



*Covenant Keepers College Preparatory Charter School
8300 Geyer Springs Road • Little Rock, Arkansas 72209
Dr. Valerie L. Tatum, Director*

Admissions Policy

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the open-enrollment charter school and who are eligible for admission based on lawful criteria identified in the charter and in law. The total number of students enrolled shall not exceed the number of students approved in the charter or subsequent amendments.

Non-Discrimination

CKCPCS does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, including vocational and career technology programs, in accordance with Title VII of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

When making admissions decisions, CKCS does not discriminate against students on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

Submission of Applications and Admissions Lottery

CKCS requires applicants to submit a complete application form in order to be considered for admission. The application period begins on February 15th and ends on April 15th.

An admissions lottery will be conducted if the total number of applicants exceeds the number of open enrollment spots. Notification will be made by telephone, e-mail or U.S. Postal Service. Failure of an applicant to respond within 48 hours of the date of the telephone call or e-mail, or within three business days of a post-marked letter, will result in the forfeiture of his or her position in the application process. Parents notified by mail should call the admitting campus immediately upon receipt of the notice in order to preserve their child's position in the lottery.

Once all enrollment spots have been filled by the lottery, the remaining numbers will be drawn and the applicants assigned to these numbers will be placed on a waiting list in the order in which they were drawn. If a vacancy arises before the commencement of the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

Exceptions

Students who currently attend CKCS and intend to return the next school year are given priority

in admission, so long as they notify the campus they attend of their intent to return for the next school year by February 15th. Returning students who indicate their intent to return for the next school year are exempt from the lottery process.

Siblings of returning students must follow regular admission procedures, as they do not obtain automatic admission. These applicants also are not exempt from the lottery process.

Pursuant to federal guidelines, children of the charter school's founders and teachers are exempt from the lottery process and may be given priority in admission, so long as the total number of students allowed constitutes only a small percentage of the school's total enrollment.

SALARY SCHEDULE (2012–2013 SCHOOL YEAR)

Covenant Keepers College Prep Charter School strongly believe that talented and capable teachers are needed in all classrooms in order to accomplish our educational goals. Accordingly, teacher salary levels are adjusted in order to pay teachers for the knowledge, skills, and experience for which they are hired. After carefully examining our current pay structure, this year we decided to become more competitive in hiring and retaining skilled and talented teachers.

Covenant Keepers Charter Schools has established a Salary Pay Schedule for our teachers that will potentially increase salaries of many teachers. Placement on this Salary Schedule is based on the several indicators including prior teaching experience, academic attainment, possession of state certification, and subject area taught. In particular, following guidelines will be used to determine the placement on this schedule:

- Certified teachers will receive \$500 raise per year for the first 5 years at CKCS; \$600

for the following 5 years; and \$400 for the succeeding years. Similarly, non-certified teachers will receive \$600 per year for the first 5 years at CKCS; \$400 for the following 5; and no raise for the succeeding years, unless stated in renewal by May 1st every year.

- Prior-CKCS teaching experience will also be applied towards the salary schedule. However, the maximum number of years of teaching experience will be kept at 2-3 years. The rate for each year of prior-CKCS experience will be \$500 for certified teachers and \$400 for noncertified teachers. A copy of Teacher Service Record showing prior employment must be provided to the school administration at the time of hiring. If information not provided then certified and non-certified will be treated as first year teachers.
- Critical subject area teachers will receive up to an additional \$3,000

REMARKS:

- This schedule will be in effect in 2012-2013 school year.
- If a teacher's current (2011-2012) salary is less than the salary schedule amount, his/her 2012-2013 salary will be raised to the schedule amount.
- If a teacher's current (2011-2012) salary is more than the salary schedule amount, his/her current salary will be raised by \$300 per year until the employee's salary reaches at the salary schedule rate.
- Under no circumstances, Department of Labor (DOL) minimum wage requirements will be violated. If an employee is required to be paid higher than the salary schedule amount per DOL regulations, the employee's initial salary will be the DOL required amount.
- This schedule illustrates minimum salaries only. Some employees will be paid more than these amounts for additional duties or stipends (e.g. department chair, testing coordinator, competition coach, etc.)
- Original documentation for teacher qualifications (i.e., degrees held and previous teaching experiences) must be submitted to the school administration. All such documentation is subject to approval. Further documentation may be requested
- Salary increases are not granted automatically each year. Therefore, neither past nor future salaries can be calculated, assumed, or predicted on the basis of this schedule. The Board adopts a new compensation plan each year.

DEFINITION OF TERMS:

- **Certified teacher:** A teacher who holds Initial/Standard Arkansas Teaching License in the Subject Area at the time of hiring/re-hiring.
- **Experience in years:** Full-time teaching position with a minimum of 160 days of teaching.
- **Critical Subject Areas:** Approved shortage areas determined by the Board of Directors based on the U.S. Department of Education and Arkansas Education Agency's publications.

Approved Critical Subject Areas for 2012-2013 school year are as follows:

- Bilingual/ESL
- Computer/Technology Applications
- Mathematics
- Science

**SALARY SCHEDULE FOR CERTIFIED TEACHERS
WITH NO PRIOR TEACHING EXPERIENCE
(2012 – 2013 SCHOOL YEAR)**

Years at CK Charter School	Bachelor's Degree	Master's Degree	Doctorate Degree
0	\$34,500	\$35,500	\$36,000
1	\$35,000	\$36,000	\$36,500
2	\$36,000	\$36,500	\$37,000
3	\$36,500	\$37,000	\$37,500
4	\$37,000	\$37,500	\$38,000
5	\$37,500	\$38,000	\$38,500
6	\$38,000	\$38,500	\$39,000
7	\$38,500	\$39,000	\$39,500
8	\$39,000	\$39,500	\$40,000
9	\$39,500	\$40,000	\$40,500
10	\$40,000	\$40,500	\$41,000
11	\$40,500	\$41,000	\$41,500
12	\$41,000	\$41,500	\$42,000
13	\$41,500	\$42,000	\$42,500
14	\$42,000	\$42,500	\$43,000
15	\$42,500	\$43,000	\$43,500
16	\$43,000	\$43,500	\$44,000
17	\$43,500	\$44,000	\$44,500
18	\$44,000	\$44,500	\$45,000
19	\$44,500	\$45,000	\$45,500

20	\$45,000	\$45,500	\$46,000
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Salary prorated/approved by local board