension: 4-6 days and probation (block schedule schools)

Second Offense: 10 days and probation

Third Offense: Long-term suspension/ALE recommendation

Rule 18: False Alarm

The act of pulling or attempting to pull or calling in an alarm of a fire, bomb threat or other emergency without a lawful purpose is prohibited. The act of communicating a false alarm to or about a school, a school bus, at a school-sponsored or related activity or any public facility is a Class D Felony. Fire Marshall and/or Police notification is required. (Arkansas Codes 5-71-210, 6-18-502, and 6-17-113).

First Offense: Long-term suspension/ALE recommendation

Second Offense: Expulsion recommendation

Rule 19: Loitering

Lingering on the grounds of a school or within 100 feet of the school without good cause and permission of

school administrator is prohibited. No suspended and/or expelled student is allowed on District property for any purpose while serving a suspension/expulsion without the permission of an administrator.

Students from another school campus or non-students are not allowed on school property during school hours without permission from a school official.

First Offense: Suspension: 3-5 days (regular schedule schools)
Suspension: 4-6 days (block schedule schools)
Second Offense: Suspension: 5-10 days (regular schedule schools)
Suspension: 6-10 days (block schedule schools)
Third Offense: Long-term suspension/ALE recommendation. Refer to appropriate state agency.

Rule 20A. Breaking and Entering Vandalism

The act of breaking into property belonging to another person or belonging to the school district is prohibited. The act of intentionally destroying property, cutting, defacing or otherwise damaging property belonging to another person, including class assignments, buses or property belonging to the District is prohibited. Also, the act of physically damaging, modifying, or abusing computer hardware, software or computer files or accessing or hacking into the computer files of others is prohibited. The parent/guardian will be responsible for all damages to property caused by his/her child. An administrator may reduce disciplinary sanctions according to the value of the property. (Arkansas Code 6-18-502)

First Offense: Suspension: 6-10 days and probation
Second Offense: Long-term suspension/ALE recommendation

Rule 20B. Breaking and Entering/Vandalism in excess of \$500

The act of breaking into property belonging to another person or belonging to the school district that is valued in excess of \$500.00 is prohibited. Police notification is required by law. (Arkansas Codes 6-18-502 and 6-17-113).

First Offense: Long-term suspension/Ale recommendation
Second Offense: Expulsion recommendation

Rule 20C. Vandalism to Computer Hardware/Software

The act of distributing a virus or seriously tampering with computers that results in the lost of school records and/or programs or disrupts the normal learning/classroom environment is prohibited. Violators will be prosecuted.

First Offense: Long-term suspension/ALE recommendation
Second Offense: Expulsion recommendation

Rule 21A. Repeated Violation of Category 1 Offenses

Habitual or repeated violation of school rules and regulations will not be tolerated under this rule until the administrator has exhausted and documented all steps in the school's discipline plan. One (1) intervention must be a parent/student/and/or teacher and/or administrator conference.

First Offense: Suspension: 3 days (regular schedule schools)
Suspension: 4 days (block schedule schools)
Second Offense: Suspension: 5-10 days and probation (regular schedule school)\
Suspension: 6-10 days and probation (block schedule school)
Third Offense: Long-term suspension/ALE recommendation

Rule 21B. Repeated Violation of Category 2 Offenses

A student who repeatedly violates Category 2 Offenses will be disciplined.

1. The violation of a single rule two (2) or more times, or
2. The violation of a combination of rules two (2) or more times.

First Offense: Suspension: 10 days and probation
Second Offense: Long-term suspension/ALE recommendation

Rule 22: Disorderly Conduct/Hindering/Interfering with a School Function

Inappropriate behavior that substantially disrupts or interferes with or is likely to disrupt or interfere with the school day, school function, and activity or school program is prohibited. (Arkansas Code 5-71-207)

First Offense: Suspension: 10 days and probation
Second Offense: Long-term suspension/ALE recommendation

Rule 23: Failure to Permit a Lawful Search or Inspection by a School Official

The act of preventing or impeding a school official from conducting a search or inspection authorized by this handbook is prohibited.

First Offense: Suspension: 10 days and probation
Second Offense: Long-term suspension/ALE recommendation

Rule 24: Harassing Communications

Harassing communication on school property is prohibited. Use of the voice, the telephone, the email, E-mail, Facsimile (Fax) or any other form of written, verbal or cyber bullying which constitutes electronic communication that intimidates bullies, annoys, causes alarm, or threatens harm to another person, is deemed in violation of this rule. To knowingly allow another person to use a telephone or other electronic device under your control for such a purpose is a crime. To violate another person by using sexually explicit language or gestures is also prohibited (see the Anti-Harassment Policy or Anti-bullying Policy) (Arkansas Code 5-71-208)

First Offense: Suspension; 10 days and probation
Second Offense: Long-term suspension/ALE recommendation

Rule 25: Forgery or Falsification of Information

The act of falsifying teacher/administrator signatures or information on official school records, hall passes, documents, and nay items requiring staff signatures will not be tolerated.

First Offense: Suspension: 5 days (regular schedule schools)
Suspension: 6 days (block schedule schools)
Second Offense: Suspension: 10 days
Third Offense: Long-term suspension/ALE recommendation

Rule 26A. Possession/use of Paging Devices, Cellular Phones and/or Other Electronic Communication Devices

The use of possession of a beeper, cellular phone or other electronic communication device (CD player, MP3, DVE player, IPod, camera, video game player, etc.) on a school campus, a school bus or at school-related activity, during the regular school day, is prohibited, except when required for medical or other compelling reasons. Documentation must be on file with the student's administrator and school nurse. (Arkansas Code 6-18-502) Covenant Keepers is not responsible for any lost or stolen items. **ALL CELL PHONES MUST BE TURNED IN UPON ENTERING THE SCHOOL BUILDING AT 7:30 A.M. AND PICKED UP AT 5:00 P.M.**

LACK OF FOLLOWING CELL PHONE DIRECTIVES WILL CAUSE THE CELL PHONE TO BE CONFISCATED AND TAKEN AND NOT RETURNED (SEE CELL PHONE POLICY).

Rule 26B. Possession of a Laser Pen Light

The possession of a laser pen light on a school campus or at school-related activities is prohibited. Violators will be prosecuted. (Arkansas Codes 5-60-112 and 6-18-512)

First Offense: Warning, confiscation of the device and parent conference.
Second Offense: Long-term suspension/ALE recommendation
Third Offense: Expulsion recommendation

Rule 27: Use of Fireworks

The use of fireworks on a school campus or at a school-related activity is prohibited.

First Offense: Suspension: 10 days and probation
Second Offense: Long-term suspension/ALE recommendation

Rule 28: Use, Possession, and/or Under the Influence of Drug Paraphernalia, Alcohol, Controlled Substances or Unauthorized Drugs or Substances

The use and/or possession of drug paraphernalia, non-prescribed narcotic drugs, hallucinogens, and marijuana or any unauthorized drug or substance is a violation of district 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 prescribe drug/alcohol counseling program will result in an expulsion recommendation. Police notification is required for possession of a controlled substance. (Arkansas Codes 6-18-502 and 6-17-113).

First Offense: Suspension 5-10 days (regular schedule schools)
Suspension 6-10 days (block schedule schools)
Second Offense: Expulsion recommendation

Rule 29: Participation in prohibited Clubs, Street Gangs, Fraternities, Sororities or Similar Organizations
Students will not participate in secret societies or organizations of any kind while on school property, at school-sponsored activities or while on the way to or from school. Street gangs, hate groups, cults or similar groups, whether organized in the community or in other settings, are prohibited on school grounds or at any school-sponsored activity.

Behaviors such as the use of signs, signals, visible body markings/adornments or verbal or written language that connotes street gang affiliations and/or membership in other prohibited groups or organizations at school or at school-related activities are prohibited and will be considered to be in violation of this rule. (Arkansas Code 6-18-603,605, and 606)

First Offense: Mandatory parent/student conference and participation in the Student Assistance Program
Second Offense: Suspension: 5 days and probation (regular schedule schools)
Suspension: 6 days and probation (block schedule schools)
Third Offense: Long-term suspension/ALE recommendation

Rule 30: Inappropriate Use of Technology/Computers

The use of the computer to access, store, or distribute obscene, pornographic or inappropriately suggestive material is prohibited. Any user who violates this policy and accompanying regulations is subject to loss of network privilege, as well as other District disciplinary actions (see the Network Appropriate Use Regulations). Any student who finds inappropriate material on a computer or internet site is to immediately inform the teacher. (Arkansas Code 6-12-107)

First Offense: Suspension 3 days (regular schedule schools)
4 days (block schedule schools)
Second Offense: Suspension: 5 days and 90 days probation (regular schedule schools)
Suspension: 6 days and 90 days probation (block schedule schools)
Third Offense: Long-term/with ALE recommendation – no computer use

OFFENSES CATEGORY 3

Category 3 offenses Expulsion Recommendation and Police Authorities Involved

Students found guilty of Category 3 offenses will receive an expulsion recommendation. The Little Rock Police Department will be immediately notified, and violators will be prosecuted to the fullest extent of the law (Arkansas 6-18-502 and 6.17.113). A calendar year expulsion is required by law for firearm and weapons violations.

Rule 31: Use of Multi-fingered Rings, Chemical Agents, or Laser Pen Lights

The use of pepper spray, mace or similar chemical agents, laser penlights or multi-fingered rings on school district property or at a school district activity is prohibited (Arkansas Code 5-60-122)

Rule 32: Arson

The willful and deliberate burning of, or attempting to burn, school property is prohibited. (Arkansas Code 6-18-502)

Rule 33: Drug/Alcohol Sale or Distribution

The sale and/or distribution of alcohol, marijuana, non-prescribed/prescribed drugs, hallucinogens or similar substances are prohibited. Students expelled for this violation will be required to submit proof of the successful completion of drug alcohol counseling and/or treatment program prior to petitioning the Board for reinstatement. (Arkansas Code 6-18-502)

Rule 34: Physical Assault on Staff

The act of striking or attempting to strike a teacher or other school personnel will not be tolerated. (Arkansas Codes 6-18-502)

Rule 35: Verbal Abuse of Staff

The use of violent, abusive, or obscene language or gestures addressed to a teacher or staff person in a threatening will not be tolerated. (Arkansas Code 6-18-402)

Rule 36: Possession of Firearm

The act of possessing a firearm, whether loaded or unloaded, on school district property or at a school related even without written permission from a school authority is prohibited. Expulsion for a full calendar year is required by law.

A firearm as defined in the Arkansas Code means:

1. Any device designed, made, or adapted to expel a projectile by the action of an explosive; or
2. Any device readily convertible to that use, including such a device that is not loaded or lacks a clip or other component to render it immediately operable; or
3. Components that can readily be assembled into such a device.

Rule 37: Use of Weapons

The act of using a weapon or firearm to cause injury or to threaten injury to another person is prohibited. Expulsion for a full calendar year is required by law. (Arkansas Codes 5-73-119, 6-17-113, 6-18-502, and 6-18-507)

Rule 38: Possession or use of Explosives

The possession, use or threat to use any explosives or other such devices capable of inflicting bodily harm is prohibited. Expulsion for a full calendar year is required by law. (Arkansas Codes 5-73-119, 6-17-113, 6-18-502 and 6-18-507)

Rule 39: Extortion/Robbery

Obtaining or attempting to obtain money or property from an individual by force or threat of force is prohibited. (Arkansas Code 6-18-502 and 6-17-113)

Rule 40: Unlawful Assembly

Two or more students assembling with the intent to commit an unlawful act will not be tolerated. (Arkansas Code 5-71-205)

Rule 41: Inciting to Riot

The act or conduct that results in a riot or that urges others to commit acts of force and violence or participation in a gang fight or similar disturbance at school or at school-related activities is prohibited. (Arkansas Code 6-18-502 and 6-17-113)

Rule 42: Possession of Weapon or Facsimile Weapon

The possession of a knife, box cutter, dirk, brass knuckle, martial arts implement, razor, ice pick, BB gun, pellet gun, pump gun, stun gun, blackjack, unauthorized tools, sword, spear in a cane, Billy-club, sap, facsimile weapon or any other instrument that is specifically designed, made or adapted, or is capable of inflicting physical injury to another person, is prohibited at school or at any school-related activity. Expulsion for a full calendar year is required by law. (Arkansas Codes 5-27-206, 5-73-119, 6-17-113, 6-18-507)

Rule 43: Robbery

The violent taking of any goods, money or other valuable items from another person by force, threats or with a weapon will not be tolerated (Arkansas Codes 6-18-502 and 6-17-113)

Rule 44: Terroristic Threatening

The act of threatening to cause death or serious physical injury to another person or substantial damage to school property for the purpose of terrorizing another person will not be tolerated. (Arkansas Codes 5-17-113 and 6-18-507)

Rule 45: Felony Violations

The act of committing a felony not already referenced in this handbook on a school campus, a school bus or bus stop or at a school-sponsored or related activity or an act committed in the community that substantially disrupts or has the potential to disrupt the school's environment will not be tolerated. (Arkansas Codes 6-18-502 and 6-17-113)

Rule 46: Crime of Video Voyeurism

The unlawful use of a camera, video tape, photo-optical, photoelectric or any image recording device used for the purpose of secretly observing, viewing, photographing, filming, or videotaping on and around Covenant Keepers property or school function without the consent of any person(s) who has reasonable expectations of privacy is prohibited.

A person shall be guilty of this offense if they voluntarily participate in placing the photographic image(s) obtained in a public viewing area, i.e. internet, cell phone, camera, etc.

The Little Rock, Police Department will be immediately notified of any violation and violators will be subject to arrest under Arkansas State Statute 5-16-101.

NOTE: STUDENTS ARE ACCOUNTABLE FOR THEIR BEHAVIOR THROUGHOUT THE SCHOOL YEAR. ANY VIOLATION OF THE RULES ON THE LAST DAY OF SCHOOL WILL BE REVIEWED FOR DISCIPLINARY ACTION AT THE OPENING OF THE FOLLOWING SCHOOL TERM.

DISCIPLINARY ACTIONS/PROCEDURES

Student Discipline Procedures General Rules

Reduction of Sanction: The Board, Superintendent and Principal may at any time reduce the sanction imposed against a student. Reduction of the sanction does not affect the student's right to appeal the lesser sanction.

Time: Where a time period (e.g., “24 hours or 48 hours”) is established for the taking of some action, Saturdays, Sundays and student holidays will not be counted.

Record of Proceedings: No audio, video or stenographic recording of any kind will be permitted for any conference or hearing except as provided for in these rules.

Failure to Appear at an Appeal Hearing: The failure of the student and his/her parent/guardian to appear at an appeal hearing as provided for these rules will be considered a waiver to the student’s right to appeal. The CKCPCS representatives hearing the appeal will determine if good cause exists and if an appeal hearing will be rescheduled.

Definitions

Sent Home

A sent home is used to establish contact with a parent/guardian to resolve problems that do not require suspension. It is used only for a short period of absence, not to exceed 24 hours, and its purpose is to have the parent/guardian come to the school for a conference with an administrator within 24 hours. Telephone conferences are acceptable at the discretion of the principal.

Exclusion from Class

The Board agrees that all teachers have the right to exclude a pupil from class when his/her presence is intolerable to the learning process. Under such circumstances, the student will be referred to the principal. Within 48 hours of the exclusion, a meeting will be arranged by the principal. Such meeting will include: the principal, the teacher, the pupil’s parents/guardians and any specialist deemed necessary by any of the parties. Following the meeting, the principal and teacher will make a joint decision on the disposition of the case. In the event the teacher and principal do not reach a joint decision, the matter will be referred to the Superintendent. If a student is excluded a second time, he/she may be transferred to another teacher’s class or to another school. In a middle or senior high, if the student is excluded from the same class a second time, he/she may be dropped from that course for the remainder of the semester or school year.

If the student continues to be disruptive to the learning process in his/her new environment, placement in an alternative setting or a recommendation for expulsion for the remainder of the year.

School Detention

The principal or designee has the authority to assign students, with notification to the parent/guardian, to before or after school detention. Detention should not extend beyond two hours before or after school. Transportation for students to serve detention is the responsibility of the parent/guardian.

Emergency Removal

The building administrator may remove a student without an informal hearing if it is determined that the student’s continued presence poses an immediate danger to persons or property or may substantially disrupt the school’s orderly operation. A written notice will be provided to the parent/guardian explaining the reason for the student’s emergency removal from school. Whenever a student is removed under these conditions, a parent guardian will be notified when the informal suspension hearing will be held. This hearing will normally be provided within three school days. The student will not be allowed to participate in any school-related activity while on emergency removal. The student is also prohibited from entering school or other District property without prior authorization of the principal or designee.

Parent/Guardian notification of Suspension/Sent Home

Before the student is sent home, school officials will make every reasonable effort to notify the parent/guardian of a suspension and the reasons for the action. In no case will a severely handicapped student be sent home before a parent/guardian contact is made.

The parent/guardian will be informed that the student’s suspension includes a loss of opportunity of participate in any school-related activity. The student is also prohibited from entering any district school or other District property without prior authorization of the principal or designee.

Homework and Make-Up Work or During Suspension

A middle or senior high school student may make up classroom assignments and tests for the first suspension ONLY. The work must be completed within five days following a short-term, out-of-school suspension. Parents may request and pick-up requested assignments during the suspension period. All assignments must be requested no later than 48 hours after the return from the suspension. Since students on a short-or long-term suspension are not permitted on a school campus, make-up work referenced in this policy must be completed at the student's residence.

Homework is considered to be a part of the educational program. Assignments promote the development of students' independent study skills and work to be done outside the classroom, which reinforces and strengthens academic skills, broaden the educational experiences of students, and relate those experiences to the real life of the community.

Loss of Academic Credit – Expulsion

A student will lose all academic credit for the semester(s) in which the expulsion occurs.

Summer School

Students at CKCP Public Charter School will attend school for three to six weeks during the summer. Parents and students will be informed during the end of the 4th nine weeks of failures (after semester examinations). Students will be required to attend summer at the cost of the parent at other Little Rock District. 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.

Student/Parent Reinstatement Conference

When a student is being short-term suspended, a conference should be held with the parent/guardian and the student to seek resolution of the misconduct and to consider the reinstatement requirements. The parent/guardian and administrator should agree on a mutually satisfactory time for the conference. If the parent/guardian does not request a conference by the end of the suspension, the appropriate administrator shall initiate contact. The building administrator may select an alternative means for a reinstatement conference if the parent/guardian is unable to attend.

NOTE; A STUDENT WHO HAS BEEN IN AN ALTERNATIVE LEARNING ENVIRONMENT OR OTHER DISCIPLINARY FACILITY MUST BE REINSTATED BY THE STUDENT HEARING OFFICE (PRINCIPAL). A STUDENT WHO HAS BEEN IN A RESIDENTIAL OR DAY TREATMENT FACILITY MUST BE REINSTATED BY THE SPECIAL EDUCATION COMMITTEE.

Disciplinary Probation

Any student who has been involved in a violation of school rules may be placed on disciplinary probation by the Board of Education, the District's Hearing Official(s), the building principal or his/her authorized designee in addition to, or in lieu of suspension. Probation should be for a definite time period during which critical examination and evaluation of the student's behavioral progress will take place.

A student may be placed on probation for the recurrence of the same offense or a combination of offenses that are injurious or disruptive to the school's operation. Students who violate their probationary status may be recommended for Long-term Suspension or Expulsion. Students who are placed on strict probation by the Board of Education, and who violate this probation will be recommended for Expulsion.

During the probationary period, the student may be denied the privilege of participation in, or attendance at, all extracurricular activities.

The parent/guardian and student will be notified by the Hearing Official and/or the building principal/designee prior to placing the student on disciplinary probation. The terms of probation, the length of the probation and the consequences for violating the probation will be discussed in a formal conference with the student and the parent/guardian. Written documentation hearing the parent/guardian and student signatures will be kept on file as official verification of the probationary status and the probationary period.

The student will be removed from probation if, at the completion of the probationary period, satisfactory adjustment has been made as outlined in the probationary agreement.

Physical Restraint

There are times when it becomes necessary for staff to use reasonable restraint to protect others from harm. Reasonable restraint is defined as immobilization of the individual's opportunity for movement by staff member(s) through direct contact. Any period employed by the District may, within the scope of their employment, including involvement in extracurricular activities, use and apply such amount of force as is reasonable and necessary to accomplish the following purposes:

- To restrain a student from an act of wrongdoing;
- To quell a disturbance threatening physical injury to self or others;
- To obtain possession of weapons or other dangerous objects which are within the control of a student; and
- For the protection of self, others, or property,

An act of a teacher or other employee will not be considered child abuse if the act was performed in good faith and in compliance with Board and/or school policies and procedures. Such acts will not be construed to constitute corporal punishment.

In the case of a student with a disability, any restraint used beyond the four specific situations listed above will be identified on the Individual Education Plan (IEP) as a form of intervention.

The school employee using physical restraint will:

- A. immediately, or as soon thereafter as possible, notify the principal of the incident;
- B. provide a written report of the situation indicating why such action was deemed necessary; and
- C. the principal or his/her designee will inform the parent/guardian of the incident using the appropriate disciplinary reporting form.

Saturday School

The principal or designee has the authority to assign students to Saturday School, with notification to the parent/guardian for repetitive misbehavior that has not been corrected by other sanctions. Saturday School may be assigned in lieu of detention hall or prior to an in-school suspension or short-term, out-of-school suspension. Transportation for students to serve Saturday School is the responsibility of the parent/guardian.

In-School Suspension (Principal Discretion Only)

An in-school suspension is usually issued to the student by the school for minor misbehaviors in lieu of, or prior to, a short-term, out-of-school suspension based upon the building principal's recommendation.

1. Each in-school assignment may be from 2-5 days for elementary students and 3-5 days for middle and senior high school students.
2. In-school suspension assignment should not exceed 3 days for one offense.
3. In-school suspensions should not exceed 5 days per semester.
4. Students may not attend in-school more than twice for the same offense.
5. The same process for imposing short-term suspensions applies to in-school suspensions.
6. The building principal's decision is FINAL in the appeal process governing in-school suspensions.
7. Students are not allowed to participate in school-sponsored extracurricular activities while serving an in-school suspension.

NOTE: STUDENTS MUST BE REINSTATED ON THE FOLLOWING DAY AFTER SERVING AN IN-SCHOOL SUSPENSION. STUDENTS THEN WILL BE ELIGIBLE TO PARTICPATE IN EXTRACURRICULAR ACTIVITIES.

Short-term Suspension

A short-term suspension is used to exclude students from school attendance for a period of 3-5 days for

middle and high school students for violations of classroom, building or transportation rules. Days designated by the district as non-student attendance days are not included in the length of the suspension (for example, staff development and/or teacher record days, student holidays, parent/guardian conference days, inclement weather or emergency closings).

A Long-Term Suspension/Alternative Learning Environment (ALE) Assignment

A long-term suspension is the exclusion of a student from his/her regular attendance zone school for serious violations of disciplinary policies for a period in excess of ten (10) school days. The student may be assigned to an alternative education setting outside of the school district.

Expulsion

An expulsion is the exclusion of a student from school attendance for extremely serious violations of district policy. Expulsions are issued by the Superintendent for the duration of the current school year and until the student is reinstated by the Board of Education/Superintendent. The student is also denied the right to take parent in, or attend, any school function during the expulsion until reinstated by the CKCPCS District Board of Education/Superintendent. Expulsions for handgun and weapons violations will be for one calendar year. In lieu of being expelled from the District, students may be assigned to an alternative educational setting.

NOTE: STUDENTS WHO HAVE BEEN EXPELLED FROM THEIR SCHOOLS OR DISTRICTS MAY NOT ENROLL IN CKCPCS UNLESS APPROVAL IS GIVEN BY THE BOARD OF EDUCATION/SUPERINTENDENT

NOTE: STUDENTS ON A SHORT OR LONG-TERM SUSPENSION, OR EXPULSION, ARE NOT PERMITTED ON SCHOOL CAMPUSES OR AT ANY DISTRICT-SPONSORED ACTIVITIES DURING THE DURATION OF THE SUSPENSION WITHOUT THE PERMISSION OF A SCHOOL ADMINISTRATOR.

DUE PROCESS PROCEDURES

Short-term Suspensions

The principal of a school may suspend a middle and high school student for 3-10 day school days. Before a short-term suspension is imposed, the following process will be followed:

1. Before leaving school, the student must be provided an informal conference to give his/her side and to hear the evidence upon which the administrator has based his/her decision for the suspension.
2. During the informal conference, the administrator will advise the student orally or in writing of the alleged offense(s)
3. The information conference need not occur before a student is removed from school where circumstances justify witnesses.
4. If the administrator determines there is sufficient evidence to support a short-term suspension, the student must be given a written statement of the charge(s) and the student's parent/guardian must be notified promptly.
5. The administrator will make every effort to notify the parent/guardian by phone within 24 hours of the student being suspended.
6. Written notice of suspension, the offense(s) and an explanation of the appeal process will be mailed to the student's parent/guardian at the student's address of record, within 36 hours of the suspension.
7. The notice must explain the procedure of the student's reinstatement.
8. If the student disagrees with the schools' charge(s) and evidence, he/she may appeal the suspension of the Student Hearing Office. If the student is under 18, a parent/guardian must come with him/her to the conference.

Short-term Suspension Appeals Procedure

The process below will be followed for the appeal of a short-term suspension:

1. Any student who receives a short-term suspension and desires to appeal must do so within 24

- hours after receiving the suspension
2. Within 24 hours of the student being notified of the short-term suspension, the student's parent/guardian will give notice to the sanctioning administrator or principal, in person or by phone, of their student's desire to appeal the short-term suspension. This appeal must be scheduled and conducted within ten (10) days.
 3. A request to appeal beyond the building principal/designee should be made to the principal/designee within 24 hours of the principal's decision. The principal will advise the student and his/her parent/guardian to call the Student Hearing Office at 447-3500 to schedule and appeal hearing.
 4. The student will be allowed to continue bus transportation and his/her regular educational program until the appeal process has been completed and a final decision has been made by a Student Hearing Official.
 5. The Student Hearing Office will schedule an appeal hearing as soon as practicable, not to exceed 10 school days.
 6. At the hearing, the principal, or his/her designee will present to the Hearing Officer the evidence supporting the charge. The student will be represented by his or her parent/guardian; no attorneys will be permitted. Once the student or his parent/guardian has responded on behalf of the student, the Administration will then have an opportunity to reply.
 7. Following the Administration's reply, the Hearing Official will render his or her decision. Written notice of the decision will be provided to the student's parent/guardian and the principal at the conclusion of the hearing. The decision of the Hearing Officer is final.
 8. If the Student hearing officer upholds the school administration's decision, the student will immediately begin serving the suspension.
 9. If the Student Hearing Officer overturns the decision, the suspension will be expunged from the student's record, and all missed assignments and/or tests may be made up as through the suspended days were excused absences.

Long-term Suspension/Expulsion Recommendations

Before a long-term suspension or expulsion is recommended, the following process will be followed.

1. The student will be informed orally or in writing of the charges against him/her including a summary of the evidence upon which charges are based and be given an opportunity to give his/her side of the story.
2. A copy of the long-term suspension or expulsion recommendation stating the offense(s) and an explanation of the appeal process will be delivered or sent by certified mail to the parent/guardian at the student's address of record within 36 hours following the principal's decision to recommend a long-term/expulsion.

Long-term Suspension/Expulsion Appeals Procedures

The process below will be followed for the appeal of a long-term suspension/expulsion:

1. The student's parent/guardian should, within 72 hours of the student being notified of the long-term suspension/expulsion recommendation, give notice, in person or by phone, of their student's desire to appeal the recommendation to the CKCPCS Hearing Office (682.7550).
2. A prompt hearing will be scheduled by the Hearing Officer as soon as practicable, not to exceed 10 school days from the date of the long-term suspension/expulsion recommendation
3. The student is entitled to representation by a lawyer or lay counsel
4. If the student will be represented by an attorney, written notice of presentation must be provided to the CKCPCS Hearing Officer(s) at least 48 hours before the hearing. The Administration reserves the right to be represented by an attorney at any hearing where the student will be represented by an attorney. If notice is not given, the Administration will be entitled to have the hearing rescheduled to a date and time when an attorney can be present on the district's behalf.
5. A formal hearing will be provided to the student by the Hearing Officer(s). The following guidelines must be adhered to:
 - A. A list of witnesses who will furnish information supporting the principal's recommendation, as well as those who will appear at the hearing, will be made available to the student by the building principal prior to the formal hearing at the Hearing Office.
 - B. The Hearing Official presides at the hearing. The student will have the factual basis for

- the alleged offense(s) read to him/her by the Hearing Officers and will be asked if the facts are true.
- C. If the student admits to the truth of the factual allegations, the Hearing Officer or his/her designee will proceed with the hearing for determination of any disciplinary action.
 - D. If the student does not admit to the allegations, the Hearing Officers will proceed with the hearing for determination of facts.
6. At the hearing, the principal or his/her designees will present evidence of the events and circumstances to support the recommendation for long-term suspension/expulsion. The presentation will include statements, documents and other evidence by, and on behalf of, the school from people who witnessed the alleged offense(s) and from others involved.
 7. Presentation of statements, documents and other evidence by, and on behalf of, the student may be presented if the student so desires. The student may testify and may offer the statement of others. However, the student may not be required to testify.
 8. The student may present witnesses on his/her behalf. The Hearing Officers may permit cross-examination of witnesses. The cross-examination may be limited if the Hearing Officer believes it is abusive or interferes with the conduct of an orderly hearing. The student or his/her representative can make any desired statement or present evidence which might influence the decision in his/her favor.
 9. The Hearing Officers may ask questions.
 10. Based on the written and oral evidence, the Hearing Officer determines the disciplinary action to be taken. Written notice of the decision will be provided to the student's parent/guardian and the school's furnished a record of the hearing.
 11. A record of the hearing will be kept, and if a written request is made, the parent or legal guardian will be furnished a record of the hearing.
 12. The student will be advised of his/her right to appeal the decision to the Superintendent. The hearing Officers will schedule the long-term suspension appeal with the Superintendent. The final level of appeal is to the CKCPCS District Board of Education.
 13. If the Superintendent upholds the long-term suspension, the student's parent/guardian may appeal the decision by giving notice in person or by phone to the Hearing Officer within 24 hours of the Superintendent's decision.
 14. If a long-term suspension is to be appealed to the Board the student's parent/guardian should give notice in person or by phone of the desire to appeal the recommendation within 72 hours of the hearing. The Hearing Officers will schedule the appeal for the next regularly scheduled meeting of CKCPCS Board of Education.

NON-CUSTODIAL PARENTS

Non-custodial parents are not to use the school as a meeting place to visit with their child(ren). In the case of divorced parents, a copy of the court order stating visitation rights may be required to be on file in the school office. The principal will allow a non-custodial parent to take the child as specified in a court order. A copy of the child's report card may be given to a non-custodial parent with written permission from the custodial parent.

HEALTH

The physical health and safety of students is of prime importance to the staff and faculty of Covenant Keepers. Inform the teacher if your child is on any medication or recovering from an illness. For the health and safety of all the children and staff, **DO NOT BRING YOUR CHILD TO SCHOOL IF THEY DISPLAY ANY OF THE FOLLOWING SYMPTOMS:**

***Fever during the previous 24-hour period.

- ***Heavy or colored nasal discharge.
- ***Constant cough
- ***Diarrhea or vomiting
- ***Undiagnosed rash
- ***Any symptoms of a communicable disease

All medication must be held in the nurse's office. The only medication a child may carry is an inhaler.

Please notify the school immediately if your child is diagnosed with a communicable disease.

If the teacher sees signs of illness, your child will be removed from the classroom until a parent or emergency contacts can be notified. A child is considered to be contagious if the fever is 101° or higher or if any of the above symptoms are displayed.

First aid will be provided in the event of illness or accident. Teachers or school staff will attend to minor health-related incidents. In the event of serious accident, teachers or office staff will follow the parent's instructions as noted on the emergency information on file for each student in the school office.

Medications

It is the policy of the Board that no drug or medicinal preparation, except for medicines or medications approved for first aid by the Arkansas School First Aid Guidelines, will be administered to a student on any school premises by school personnel unless the student requires the medications to attend school and unless a current, valid doctor's prescription and instructions, as well as a written request from the child's parents are received by the school.

- Physicians or pharmacists should provide written orders and/or labels on prescription bottles stating the student's name, the name of the drug, the dosage and time to be given, recommended interval between doses and any special instructions.
- "Parent Medication Administration" form MUST be completed by parents before any medications will be administered at school. Handwritten notes are not acceptable.
- All medications MUST be in the original container with the student's name on the label. (Pharmacists should provide a second container to be sent to school upon request). Drugs must not be mixed in a container.
- Prescriptions for long-term health problems should be updated at the beginning of each semester. The designee MUST communicate with the physician and parents regularly regarding students on long-term medications that would have an effect on the student's educational progress such as medication for hyperactivity, epilepsy, etc.
- Medication requests MUST be made in a designated administrative office.
- Medication prescribed for three (3) times/day or less WILL NOT be administered at school unless it must be given at a specific time.

Immunizations

All students must obtain the minimum immunizations required by the state of Arkansas in order to attend classes. Immunization rules are set by the Arkansas State Board of Health and may not be changed or waived. It's the LAW! If a parent is unsure about immunizations, he or she should see the school nurse.

Health Requirements and Policies for School Enrollment and Attendance

1. An up-to-date immunization record is due before the student may attend first day of school. (Students with immunization records that are out of compliance with the law will be excluded from school).
 - a. Record must include vaccinations for the following:
 - b. TDAP (seventh graders only)
 - c. Other immunizations required by law

School Insurance Policy

CK College Prep does not assume liability for accidental injuries sustained by school children on its campuses. Therefore, it is very important that our patrons be made aware of the School Injury Benefit Plan, which is an approved coverage offered through an independent agency.

The District does not assume liability for accidental injuries sustained by school children on its campuses. Arkansas School Law 21-9-301 states:

“It is declared to be the public policy of the State of Arkansas that all counties, municipal corporations, school districts, special improvement districts, and all other political subdivisions of the state shall be immune from liability for damages. No tort action shall lie against any such political subdivision because of the acts of their agents and employees.”

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 principal. If a satisfactory conclusion is not reached, the principal will provide a written formal grievance policy. If a repeal is desired, a written request should be submitted to the local school board.

S.O.A.R.

Covenant Keepers follows the S.O.A.R. motto:

- Stay focused on my goals
- Own up to my mistakes
- Accept that I am not grown
- Respect the CK family

