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Preface

The purpose of Covenant Keepers College Preparatory Charter School Teacher and Staff Handbook is to clarify expectations and procedures, as well as to give information of a general nature of school procedures and policies. It is the responsibility of each faculty and staff member to read this book and to ask questions about items that are not clear to receive full understanding. The handbook will not be read to you in a staff meeting. By the end of August each year, it's imperative to meet with an administrator to discuss information within the handbook to provide the necessary feedback to clear up any confusion. If questions or meetings are not set up with an administrator, it is our understanding that everything is clear and you agree with the policies set forth in this Teacher Handbook.

When you have a question about the topics covered in this handbook, please read the appropriate

section before asking for answers. Your question(s) may be answered through the handbook or possibly in another section of the handbook. Please take time to read everything with understanding. Again, if answers are still not clear, please set up a time to meet with the Director/Principal to clarify unanswered questions.

Please keep this book in good condition since it will be used throughout the school year. Remember that the handbook is for faculty and staff use only, not student use.

This handbook must be returned to administration at the close of the school year. Thanks for committing yourself to educate our students this year. We are looking forward to the “Best Year Ever”.

Welcome to Covenant Keepers College Preparatory Charter School for the 2012- 2013 school year. The strength of our school can be measured by the active participation of its staff, parents, and community. I am honored to have each of you as a member of the Covenant Keepers family dedicated to excellence. Together, we can create a difference for children and ensure we all meet high standards and expectations.

This handbook will give you an overview of Covenant Keepers College Preparatory Charter School and its direction for the school year and beyond. The information can be very helpful to support daily instruction and school climate.

**Mission Statement of
Covenant Keepers College Preparatory Charter School**

The mission of Covenant Keepers College Preparatory Charter School is to provide an academically rigorous college preparatory program for all students. We believe that all children can learn when challenged by high expectations. This environment will help students develop academic skills, intellectual habits, and character traits to succeed in high school, college and beyond. Among our core goals are:

- 1 Instilling habits of tolerance, thoughtful debate, civic involvement, and hard work daily
- 1 Providing a safe and orderly learning environment that models and encourages self-discipline
- 1 Establishing a partnership with parents and the community to address academic and behavioral concerns and expectations.
- 2 Preparing students to succeed in college and beyond

In conclusion, we believe our school mission will foster positive growth in academics, attitude and behavior.

“A Place Where Eagles S.O.A.R!”

**SECTION I
GENERAL INFORMATION**

I. QUALIFICATIONS AND DUTIES OF THE CLASSROOM TEACHER

A. Qualifications

1. The teacher applicant shall hold an accredited degree or valid teacher's certificate appropriate for his/her assignment and be a graduate of an approved college or university.
2. The teacher applicant shall share the district's visions, missions, and beliefs about children and their educational potential. The applicant shall be child-centered, caring, and committed to the premise that all children can learn.

3. The teacher applicant shall possess organizational skills, the ability to communicate, flexibility, enthusiasm for the teaching profession, a positive attitude and outlook, and a willingness to work with all students at all levels.
4. The teacher applicant shall be knowledgeable in academic areas, learning theories, teaching strategies and have training in classroom management and discipline.
5. The teacher applicant shall be professional in appearance, in manner, and in attitude.

B. Appointment

The Board of Trustees shall appoint the teacher upon the recommendation of the Superintendent/Principal of Schools for a term of not more than one year and the contract will be considered for recommendation at the regular April meeting each year.

C. Reports To

The teacher will be responsible to the principal for the performance of all duties.

D. Job Performance Statements

1. The teacher adheres to personal and professional standards of the district and the profession by:

- a. Interacting effectively with each component of the educational setting within the framework of the philosophy and
- b. Meeting objectives established by board policy consistent with statutes and standards of regulatory agencies, and in accordance with administrative regulations and procedures.
- c. Demonstrating consistent loyalty to his/her school, colleagues, and profession; supporting policies and regulations positively; initiating changes through established procedures; enhancing the profession by his/her personal conduct.
- d. Cooperating effectively with other staff members; being highly positive and supportive in staff relationships.
- e. Actively pursuing a long-range program of professional growth; seeking self-improvement constantly.
- f. Demonstrating a strong sense of responsibility for the total school operations.
- g. Assuming responsibility for and cooperating effectively in the development, evaluation, and revision of the total school program.
- h. Accepting co-curricular activities as an integral part of the school program; supporting a wide range of co-curricular activities; approaching his/her role as activities sponsor with enthusiasm.
- i. Demonstrating empathetic understanding of students and their problems; making effective use of pertinent information about students in suitable teacher/counseling procedures; working effectively with specialized counseling services.

- j. Working effectively with parents in achieving the objectives of the school; taking initiative to inform parents of student progress; securing cooperation of parents in supporting school policies.
- k. Demonstrating effective identification, planning, and utilization of community resources consistent with the objectives of the class.
- l. Issuing, maintaining and accounting for textbooks.

2. The teacher demonstrates knowledge and application of skills supportive to the instructional environment by:

- a. Beginning instruction promptly, handling material in an orderly fashion, maintaining student attention to appropriate tasks.
- b. Organizing for effective learning activities and aesthetic appeal; providing suitable room temperature, lighting and ventilation.
- c. Handling materials in an orderly fashion, insuring that equipment and materials needed for the activity are readily available and that resources used are appropriate to the activity; providing proper care and use of equipment.
- d. Having objectives and plans for the day; following prepared lesson plans based on district's official curriculum.
- e. Using standard English pronunciation and grammatical rules when speaking or writing.
- f. Having teacher-made materials and board work conform to rules of spelling, punctuation and grammar.
- g. Ensuring lessons reflect the teacher's sound knowledge of subject matter; responding knowledgeable to students' questions on subject matter.
- h. Presenting a strong professional image through manner, voice and appearance.
- i. Creating an atmosphere in which mutual respect is evident; enjoying professional association with students.
- j. Creating a democratic atmosphere within the classroom; assisting students in developing techniques and skills through teacher-student planning and group discussion and decision-making.

3. The teacher demonstrates the knowledge of and the ability to apply the essential elements of a successful lesson by:

- a. Using an activity to focus student attention, i.e., practice of previous learning, preparation for instruction to follow, motivation, and diagnosis.
- b. Informing the student what they will be able to do by the end of the lesson and why it's important or useful.
- c. Providing information (all related to the stated objective) in a variety of ways, i.e., lecture, films, overhead board work, lab, group work, etc.
- d. Demonstrating the finished product or process.
- e. Routinely checking for each student's level of understanding of essential information during instruction and before moving on to something else.
- f. Providing opportunities for students to use or apply what they are learning while the teacher is available to assist.
- g. Assigning outside work that reflects the lesson taught, i.e., seat work, homework, etc.

4. The teacher demonstrates knowledge of and the ability to apply appropriate motivation techniques by:

- a. Relating learning activities to student interests; offering varied learning activities; making involvement a part of the learning process.
- b. Appropriately increasing or decreasing student level of concern to maximize attention to the learning task(s) presented.
- c. Using pleasant-feeling tones.
- d. Providing consistent and immediate feedback to students.
- e. Setting the tasks at the correct level of difficulty; dividing assignments into short tasks when the objectives presented are difficult to master; replying promptly when students need help.

5. The teacher demonstrates knowledge of and the ability to apply techniques that promote productive student behavior by:

- a. Specifically identifying the behavior being reinforced; varying reinforcers based on individual personalities, learning styles, etc.
- b. Praising students for appropriate classroom behavior; letting students know when they are making progress; varying praise words.
- c. Using negative reinforcement for inappropriate behavior; explaining the appropriate behavior, following a negative reinforcer with a positive reinforcer as soon as possible.
- d. Ignoring behavior that is merely attention getting, if possible.
- e. Using a regular enforcement schedule when new behaviors are being learned; using an intermittent reinforcement schedule when previously learned behaviors are correctly applied.

HUMAN RESOURCES

A. Plan and Employment Policy (from School Board Policies)

The Superintendent of Schools shall have the sole authority to make recommendations to the Board of Trustees regarding the selection of all personnel other than the Superintendent. If the Board rejects the Superintendent's recommendation, the Superintendent shall make alternate recommendations until the Board accepts a recommendation. In April each year, the Superintendent/Principal shall present to the Board a plan for staffing the school district for the succeeding school year. The plan shall show all professional personnel positions required for the normal and efficient operation of the school district. Upon the plan's approval by the Board of Trustees, the Superintendent is authorized to make recommendations for selecting professionals for positions contained in the plan. The Superintendent may recommend the selection of professional personnel for vacancies that occur during the school year or at any time that the Board approves a new position.

The Board delegates to the Superintendent the authority to assign professional employees to positions and duties, which the employees are, qualified to serve. The Board delegates to the Superintendent the authority to assign professional employees to supplemental duties with

supplementary salaries. Those employees serve in those assignments at the will of the district, and the Superintendent may dismiss them from those assignments at the Superintendent's discretion. The Board delegates to the Superintendent/Principal the authority to hire, to assign, to suspend without pay, and to dismiss non-contractual employees, including all paraprofessional, clerical, service, and support personnel. The Board delegates to the Superintendent the authority to suspend professional employees from the performance of any and all duties with pay for a period not to exceed thirty (30) consecutive days or for sixty (60) cumulative days in any contract year. The Board delegates to the Superintendent the authority to accept the resignations of employees. The Superintendent may appoint an administrative supervisor as the Superintendent's designee to accept resignations of employees or to dismiss non-contractual employees.

The Superintendent shall submit to principals a pool of qualified applicants for campus staff positions. The principal must approve each assignment to the principal's campus unless the assignment is made by the Superintendent or the Superintendent's designee because of enrollment shifts, program changes, or for the purposes of desegregation. Principals may assign a campus staff member to perform appropriate duties. However, a principal may remove from the campus for not more than three consecutive days any staff member assigned to the campus if the principal believes that the person's conduct or performance interferes with the efficient, orderly, or safe operation of the school, and the principal shall notify the Superintendent immediately after any removal. A day shall be deducted from a person's sick leave balance for each day for which a person is suspended or removed from duty. If no sick leave is available, the suspension or removal shall be without pay.

B. Employment Contracts

All professional employees shall be employed under officially approved, written probationary or term contracts executed by officers of the Board of Trustees. A term contract is a contract of employment for a fixed term between the school district and a professional employee. A probationary contract/"At Will" is not a term contract. A person employed under a probationary contract has no expectation of employment and no property interest in a contract beyond the probationary period. A person employed under a term contract has no expectation of employment and no property interest in a contract beyond its term. All contracts here at CK are "At Will".

"Professional employee" means a person whose assignment description in board policy requires the issuance of a contract, including a superintendent, director, administrative assistant, program director, supervisor, principal, assistant principal, counselor, classroom teacher, nurse, or librarian. The length of each person's contract is set by official action of the Board.

Contracts shall be considered for renewal based upon the needs of the school district and the performance of the employee. Employees will be notified of renewal or nonrenewal status by May 1 of that year. Periodic written evaluations of employees' performance shall be conducted and reviewed by the Superintendent/Administrative Team of Schools or the Superintendent's designee prior to the Superintendent's annual submission of recommendations for renewal and nonrenewal. The completed evaluations will be discussed with the employee prior to the submission of the Superintendent's recommendation.

An assignment involving an additional salary supplement is at the will of the school district and is subject to annual review. The Superintendent is the Board's designee to assign and to dismiss employees from supplemental duties and supplemental salaries.

4. Reasons for Nonrenewal and/or Reduction of Professional Employees

Any one or more of the following reasons shall be sufficient for non-renewal of the contract of a professional employee:

1) For good cause, including but not limited to one or more of the specified reasons for which the employee could be terminated from employment before the end of the contract period; 2) Willful failure to pay debts; 3) Failure to comply with such reasonable requirements as the Board of Trustees may prescribe for achieving professional improvement and growth; 4) Failure to perform duties in a prompt and efficient manner, or 5) Reduction in staff because of decreased enrollment, budgetary considerations, consolidation of schools, phasing out of programs, departments, or for other just causes. 6) Failure to follow reasonable directives and any form of insubordination.

The following guidelines will be followed:

Notice of Proposed Termination During the Year or of Suspension Without Pay

If a teacher receives notice of a proposed decision to terminate the teacher's term contract before the end of the contract period or to suspend the teacher without pay, the teacher may file a request for a hearing with the Superintendent or local School Board. The teacher must file the request not later than the 5th day after the date the teacher receives written notice of the proposed action and must provide the district with a copy of the request. "Teacher" means the Superintendent, a principal, supervisor, classroom teacher, counselor, or other full-time professional employee who is required to hold a certificate or a nurse. If the professional employee is not a teacher, the termination hearing will be conducted before the Board.

The Board shall hold the meeting not later than 30th day after the board president receives the recommendation and record. Each party may present an oral argument to the Board, but not to exceed 10 minutes each. Within 10 days after convening the Board shall announce its decision. The decision shall include findings of fact and conclusions of law and may grant relief. The Board may adopt, reject, or change conclusions of law or proposal for granting relief. The Board may reject or change a finding of fact only after first reviewing the record of the proceedings. If the Board changes or rejects a finding or a conclusion, the Board shall state in writing the basis for the change or rejection. The oral argument and the Board's decision shall be recorded by the secretary of the board. If a major complaint is filed by a parent, student, etc. the principal or superintendent will place the "Teacher" or professional employee on paid leave until a final decision is made upon completion of the investigation or situation.

6. Good Cause for Termination During the Year

Professional employees may be terminated from employment before the end of the contract period for good cause, good cause being the failure to meet the accepted standards of conduct for the profession as generally recognized and applied in similarly situated school districts in the state. Good cause includes, but is not limited to, one or more of the following:

- 1) Falsification of information on documents used for consideration of employment or reassignment;
- 2) Failure to maintain certification or license necessary to serve in assigned position;
- Failure to comply with Board policy and/or administrative policy;
- 4) Willful or repeated failure to comply with official directives;
- 5) Insubordination, which is defined as a disobedience of express or implied directions of the Board or other person in authority, infraction of rules, or a generally disaffected attitude toward authority, or any other action importing willful or overt defiance of, or complete contempt for, authority or a conscious disregard thereof;
- 6) Failure to remediate unsatisfactory performance of regularly assigned duties;
- 7) Repeated or gross neglect of duties;
- 8) Inability or failure to perform the terms and conditions of the contract;
- 9) Unexcused absence from regularly assigned duties;
- 10) Appearance at school or a school-related function while in possession of, or under the influence of, any narcotic, hallucinatory, hypnotic or sedative drug or any chemical, alcohol, or stimulant as defined by the Penal Code of the State of Arkansas not prescribed by a licensed physician for the employee's current illness.
- 11) Participation in any activity, school-related or otherwise, that, because of the publicity given it or knowledge of it among students or staff, impairs or diminishes the person's effectiveness in the school system.
- 12) Any conviction for public intoxication, whether by alcohol, addictive drugs, hallucinogens, or otherwise;
- 13) Sexual harassment of, sexual abuse of, or physical violence against students or other employees;
- 14) Commission of an act which would constitute lewdness, indecency, or pornography;
- 15) Commission of an act, which would constitute either a felony or a misdemeanor involving moral turpitude; and,
- 16) Commission of an act that would constitute any crime involving theft, robbery, embezzlement, misapplication of funds, fraud, or organized crime.

C. Criminal History Checks for Employees and Volunteers

In order to ensure that the District has qualified teachers, support staff, administrators, and caring volunteers, the "continued employment process", as well as the "school volunteer process" includes a criminal history check of all prospective and current employees and volunteers. In accordance with Arkansas Annotated Education Code 22.083, the District may obtain criminal history record information that relates to a person the District intends to employ or a person who has indicated in writing, an intention to serve as a volunteer with the District, as well as to a person currently employed or serving as a volunteer. This administrative procedure outlines the District's expectations and guidelines regarding the criminal history checks for present and prospective District employees and volunteers.

CONFIDENTIALITY

Criminal history information is privileged and for the use of the District, the Arkansas Department of Education Agency, and the State Board for Educator Certification. No District employee shall release or disclose such information to a person other than the person who is the subject of the information, under penalty of law and/or possible discharge. Except that in

compliance with the State Board of Education Code 22.083 (c), the District shall report to the Arkansas Department of Education any known criminal record of employees who hold certification.

APPLICANTS

The District reserves the right to terminate any employee or decline to employ an applicant if the person fails to disclose any criminal conviction or misrepresents information regarding any such conviction on an employment application. Criminal record checks shall be conducted in accordance with procedures outlined in the administrative regulations concerning criminal history records checks. Information obtained in this manner shall be used only to evaluate an individual who, in the sole opinion of the District, is a finalist for employment and may be offered a position. **The District shall not issue to any applicant a written contract of employment until it has obtained and reviewed an initial criminal history record.**

SEXUAL HARASSMENT/SEXUAL ABUSE

It is the official policy of this school district that students and employees should be treated honorably and with respect at all times. Students and employees should conduct themselves in a manner, which encourages and promotes positive, wholesome relationships with others. The Board of Trustees recognizes that all persons should be free from unwelcome, offensive, or otherwise inappropriate sexual advances and activity. Sexual advances, sexual remarks, or sexual conduct are not appropriate in an educational environment, and the Board of Trustees will not tolerate sexual harassment or sexual abuse of students or employees. If an administrator learns of inappropriate sexual behavior by either students or employees toward others and such behavior is school-related, the administrator shall take appropriate action. Employees who sexually harass students or other employees are subject to appropriate disciplinary measures, including termination from employment. Employees who sexually abuse students will be terminated from employment. Under no circumstances shall the alleged perpetrator be allowed to conduct the reporting conference or the investigation or to be a reviewing official. Students who sexually harass or abuse employees or other students will be disciplined according to the school district's discipline management plan.

A. Notification of parents:

If an employee is alleged to have sexually harassed or sexually abused a student, the student's parent shall be notified and the employee placed on administrative leave with pay until further investigations ensues. If allegations of sexual abuse are made by students against students, the students' parents will be notified and a conference will be held to see what disciplinary measures need to be taken. If allegations of sexual harassment are made by students against students, the students' parents will be notified if the allegations are not minor.

B. Sexual harassment by employees:

Employees shall not engage in any type of conduct that sexually harasses students or other employees, including applicants for employment. An employee who engages in any sexually

oriented conversations, activities, contacts, or other conduct of a sexual nature with a student commits sexual harassment of the student. Regardless of the student's age or the consent of either the student or the student's parent, employees are prohibited from dating or courting students. An employee who engages in unwelcome sexually oriented conversations, activities, or contacts with another employee commits sexual harassment of the employee if submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, if submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual, or if such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

C. Sexual harassment by students:

Students shall not engage in any type of conduct that sexually harasses employees or other students. A student who engages in any unwanted or unwelcome sexually oriented conversations, activities, contacts, or other conduct of a sexual nature with an employee or another student commits sexual harassment of that person. Students are strongly discouraged from engaging in romantic relationships with employees, regardless of the consent of the employee or the student's parent.

D. Sexual abuse of students:

Employees shall not engage in any type of conduct that sexually abuses students. Sexual abuse includes, but is not limited to, fondling, sexual assault, or sexual intercourse. In addition to being terminated from employment, any employee who sexually abuses a student shall be reported to the appropriate law enforcement agency for criminal prosecution and to the Commissioner of Education for appropriate sanctions.

E. Complaint procedure for students:

A student or a student's parents who believe that the student has been or is being sexually harassed or sexually abused may present a complaint regarding the sexual harassment or sexual abuse by reporting to the student's principal, the principal's designee, or the school's area superintendent. If a conference is requested with this reporting official, the conference will be conducted within ten calendar days. If the reporting official is not the same gender as the student and the student will be attending the conference, another official of the same gender as the student shall be designated to conduct the conference if the student or student's parent makes that request. At the conference, the official shall notify the complainant of the right to file a complaint directly with the Office of Civil Rights.

If a conference is not requested, the reporting official shall conduct a prompt and thorough investigation of the allegations and shall notify the complainant of the official's determination within ten calendar days after receiving the complaint. If a conference is requested, the official's investigation shall be conducted and the complainant notified of the official's determination within ten school days after conducting the conference. The complainant shall be notified if a delay in concluding the investigation is necessary.

After the reporting official notifies the student or parents of the determination, the official shall forward to the appropriate area superintendent the official's complaint file, which shall include the written complaint, other documents presented to the reporting official, and copies of all investigative notes or determination documents maintained by the official. If the complainant is not satisfied with the official's determination, the complainant may appeal to the Superintendent of Schools within ten calendar days after being notified of the reporting official's determination.

The appeal must be in writing and signed by the complainant, must clearly and specifically state the substance of the complaint, must state how the complainant requests that the complaint be resolved, must state the date that the complaint was made to the reporting official, and must identify the reporting official. Within ten calendar days after receiving the appeal notice, the Superintendent will conduct a conference with the student or parent if the appeal notice requests one. The Superintendent will review the reporting official's complaint file. The Superintendent's decision will be communicated to the complainant within ten calendar days after receiving the appeal or conducting the conference, as may be appropriate, and will add the complainant's written appeal documents and the Superintendent's investigative notes or determination documents to the contents of the reporting official's complaint file. If the complainant is not satisfied with the Superintendent's decision, the complainant may appeal to the Board of Trustees by delivering a written notice of appeal to the Superintendent's office within ten calendar days after the Superintendent's decision is made. The appeal will be scheduled to be presented to the Board of Trustees and will be posted as an agenda item for the next available board meeting.

The Superintendent will add the notice of appeal to the complaint file and will deliver the file to the Board of Trustees for consideration during the complainant's presentation. The presentation will be scheduled to be made in executive session. After considering the complaint, the Board may exercise its discretion by questioning either the complainant or the administration, by directing the Superintendent to place the matter on a future agenda, or by taking no action.

F. Complaint procedure for employees:

Employees who believe that they have been or are being sexually harassed or sexually abused by another employee shall report the sexual harassment or sexual abuse pursuant to the district's policy regarding the presentment of grievances. In no case shall persons who believe that they have been sexually harassed or sexually abused be required to report to the person who is alleged to have been the perpetrator of the harassment or abuse.

JURY DUTY AND RESPONSE TO SUBPOENAS

When an employee is called for jury duty, he/she shall receive full pay. Time off to serve on jury duty shall not be charged to sick or emergency leave. This approved time off ends when you are released from jury duty. If you are released before the end of the work day you will report to work immediately. Upon return to work an employee shall furnish his/her immediate superior a signed statement from the bailiff or other court official verifying the number of days the employee served. The rule for jury duty shall prevail when an employee responds as a witness by force of a legal subpoena. The rule shall not apply in instances where the employee is either

defendant or plaintiff in a legal action. A copy of the subpoena must accompany the Absence from Duty Form.

RESIGNATION

Contract personnel choosing to end their employment with the district are required to submit a written notice of resignation for the coming school year or upon decision to resign from assigned position. If the resignation takes place during the school year, the professional employee is required to give a two week's notice. The Superintendent may appoint administrative supervisors as the Superintendent's designee to accept resignations of employees or to dismiss non-contractual employees. The Superintendent shall be the designee of the Board of Trustees to receive and accept resignations. When an employee's resignation becomes effective, the employee shall forfeit all accumulated local sick leave benefits.

PRESENTATION OF EMPLOYEE GRIEVANCES

Employees are encouraged to resolve their complaints at the campus or building level through the principal or building supervisor as informally and as promptly as possible. However, employees are not required to attempt informal resolution of complaints prior to filing a grievance with the Superintendent of Schools, and such attempts are not part of the grievance presentment procedure. The timelines contained herein will not be postponed during such attempts.

A "grievance" is an oral or written complaint filed with the Superintendent of Schools and which concerns the grievant's wages, hours, or conditions of work, or which alleges unlawful discrimination in employment based upon sex, race, age, religion, national origin, handicapping condition, or the exercise of constitutional rights. The grievant's allegations must be stated specifically and factually, the grievant must state the specific harm caused, and the grievant must establish the existence of an available remedy. Grievances regarding Professional Development Appraisal System (PDAS) evaluations shall be brought pursuant to this policy.

The Board of Trustees, Superintendent, and Superintendent's designee shall not substitute their judgment concerning the content of an evaluation for the judgment of an appraiser. This policy does not apply to the nonrenewal of term contract employees or to the appeal of career ladder assignments. All time limits are mandatory. All references to "days" shall mean "calendar days". A response in kind shall be made at each administrative level of the grievance process.

If the complaint does not regard a PDAS evaluation, the employee may file a grievance within ten (10) days after the employee became aware or should have become aware of the decision or act from which the complaint arose. If the complaint regards a PDAS evaluation, the employee may file a grievance within ten (10) days after either the post-observation conference or the deadline for submitting the written response regarding the appraiser's written record, whichever occurs first. The employee may file and present a grievance as follows.

LEVEL ONE Within the appropriate ten (10) day filing period outlined above, the employee may file a grievance by delivering written notification to the Superintendent of Schools. The

notice must state whether the presentation of the grievance will be made orally or in writing. The written grievance must be received by the Superintendent within ten (10) days after the notice is filed. Within ten (10) days after the notice is filed, the Superintendent will designate a person with specific knowledge of the subject matter of the grievance to respond to the grievant. If the grievance is presented orally, the designee will meet with the grievant within ten (10) days after the Superintendent's designation and will respond within ten (10) days after the meeting. If the grievance is presented in writing, the designee will respond within ten (10) days after the Superintendent's designation or within ten (10) days after the written grievance is received, whichever is later.

LEVEL TWO If the grievant is not satisfied with the designee's response, the grievant may present the grievance to the Superintendent. The grievant must file a written notice of appeal to the Superintendent within ten (10) days after the designee's response is made. If the grievance was presented orally to the designee, the Superintendent will meet with the grievant within ten (10) days after receiving the notice and will respond within ten (10) days after the meeting. If the grievance was presented in writing to the designee, the Superintendent will respond to the written grievance within ten (10) days after receiving the notice of appeal.

LEVEL THREE If the complaint has not been resolved to the satisfaction of the employee after the presentment to the Superintendent of Schools, the employee may present the grievance to the Board of Trustees. The grievant must file a written notice of appeal to the Board of Trustees within ten (10) days after the Superintendent's response is made and at least ten (10) days prior to the next regular meeting. After considering the complaint, the Board may exercise its discretion by questioning the grievant or the administration, or directing the Superintendent to place the matter on a future agenda, or by taking no action.

EMPLOYEE BENEFITS

Employee benefits are available to all regular employees (active or on a paid leave approved by the district) and who are active, contributing members of the Teacher Retirement System (TRS) or will be TRS eligible within 90 days. Initial enrollment for insurance must be made within 30 days of employment. Information about the benefits available will be given at the time of the completion of paperwork necessary for employment. An annual open enrollment period allows existing employees the opportunity to make changes to current benefit selections.

PAYMENT OF SALARY

The salary of each employee shall begin at the time he/she reports for duty. The salary shall be paid semimonthly on the fifteenth and the end of the each month.

DIRECT DEPOSIT

Direct deposit to the institution of your choice is available. Information and the correct form may be obtained in the Business Office.

PARTY POLICIES

THESE ARE THE ONLY SCHOOL PARTIES ALLOWED FOR STUDENTS.

Winter - A one hour party with refreshments can be held the last hour of the school day on the last day of classes prior to the mid-winter break.

Valentine's Day - Valentines may be exchanged by the students. Light refreshments will be permitted.

Surprise parties for students or teachers are not permitted.

Do not send cupcakes, cookies, cakes, candy, balloon bouquets or flowers to celebrate special occasions. Foods made available to students through school must comply with federal and state child nutrition laws and regulations as through Cafeteria Policies. Refreshments served at school parties for students must be prepared in health inspected food service establishments such as the school cafeteria or kitchen area.

DAILY PROCEDURES

DOCUMENT, DOCUMENT, DOCUMENT! “If it’s not written, it didn’t happen.”

Use your documentation binder to maintain records of events and communications. This will be critical when meeting with parents and administration about various issues.

REPORTING TIME FOR TEACHERS AND STAFF

Arrival time for all employees is 7:00 a.m. All teachers and staff members are to report to their designated area promptly at 7:00 a.m. each morning. This may be the only time that some patrons have to see teachers during the day.

It is important for teachers to be present to help supervise both their classrooms and the immediate areas outside their classrooms. Please check the schedule for breakfast, ground and lunch duty. All teachers are expected to be in their classrooms with their first period groups by 7:00 a.m. Any teacher who does not have a first period group should be at their designated duty post by 7:00 a.m.

All teachers are expected to be at their doors when students are passing from class to class. Teachers should direct students into the classroom every class period. Do not let them congregate at the doorway or in the hall during the class changing times. Upon students entering your classroom, do not allow students to go to restroom. Times have been designated before school/before lunch or after lunch or after school. If students are having chronic problems, please refer to the nurse for assistance.

Each classroom teacher is expected to begin class at once, students who enter 5 minutes late without a pass are deemed tardy.

Important: During restroom times, students should be monitored as per two students at a time in the restrooms. This expectation is started on the very first day of class and continued every day.

Permission to leave your classroom should be granted only in an emergency. Students belong in class, and it is the responsibility of each teacher to keep them in the classroom. **DO NOT SEND**

STUDENTS TO THE OFFICE TO GET A PASS FOR BEING TARDY. If the front office fails to provide a student with a tardy slip, please call to inquire. Students will only be allowed to leave a classroom with an official school pass from the teacher. Teachers' signature, time, date, and destination in **ink** should be included.

SPECIAL CONCERNS

All teachers should give special attention to students who seem to have trouble seeing the board or hearing instructions that are given. If you are concerned about any student, please seek out more information through the special education teacher or school nurse. The school nurse will inform teachers of special problems, but teachers are usually the first to notice problems of this type.

TEACHER LUNCH PERIOD

Teachers will be assigned a 45 minute break time in which to eat and tend to other personal matters. Check the master schedule for your break designation.

TEACHER PREPARATION TIME

What is the appropriate use of teacher preparation time?

Preparation time is time that staff has to use for a variety of tasks that cannot be taken care of during time that teachers are instructing students. Some, but not all of these tasks would be:

- Preparing for classes.
- Returning contacts from parents or other staff.
- Working on paperwork that cannot be done during instructional time.
- Meeting with administrators or other staff members.

Preparation time is not meant to be "unassignable" time and it may be necessary, on a regular or irregular basis, for the principal to require teachers to meet with students, parents, other teachers, or district staff during their preparation time. Prep time is not for personal use, but rather, for managing responsibilities related to the fulfillment of job requirements.

TEACHER'S EMAIL

Each teacher has access to electronic mail. This is used as a source of information and communication throughout the school building and district. **BE SURE TO CHECK YOUR EMAIL REGULARLY DURING THE DAY.** If your email is not accessible, please contact Mr. Hill

Please note that matters regarding confidential health concerns and other confidential information will not be sent via email, however adequate documentation from the nurse will be provided to support student need(s). **DO NOT SEND STUDENTS TO PICK UP MAIL OR MEMOS.**

Remember that you are to delete or save old email to a folder since there is limited space available. All principal/superintendent/academic administrator's memos should be kept in your documentation binder in date order.

A "**Do Not Admit**" list and various other important items will be posted daily to keep you

informed of students serving out-of-school-suspension. If a student is gone too long, please inquire about his/her whereabouts through AP Coach Watson or front office staff.

Please respond to all parent emails as quickly as possible and “CC” administration to the conversation(s) you are having with parents, so we can remain informed of issues. Your contact with parents and/or any dialogue should be placed in your documentation binder for future use if needed.

DO NOT interrupt instruction to answer a parent’s email or use class time to answer telephone calls and have mini-parent conferences at your door. Responding to electronic mail or telephone messages should be done while students are not present. You should keep a record of emails just as you do for other communications and place this communication in your documentation binder.

Student ATTENDANCE

Attendance **should be done first during each class period** to maintain adequate records for Edline and reporting accurate attendance with APSCN.

FACULTY/STAFF ABSENTEE PROCEDURES

ABSENCES (TEACHER)

Teachers should notify Principal Porchia between 5:45 a.m. and 6:15 a.m. If she cannot be reached, please call Coach Watson as the next person in charge. Do not call any other staff person to report absences. [Lesson plans](#) are to be available for the substitute. If you know that you are going to be absence, please make sure lesson plans are available for the substitute teacher to maintain classroom management. Upon [return to school](#), absence forms are to be filled out and turned in to the office **on the day that you return**. Forms have been placed at the end of this handbook to use at your discretion. It would also be a great idea to keep up with your attendance report as you are only given 11 days. If it is necessary for you to leave school at any time during the school day, please inform the office. Arriving late or leaving early will be logged according and it is at the administrator’s discretion to hold you accountable for the time taken. When time reaches ½ a day, an absentee form will be filled out accordingly.

If you know in advance that you are going to be absent, make arrangements as soon as possible. Current [school law](#) dictates that in certain situations, parents must be notified if a long-term substitute will be in a classroom (and their qualifications).

If you need to leave early or come in late, notify the principal as soon as possible. Arrangements will be made on individual circumstances. Remember, when you are not in the classroom, your students will not learn as much with a substitute. You are the key ingredient to a productive instructional day

LATE ARRIVAL/EARLY DEPARTURE (CLASS COVERAGE)

If a teacher is going to arrive late or leave early, he or she should arrange for “**coverage**” by another teacher. Coverage is a voluntary favor a teacher performs for another teacher or staff member. There is no stipend for coverage. A teacher must arrange for prior approval from the principal to be absent without penalty for one or two periods and have class duties performed by

other teachers with no cost to Covenant Keepers.

The form for reporting late arrival/early departure **MUST** be completed and submitted to the director to report late arrival(s) (immediately upon arrival) and early departure (prior to departure). Teachers who are absent more than two periods must take leave time whole day or half day (see policy for sick/personal leave time policy). A substitute **MUST** be assigned through the office if he/she is to receive substitute pay.

Each staff member will accrue all days up front. However, if the sick/vacation bank doesn't support the time accrued for the year, please note your payroll check stub will reflect the days deducted. It is important to make every effort to be present each day. If absenteeism becomes too chronic, the Principal/Superintendent will request a meeting and make necessary recommendations as it's imperative for all employees to fulfill their contractual duties and attendance is an integral part.

After two consecutive days out, a doctor's note must be submitted to the principal upon your return to work. If a doctor's notice is not submitted upon returning to work, two days pay will be deducted from the employee's payroll.

When an absence is required, please follow these procedures:

Sick/Personal Leave – Sick/personal leave may be taken in accordance with the provisions of the policy and procedures of the CK Board of Education.

Professional Leave – Forms for professional leave are available from the office or at the back of your teacher handbook. The "Request for Professional Leave" forms must be completed by the teacher and approved by the director before a workshop or other professional development can be confirmed for attendance. Forms for approval by the director should be submitted to the district/front office no later than two (2) weeks prior to the requested professional leave date. Please make the effort to solidify coverage for your classes.

Other Leave – Family Leave, Temporary Leave, Extended Leave, and Sabbatical Leave are not supported

Chronic Absenteeism

If you are able to provide the principal with prior notice, please do so to prepare for coverage in advance. If an absence is necessary for several weeks because of illness, notify the principal. A long-term substitute will be assigned to complete the teacher's assignment. Upon returning to work, a doctor's release must be submitted to the principal/Business Office before returning to work.

There are consequences for excessive or patterns of absenteeism. The consequences include:

- 1). Written warning,
- 2). Written reprimand,
- 3). Suspension without pay

4). Recommendation for termination.

TEACHER'S KITCHEN

The teacher's kitchen is to be used only when a teacher does not have responsibility for the supervision of students or a scheduled meeting. Teachers have a responsibility to help keep the school kitchen neat and clean. The refrigerator in the lounge will be emptied every 2-3 weeks and its contents discarded.

PROFESSIONAL DEVELOPMENT

Professional Development should result in individual, school-wide, and system-wide improvements designed to insure that all students demonstrate proficiency on the state academic standards. Approved professional development will be linked to the school's improvement plan, should demonstrate research-based best practice, and should be subject-specific and site-specific.

Approved professional development activities that occur during the instructional day or outside the employee's annual contract days may apply toward the 60-hour minimum professional development requirements. The 60-hour professional development requirements must be fulfilled between July 1 and June 30 of each school year. Professional hours can also be redeemed through college and universities enrolled each semester. **Documentation must be submitted at semester.**

All approved professional development activities shall relate to the following areas: content (6-12); instructional strategies; assessment; advocacy/leadership; systemic change process; standards, frameworks and curriculum alignment; supervision; mentoring/coaching; educational technology; principles of learning/development stages; cognitive research; and building a collaborative learning community. At least six (6) of the 60 hours of required professional development activities must be in the area of educational technology and 4 hours of Parent Involvement/Child Abuse/Maltreatment. Administration must take 70 hours or more to meet state standards.

FACULTY MEETINGS

Faculty meetings will be held on every second Wednesday of the month. Other meetings will be held on rotating schedules at 4:00 p.m. These meetings will be announced two weeks prior to scheduling.

Weekly Wednesday meetings will be used for professional develop including a variety of workshops addressing pedagogy, lesson planning, technology, parental involvement, discipline, and other matters.

The Principal has the discretion to call one additional staff meeting per month.

DAILY REQUIREMENTS

Failure to follow building and district level policies and procedures and directives will result in disciplinary action being taken. **Documentation will always be used to support the following.**

actions listed:

1. Written Warning
1. Written Reprimand
1. Suspension without pay
1. Recommendation of non-renewal or termination of contract at any time
2. See CK Board Policies for more detail.
1. No student should be used to render personal services for a teacher (sent to the store, etc.)

2. Personnel may not leave the building during preparation/planning periods without specific authorization from the director. Planning time must use to enhance learning. If permission given, teachers must sign in and out.

3. Students may not be left unsupervised at any time. Use buddy teachers/teacher assist to cover you upon leaving the classroom.

4. Money that has been collected (for approved school projects by the director) must be turned in to the school Business Office **daily**. Covenant Keepers does not take responsibility for lost or stolen funds. All money that is collected should be turned in to the Business Office immediately. The money is to be stacked, counted, and put in a deposit envelope with the name club sponsor's name, and date on it. The Business Office will deposit the money into the proper account, and the teacher will receive a receipt. Keep in mind that all checks must be written to CK. (See Useful Forms)

Because keeping instructional time sacred for teaching and learning, the principal and other office personnel should not use the intercom more than once per day (morning and afternoon announcements) or when an emergency justifies the interruption of instruction. All daily bulletin announcements should be given to Ms. Porchia or Mrs. Clancy before they can be announced. Please forward all announcements to Mrs. Clancy to ensure information is articulate and approved for announcing.

BUILDING AND ROOM REGULATIONS

Teachers should see that their room is organized, papers picked up, lights out, and windows locked before leaving school. Be sure any electrical appliances are on a surge protector. This is especially important for your computers! Remind students they are to take care of classroom furniture and equipment. Anyone defacing school property should be reported to the office and will be responsible for financial restitution.

Teachers should be in their rooms whenever students are present. You are libel if there are accidents or injuries to students left unattended while you are responsible for their supervision. If there is an emergency, call the office or notify a teacher next to you to watch your class.

Classroom doors

Teachers/students **ARE NOT** allowed to lock doors to classrooms at any time. If the Executive Assistant provides you with a key, it should be returned at the end of the year during checkout procedures.

Please do not leave money, keys or valuables in desks file cabinets, or other areas of the classroom accessible to students. Covenant Keepers is not responsible for any items left unattended at any time.

BULLETIN BOARDS

Bulletin boards are an important part of your classroom. They should be kept current and used appropriately to keep students interested and up-to-date. We also have cork boards and strips in several locations throughout the building to display student work or other information. Occasionally, special boards will be done to enhance learning and projects as a team or Common Core Focus.

CALENDAR

Teachers should clear all speakers, trips, and meetings with the principal before scheduling. This is to avoid scheduling errors and duplication of times. A calendar of events will in Clancy's office. Please refer to the calendar prior to scheduling other events as events may already be scheduled.

COMPUTER USE

Teachers are to avoid inappropriate websites, or websites that have no educational relevance or value. Under no circumstances are students to have access to a teacher's computer. Disciplinary action will be taken against the person who is **logged in** to the offending computer, not necessarily the person who is misusing the computer. It is a good idea to log out of your computer if leaving it unattended for an extended period of time.

COPIERS AND PROJECTOR MACHINES

Because paper and toner are expensive, please consider all copying needs carefully. Copiers are located in the office. A large number of copies are improperly made because the actual needs of the classroom have not been considered. You will be given a certain amount of copies for the month, and after your copies run out they will not be replenished until the next month. Please do not allow students to use the copiers at any time as they have not been trained. If you need copies made for you, please see one of our support staff to assist you in this area.

DISCIPLINE

Teachers should handle the minor discipline problems in their classroom. If a problem persists (or is severe) don't hesitate to involve the principal/assistant principal. Before problems become serious, talk to the student and the parent about the situation first. We want the teacher, student and the parent to find "happy mediums" before getting administration involved. Frequent contact with parents is important in maintaining good discipline. Teachers should not and cannot send students directly to ISS without being assigned by administration. The principal will conference with the student(s) and parent(s), and determine whether ISS is warranted (and the duration of the stay). It is also important that the teacher send the student to the office with a referral notating the parent contact, time, and telephone number of the parent/guardian.

Arkansas states law requires written notification must be sent home with a student who is

disciplined, and a discipline referral qualifies as official documentation. **Referrals to the office written on post-it notes, napkins, and notebook paper do not qualify.**

DRESS

Teachers should dress in a manner that represents our profession. If you have questions about what is appropriate, don't hesitate to ask. Additionally, teacher attire should not contradict anything that is prohibited for student attire. The student dress code is published in the student handbook. If tennis shoes are worn or required as your attire, a doctor's statement is needed.

FILMS/MOVIES

All films or movies are to be previewed by the teacher. Movies/films should reflect the curriculum of the district and Common Core Standards. Only movies with "G" or "PG" ratings should be shown. If you are showing a reward film or one rated PG 13, office and parents need to be notified. Parents should be notified that you will be showing the movie, and the name of the movie. This notification should be done early enough so that parents have sufficient time to opt out of letting their child view the film. We are dealing with students from a wide variety of backgrounds. What you may not find objectionable, a parent might (based on the content of the film and their knowledge of their child). The principal should be notified whenever you are showing a film.

GRADE BOOK

Your grading system should be explained to students and justified when necessary to students and parents. It is important to remember from this point forward, student grades can be accessed by parents via the internet/Edline. **Please make sure that your grades are updated as much as possible.** Don't wait until the week before report cards come out to grade five – eight – eleven assignments and enter them in the gradebook!! You should give each student at least 2-3 grades weekly per nine weeks. Percentages should not be used so convert to the point system.

RECORDS

We are constantly being asked to be accountable for grades and performance by students in the classroom. You must be able to justify your record-keeping and grading procedures. Additionally, student records are confidential information and should not be shared indiscriminately. For further information on who shall have access to student records and what is considered directory information, see the Family Education Rights and Privacy Act (FERPA) in the student handbook, or on the district's website.

HALL PASSES

The teacher is responsible to see that students do not leave class without a pass specifically stating the destination, time, date, and name of the person issuing the pass. **This year, we will be utilizing the student planner/agenda.** It will be assumed students without a hall pass or without complete information have left your supervision without permission and they will be sent back to you for a written explanation. Normally only one student at a time should be allowed to leave your class. Please note that each time a student is out of your classroom they are missing vital information needed to succeed.

HOMEWORK

Teachers should decide on a reasonable amount of homework to assign students. Understanding this, we can calculate 7th Graders can reasonably handle 90-120 minutes of homework per night (and 8th Graders 120 minutes per night). Avoid assigning “busy work”. Homework should enhance the lessons in the classroom, and be given for a specific reason. Make-up work will generally be assigned after the student has missed two days of school. If unsure of about missing students and his/her whereabouts, please check Edmodo daily to remain abreast of absenteeism. It is embarrassing for the office staff when a parent requests homework, drives to school, and finds their students’ teachers didn’t take the time to upload into Edmodo or leave anything for pick-up. **Students will have two days for each day of absence to complete the work, unless there are extenuating circumstances.**

HOURS AND TIMES

Teachers are to arrive at 7:00 a.m., and may leave at 5:00 p.m. If you arrive late or need to leave early, notify the Principal only, the Assistant Principal cannot give you permission to leave early nor arrive late. Extra effort should be made to ensure you arrive on time each day. Remember, you need to be in your designated area at 7:00 a.m. daily. If you are on duty through the course of the day to assist with lunch/restroom breaks, it’s imperative you follow the schedule.

INVENTORY

Teachers should maintain an up-to-date and accurate inventory of materials and equipment. Texts should be marked with the school name and date. Equipment and materials should be permanently marked with the school name. Inventories are completed each January. Teachers are responsible for textbooks going out on loan and should keep an accurate inventory list to assist with books not returned as we will have to request a fee to replace the book missed placed.

TEXTBOOKS

The new editions of textbooks used at CK’s are purchased by the school district. Replacement textbooks are ordered in the spring by the director through the Business Office. Teachers are responsible for all books checked out of their classroom on a regular basis. Each book should be assigned a number and students should use that book daily upon entering your classroom. It is also necessary to complete the inventory form when you are using class sets. Students are responsible for lost and damaged books, and we all need to work together with the Business Office to make sure we recover these damages. Inventory forms should be turned in to Clancy/Porchia by first week of September and a record of the inventory will be kept on file in the business office. (See Inventory Book Form).

Teachers will be responsible for laptops, iPads and other electronics checked out and not returned to the office in a timely manner. Any items missing and/or damaged should be reported to administration or the Business Office within 24 hours. This leaves the teacher responsible for the lost/damage/stolen item(s). However, if items are stolen and not returned the teacher is held responsible for the item and will be asked to pay the cost of the lost or stolen property.

LESSON PLANS

Lesson plans are to be turned in on Mondays by 7:00 a.m. even when the employee has called in for personal/sick leave. Your absence doesn't negate the responsibility of turning in your lesson plans. Lesson Plans are subject to be checked at any given time by administration/literacy coach. The CKCPCS template has been designed to assist you with effective planning, however, you can add other objectives and activities to support the content taught in your classroom.

LESSON PLANNING

GENERAL LESSON PLAN GUIDELINES FOR CK

Written comprehensive preparations should be made for each class and subject each day. Textbooks, curriculum frameworks/guides, standards and benchmarks and other materials should serve as aids and should not restrict the teacher's initiative in preparing for the class.

Lesson plans should allow for the varied interests, abilities, and achievement levels of each student in each class. A lesson plans should be available for inspection by the administrator/facilitator who is assigned to the teacher for the purpose of classroom walk-through, observation and evaluations.

Lesson plans should be handed to the administrator before a formal evaluation is made. Lessons plans will be checked periodically and 4 times each nine weeks.

Emergency lesson plans must always be available for a substitute and left in an easy to find location.

LOST AND FOUND

Coats, jackets, other [clothing](#), and lunch boxes misplaced will be put in the front office for 10 days. Afterwards, all items will be taken and donated. Cell phones, other electronic equipment will be kept in the Business Office under lock and key. Each cell phone will be signed in and out daily. Items lost or stolen will not be the responsibility of the school. It is shocking to see how many items of clothing we donate to charity every nine weeks!!

SOCIAL NETWORKING SITES

Teachers are strongly urged to carefully consider their presence on Facebook or other social networking sites. Teachers in other districts have experienced problems with inappropriate communications with students, and inappropriate content being posted on their page by themselves or their "friends". In some cases, teachers have been dismissed due to inappropriate content on their personal web pages. Teachers are also advised not to use class time to engage in communications with others of a personal nature. For more information, Codes of Ethics Rules and Regulations are on the Arkansas Department of Education website.

SUPERVISION

Supervision of students is your job any time you are on the premises. When correction is needed, do not hesitate. Be polite and treat the student as you wish to be treated. If they fail to respond, act with authority and use the firmness it takes to do the job. Teachers should be aware of the volume, tone, and attitude of their voice.

Teachers and students are not equal. You command respect of students by being a competent, friendly, fair, consistent, firm professional. Enjoy your students, but keep it on a professional basis. Teachers are to maintain control both in and out of the classroom. This includes the halls, cafeteria, other classrooms, and grounds. Always remember you are liable for the students, whether they be in the classrooms, the halls, or in the restrooms.

Visibility is the key to supervision. Teachers should be at their door, in a position to monitor students both in the classroom and in the hall during transition times.

SUPPLIES AND PURCHASE ORDERS

Items to be purchased must be specifically itemized and fully described on the purchase order. The quantity, description, catalog number, unit price, and total must be listed on the P.O. before it will be signed. All purchase orders must be assigned a number and approved by the Superintendent. **DO NOT MAKE PURCHASES WITHOUT A SIGNED PURCHASE ORDER.** If you make unapproved purchases, you may be held financially responsible. When order items are delivered, please check and make sure all items are received. "O.K." the invoice, and turn it in to Business Office. If the Superintendent approves a purchase, you must keep the receipt in order to get reimbursed.

TELEPHONES, CELL PHONES, IPODS, MP3 PLAYERS, & VIDEO GAMES

Do not allow students to use your cell phone to call parents regarding lunch, illness or picking them up. The student must be sent to the AP to assist with student concerns. Teachers should also keep their cell phones off (or on "vibrate") during instructional time. If students have cell phones, iPods, MP3 players, and video games, they should be kept confiscated and given to administration immediately. These are disruptive to the instructional climate. Teachers who confiscate iPods, MP3 players, video games, or cell phones need to label them with the student's name, teacher name, and date...then turn the device in to AP. Parents will be required to come to school to retrieve their child's device.

VISITORS

All visitors should sign-in at the office and obtain a visitor's pass. This includes parents, sales representatives, friends, guest speakers, etc.

VOLUNTEERS

Volunteers are a wonderful resource for our school. Please carefully screen and check each volunteer. Submit your volunteer's name, address, etc. for further checks by the Principal. Volunteers who will work with students outside of your classroom should submit an application for a criminal background check. Teachers should submit a list of adults who will chaperone trips or activities to the office.

BUILDING SECURITY

BUILDING MAINTENANCE REQUEST

Repairs or maintenance items need a building maintenance request form turned in to the office. If there is a problem in your room, please notify the office as soon as possible so that the problem is not allowed to get worse. Heating and air conditioning issues are examples of problems that should be reported immediately. Because of the value of equipment and supplies

located in our building, security is most important. The building is protected during non-school hours by a surveillance camera and a motion detector system that monitors any movement in/around the building. The alarm can be set to allow people to protection to move around as needed .

When the unit is activated, an alarm alerts the security company headquarters. The company alerts the Little Rock Police Department and our security department. Both departments send people to the building site to ensure safety. If the supervisor feels there is a need to do so, he/she will notify the superintendent at home.

All staff members who have alarm codes are to make certain that they turn the alarm on before leaving. NO staff member should ever give his/her code to students or other staff members. Under no circumstances are students to be in the building without supervision of teachers. This applies to all staff members.

All side and rear entrances to the building should remain locked and patrons should enter through the front of the building. All faculty members are asked to assist in securing the building by checking exterior doors as they pass through to ensure that the doors are locked during class periods. Please do not pop open any exterior door for any reason.

DO NOT ADMIT STRANGERS WHO DO NOT DISPLAY A VISITOR'S PASS.
VISITORS WITHOUT A PASS SHOULD RETURN TO THE FRONT OFFICE TO CHECK-IN AND TO RETRIEVE A PASS.

EMERGENCY SIGNALS

During school, training will be provided to faculty and students on the various emergency signals that are to be used during the year. Those signals will include an alarm for fire and bomb threat drills. The emergency signals are as follows:

FIRE	Alarm (Pulled) Administrator
BOMB THREAT	Intercom Announcement
BULLET	Intercom Announcement
TORNADO	Intercom Announcement

FIRE REGULATIONS

During the first two days of school, faculty will explain the fire evacuation route from each classroom. Display the evacuation map on the wall beside the exit out of your classroom. Explain the following regulations to your students:

Fire Alarm Sound

- 1 Pupils stop work immediately and follow the teacher's instruction
- 1 The teacher in each room will turn off the lights and close the door after everyone leaves the room.
- 1 **Each teacher must take his/her class roll book with him/her (State Law).**
- 1 Pupils are not permitted to take other materials out of the classroom.
- 1 Teachers should not permit crowding, running, or talking. **Control is essential through the entire fire drill.**

- 1 Do not allow students to stand next to the building or in the driveway.
- 1 Student Fire Marshalls, working for the Director will be in the building during fire drills. They will be clearly identified as Fire Marshals.
- 1 All people must vacate the building during a fire drill. **NO EXCEPTIONS! If you are caught staying in, a letter of written reprimand will be given by superintendent/principal.**

TORNADO REGULATIONS

Notification of a tornado drill will be by the intercom upon alert from radio, TV, and internet tracking systems. The following procedures should be followed: If parents choose to check out students during the tornado watch/warning, they will be permitted to do so.

Students will:

1. Immediately drop and use hands to cover head. If possible, get under a desk.
2. Turn away from glass.
3. Listen for adults to given instructions.
4. Remain silent.

Teachers will:

1. Stay with students at all times
2. Talk calmly to students
3. Follow same procedure as students
4. Instruct students
5. Prepare to evacuate if necessary

Bullet Drill

During a bullet drill or at the first sign of gunfire (Police Officer)

Teachers will:

1. Drop and cover
2. Turn away from windows
3. Stay under the shelter until the gunfire stops or the drill is over
4. Talk calmly to students
5. Prepare to evacuate the area if necessary

Students will:

1. Drop and cover – immediately take cover. Use hands to cover head.
2. Turn away from windows
3. Stay under the shelter until the gunfire stops or the drill is over by adult instructions.
4. Remain silent
5. Listen for instructions.

If students are outside and bullets are fired, they should drop to the ground and instructions will follow. **NO RUNNING AWAY!!!**

The School Crisis Emergency Plan will be implemented in the event of a natural or man-made disaster which is perceived to be life threatening. Under no circumstances should teachers leave their students. Specific duties are outlined in the School Crisis Emergency Plan. All teachers on duty who are not assigned students should report to the main hall for more instructions.

Designated building personnel should immediately proceed with assignments.

STUDENT ACCIDENTS IN CLASSROOMS OR ON CAMPUS

In the event of an accident, teachers should make certain that the school nurse is notified. Teachers and school staff should not make a diagnosis of any injury or illness without school nurse. During the times when the school nurse is not on duty, the accident should be reported to the administration. Any teacher or staff member who has a work-related injury is to report that injury to the principal or principal's secretary before leaving school for the day or before seeing a doctor. **Failure to do so could jeopardize the worker's compensation claim.**

Please keep in close contact with the school nurse and the principal for any problems related to the health and safety of students at Covenant Keepers CP Charter School. Procedures for reporting accidents are mentioned in the Health Services Section of this handbook.

It is necessary that information be kept on accidents occurring at school. A Student Accident Form, which is kept in the health room, needs to be filled out on every student who is injured to the extent of needing medical treatment, loses one-half day or more school, or presents concerns that may later result in legal action. This form is to be completed by the person observing or treating the injury and then placed in the nurse's mailbox.

CLASSROOM VISITATION

Teacher evaluations will follow the guidelines established by Covenant Keepers CP Charter School District. Walk-throughs/Observations/Evaluations will be conducted by Principal/Academic Administrator/Superintendent. Please note these walk-throughs and observations will be used to assist you as needed to ensure best practices and strategies are being implemented to support academic instruction in the classroom.

As a professional, every teacher should be interested in improving the quality of his/her instruction. Teachers are encouraged to use their planning/preparation period occasionally to observe a peer teacher in the classroom and to prepare for next day instruction. Please be open to sharing your insights and techniques in the interest of enhancing learning for students.

GUIDELINES FOR FIELD TRIPS

1. All field trips must be curriculum-related and tightly correlated with the course benchmarks. The teacher should have a pre-study orientation and follow-up activities that include an evaluation and must be pre-approved by Dr. Tatum.
2. One copy of the request for field trip must be completed and signed by the classroom teacher and principal, then final approval with superintendent. All request forms must include information and submitted to the Business Office three weeks prior to the date of the field trip along with money for field trip. This will allow the Business Office sufficient time to pay-in-advance necessary vendors for the scheduled field trip.
3. If a field trip is being paid for by an agency such as a school partner, the specific agency

name, contact persons and billing address must be included on the field trip request form and appropriate documentation that supports financial support. (See Requisition Processing)

4. Field trips must be scheduled between 9:00 a.m. and 3:00 p.m. Exceptions must be approved by the superintendent in advance. Failure to adhere to protocols may result in future trips requests being denied.
5. The teacher or other school employee supervising the trip must have on file from each participant pupil a written notice signed by a parent or legal guardian granting permission for the pupil to participate in the field trip. The Official Field Trip Permission Form must be used. The Permission form must be taken along with the supervising teacher or employee.
6. Private or rental vehicles may be used for field trips as long as the following procedures are adhered to:
 - 1 The vehicle must be covered by insurance. Each driver must complete an insurance verification form. This form must be submitted to the building director before the field trip date. Each driver must have the minimum insurance coverage listed on the insurance verification form. The driver of the vehicle must be at least 21 years old and must not have any driving violations within the last two years.
 - 1 The number of passengers in the field trip vehicle shall not exceed the capacity specified.
 - 1 Written parental approval must be given to attend field trip. **ALL DOCUMENTS SHOWING PARENTAL APPROVAL MUST BE KEPT ON FILE AT THE SCHOOL FOR AT LEAST 30 DAYS AFTER THE FIELD TRIP.**
 - 1 Written parental approval must be given to transport the students in private or rental vehicles.
 - 1 An employee of the CK district must be designated as the emergency contact person for any field trip that is in progress before or after school hours. The teacher/administrator conducting the field trip must have the phone number (cell phone) of the emergency contact person. The emergency contact person must remain available until students leave the drop off site.
 - 1 A list of all field trip participants (student's name, parent's name, address, home phone, business phone) must be submitted to the building director or the appropriate personnel. The emergency contact person must have a copy of this list. The teacher/administrator conducting the field trip must also have a copy of this list during the field trip. A list of field trip participants is required for each field tri participants is required for each field trip that is in progress before or after

school after hours.

ASSEMBLIES

Assemblies of various types are held when necessary. Staff attendance at all assembly programs is required. Assemblies will be arranged at local area buildings, the Southwest Community Center, or other places as needed.

Assembly seating will be determined by grade level. Each teacher will have an assigned area for use during the assemblies. All instructors are expected to see that students assigned to them for the assembly sit together in their assigned area. Names of those students who are absent are to be noted. **FACULTY MEMBERS ARE TO SIT WITH AND SUPERVISE STUDENTS DURING THE ASSEMBLY.**

On days in which assemblies are held an activity schedule will be followed. There are times when this schedule will vary, but all teachers who plan assembly programs should use this as their guide for planning the length of the program. If the program should run short, we will always add the remaining time to the next period.

Sponsors should keep in mind that all programs of great length tend to cause students to become restless. Therefore, all programs should be as short as possible, no longer than an hour.

The responsibility for the content of an assembly rests with the teacher in charge of the program. The content and agenda for all assemblies are to be reviewed with the Director prior to approval for scheduling the assembly. All assemblies are expected to follow all school and district rules governing behavior and are expected to model decorum appropriate to the state and the occasion. Participants are expected to assume full responsibility for appropriate on stage behavior. Unacceptable altercations from approved program content will lead to disciplinary action.

FUNDRAISING ACTIVITIES

Raising funds to help support student activities has become increasingly necessary as funds from other sources have come more limited. Discretion and care must be exercised to protect students and teachers. Policies and procedures are in place concerning fund raising activities. Teachers must complete the following steps in all fund raising activities. No fund raising activity will commence if these steps are not followed:

1. Tentatively schedule the fund raising project on the activity calendar.
1. Complete an application for a fund raising project (See Useful Forms).
3. Be certain that the vendor is on the approved Arkansas vendor's list.
4. Be certain that unsold items may be returned to the vendor at the completion of the activity.
5. Deposit all money collected following the procedures established by the Business

Office **DAILY!!!** and use currency form for turning in money.

6. Complete a final accounting report. Forms are available in the Business Office.
7. Students who do not turn in all money to their sponsor(s) should be referred to the principal/superintendent who will work on restitution. Outstanding money owed will result in report card being held and parent notification letters sent to legal guardians.
8. Parental approval for students to participate in fundraising activities to ensure against loss of funds or items. Failure to follow the established policies and procedures may result in the teacher being held personally responsible for any losses incurred.

PROCEDURE FOR SCHOOL CLOSING DURING INCLEMENT WEATHER

It is the policy of Covenant Keepers College Preparatory Charter School to follow the adopted school calendar except in those cases when extremely bad weather causes vary hazardous conditions for students traveling to and from school.

Any decision to close schools will be made by the Superintendent of Schools. The superintendent will get information from the Little Rock Police Department, the U.S. Weather Service, and from the Transportation Department. When possible, any decision to close will be made by 10:00 p.m. of the evening prior to the day school is to be closed. If the decision must be delayed until the early school hours, it will be made around 6:00 a.m. Our principal will call you to inform you of school closing. If the decision is made to close schools early in the day, the information will be sent by bulletin to each teacher. In such cases, teachers are dismissed only after students are dismissed. **Closure will be announced on local news television stations.**

School personnel are expected to make every possible effort to get to school during severe weather situations and are expected to remain at the school until released by the superintendent.

REQUEST FOR CASH

If a club is going to need a check for dues, convention expenses, etc. and an invoice is not available, the money may be requisitioned from the Business Office by the club sponsor. The amount should not exceed \$100. Receipts must be turned into the Business Office as soon as possible.

Health Services



HEALTH SERVICES

PASS TO THE HEALTH ROOM

A student who is ill will first report to his/her scheduled classroom teacher. If the teacher feels that the student is ill enough to warrant immediate attention, the student should be given a health referral form and sent to the Health Room. If students are not given the referral form, the nurse will send them back to get documentation from you. Teacher's signature, time, date, and destination written in ink must be completed. Please do not send students to the Health Room at the end of the period; wait until they get to their next teacher.

PREGNANT STUDENTS

Please refer to the school nurse immediately!

MEDICINES

CK is interested in the health and welfare of all our students; however staff members should not undertake the responsibility for administering medications to any students under their supervision. No member of the school staff should furnish any student with medicine, including aspirin, antacid tablets, cough drops, or similar non-prescription medicine.

It is our responsibility to provide a safe, effective method for students to take physician or parent prescribed medications during school hours. The school nurse, the principal and/or secretary will supervise the procedure. Medicine is not to be left on teachers' desks or in the classroom. All medicine found should be turned in immediately to school nurse/administration.

In the event of an emergency or if a teacher has a questions about medications, the school nurse will be available for questions. **TEACHERS SHOULD NOT ADMINISTER MEDICATION UNDER ANY CIRCUMSTANCES!**

STAFF ACCIDENTS

Any faculty member having an accident at school must notify the administration or Executive Assistant immediately. Failure to report immediately may jeopardize coverage under Workman's Compensation.

ILLNESS

If a student becomes ill and has to be carried from the room, call for the health room nurse to assist with movement.

Uniform Policies



STUDENT UNIFORM POLICY
(see student handbook for additional changes or addendums)

UNIFORM AND PERSONAL APPEARANCE –

See Student Handbook!!!

Covenant Keepers has a uniform to help create a safe and orderly environment, instill discipline, and eliminate the competition and distractions caused by varied dress styles. You will be expected to arrive in dress code every day. Please cooperate, display modesty and neatness, and take pride in these clean, neat and attractive uniforms. We rely on your common sense and your parents' and/or guardians' support in helping maintain this dress code. Students will purchase uniform shirts through Covenant Keepers. The student will purchase all other items from the

retailer of their choice.

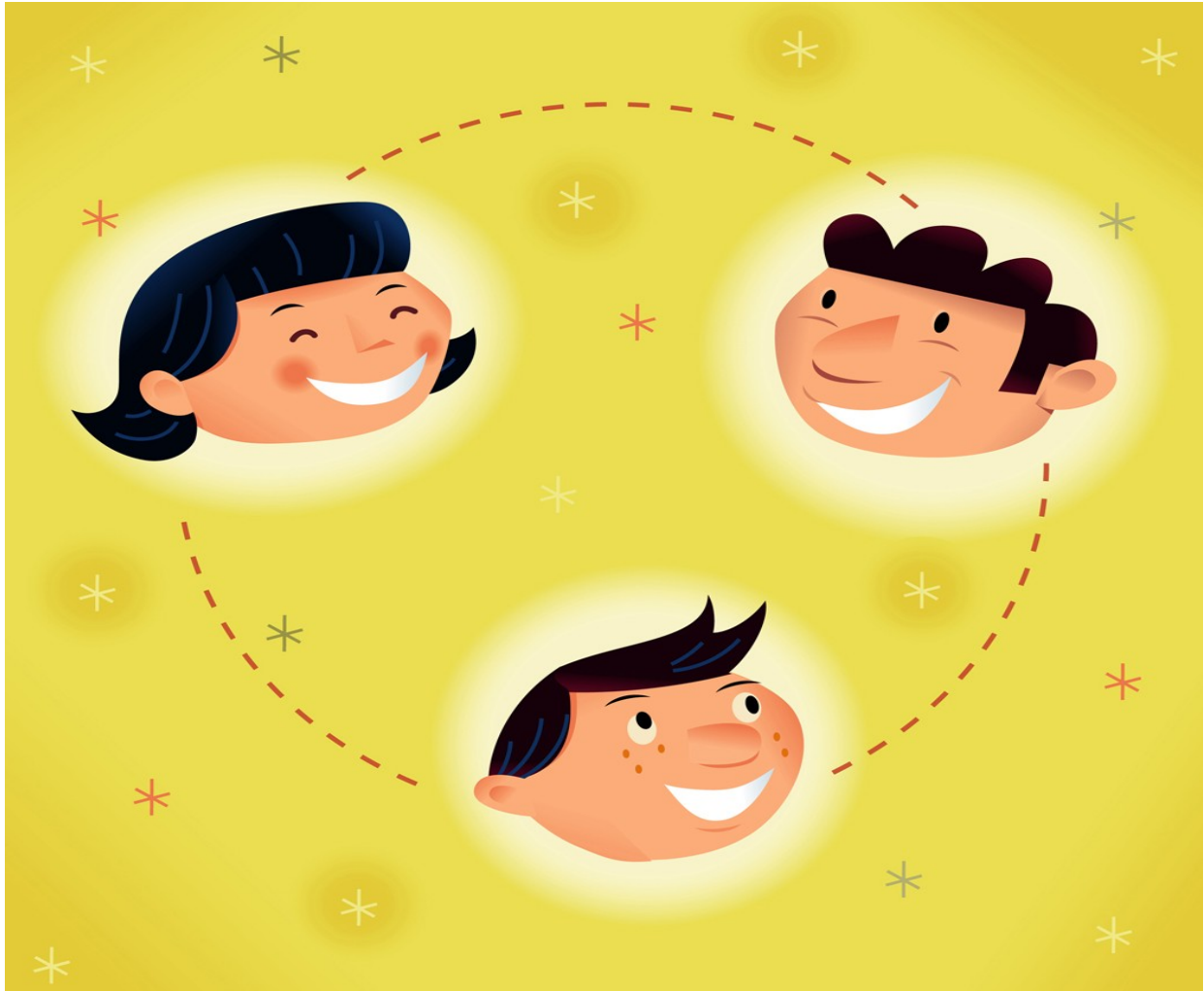
PLEASE NOTE! If you arrive at school in violation of the uniform code, your parents will be called, you will be kept out of class(es) until you are dressed appropriately, and all class time you miss will count as an unexcused absence.

FREE DRESS DAY LIMITATIONS

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 or other material. 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, 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.

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.

Parent Conferences



PARENT/COMMUNITY INVOLVEMENT

Research shows that the most accurate predictor of a student's achievement in school is not income or social status, but the extent to which that student's family is able to (1) create a home environment that encourages learning; (2) communicate high, yet reasonable, expectations for their children's achievement and future careers; and (3) become involved in their children's education at school and in the community.

The vast majority of parents are willing to assist their children in learning, but many times they are not sure what assistance is most helpful and appropriate. Helping parents connect to their child's learning enables parents to communicate in powerful ways that they value what their children achieve. Whether it's working together on a computer, displaying student work at home, or responding to a particular class assignment, parents' actions communicate to their children that education is important.

CONFERENCES (PARENTS)

Teachers should contact parents any time there is a problem with a student whether it is academic, social, or behavioral. Parents want to know how their child is doing at school. Frequent parent contacts strengthen the relationship between the school and home. Positive calls often make a situation much smoother if a problem arises in the future. Parents do not like surprises.....contact them before grade cards (which includes interim reports) come out if there is a problem. If parent conferences are berating and tumultuous, please ask a member of the administration team to be present.

CONFERENCE TIPS

Listed below are helpful strategies proven to support good parent conferences:

1. Before each conference, define your purpose.
2. If the goal is a change in academic or social behavior, outline a plan (what, how, when, who is responsible). List specific goals, steps, and/or suggestions.
3. Welcome (smile) the parent(s) and make him/her feel at ease. Begin with positive comments about the student. Do not open the conference with negative notes or a complaint. Remember that the parent may feel somewhat defensive. **BEGIN POSITIVE....END POSITIVE!!!**
4. Make sure that you know the parent(s) name. You cannot always be sure that the parent(s) surname will be the same as the student's.
5. Keep to the topic (your student and to the schedule (15-20) minutes is the suggested conference time), but do not act hurried.
6. If the parent(s) feels there is a problem, let the parent(s) identify and explain the problem. Be a listener. People with problems are more concerned about being heard than being told.
7. While a conference is meant to be a means of two-way communications, be sure that you keep the initiative and keep the conference on track and in focus. Know the facts about the student you are discussing and know exactly what you wish to communicate to the parent. If you have examples of the student's work, bring them to the conference. Be flexible and open, but remember that you are a professional and as such it is up to you to keep the conference on a professional level.
8. Give the parent(s) some definite information about the student's progress. Have specific recommendations for the parent(s) and communicate these recommendations in a positive way to the parent(s) during the conference. Let the parent(s) know exactly what you expect and require of the student.
9. Avoid negative and accusatory statements about a student. You see the student from one vantage point. The parent(s) may well see another side. Take advantage of their insight. Parent(s) become very defensive if they think someone "has it in" for their child.
10. Listen and take notes. If necessary, as questions. Open questions begin with "what, how, when, and where". Closed questions begin with "do, can, and why"; Be very careful of "why" questions because they may produce a reasons that would have to be defended.
11. Even if the parent(s) speak of their child in a negative way, be sure that you speak of him/her in a positive way. View each student as a human being with human dignity and human worthy.
12. If you have requested a conference, it is assumed that you have your data well in hand. Present specific facts. Be able to back up general statements.

13. Never fall for the temptation to discuss other students even if the parent(s) ask about other students and know of other students. Keep to the subject at hand.
14. Summarize the recommendations and plan for a follow-up contact (specify a date) to determine if the goals are being met. Promote the attitude that parents and teachers should have a partnership relationship.
15. Let the parent(s) know that you appreciate their interest and cooperation.
16. If for some reason you cannot attend a scheduled conference, notify the parent(s) of the cancellation and arrange for the conference to be rescheduled at the next scheduled planning/preparation period

Remember! Documentation is everything.

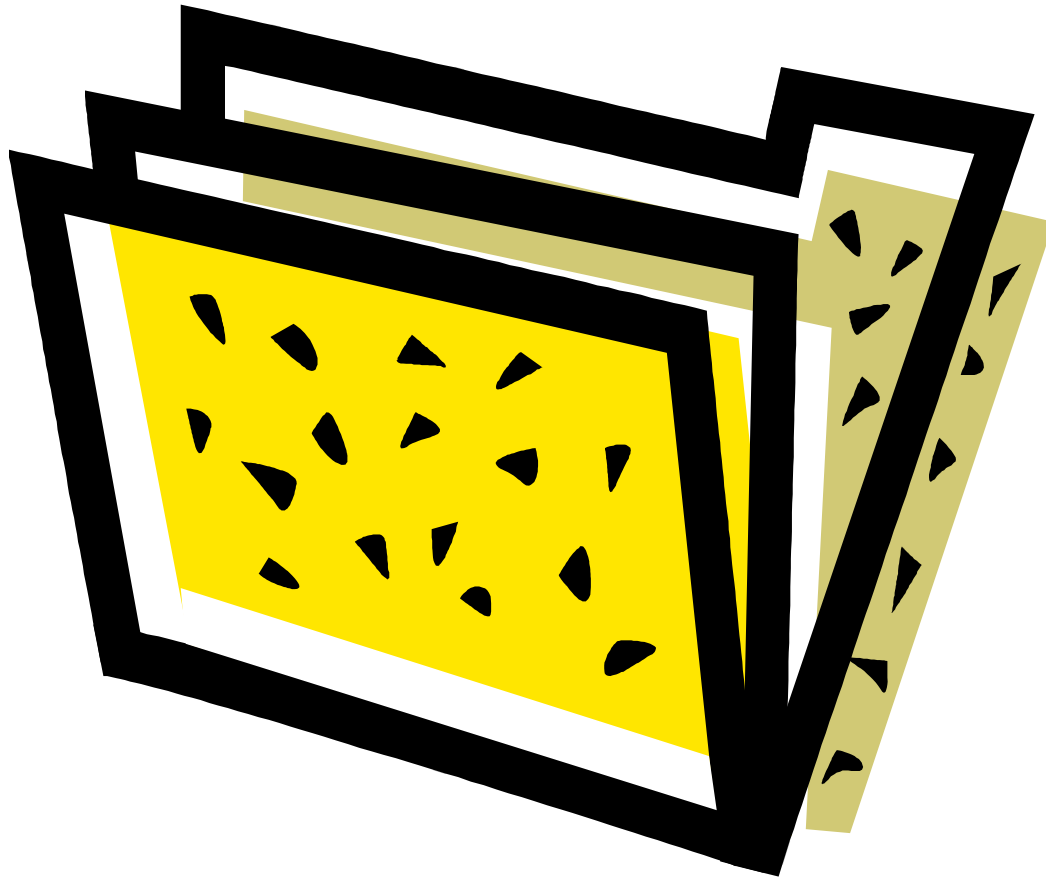
PARENTS/CLASS VISITATION

As a professional every teacher should allow parents to be a part of their instructional through observations. Please allow parents to enter your classroom at any time. Parents must check in the front office before coming to your room. **Parents are allowed to visit at any time**

RESOURCE PEOPLE

Covenant Keepers welcomes the many resource(s) of people who are invited to work/speak with our students. Before a resource person is scheduled for the classroom, the teacher must obtain approval from the director. The responsibility of the content and conduct of the speaker remains with the teacher. If any inappropriate behavior by the speaker is apparent, the teacher/principal must intervene immediately. When a resource person visits, please ask that person to sign the volunteer book in the front office.

Special Education



REFERRAL PROCESS FOR STUDENTS FOR INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) SERVICES

REFERRAL

When a student is suspected of having Autism, Deaf-Blindness, Hearing Impairment, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Emotional Disturbance, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, Visual Impairment.

When? At any time a disability is suspected. Referral of students with Limited English Proficiency (LEP) should not be delayed based on level of English proficiency.

Who? Anyone who has knowledge of the student

How?

- a. in writing (using the adopted referral form)
- a. made to building principal
- a. describe behavior and/or performance (no diagnosis)

- a. notify parents in a language they understand (7 days after referral – if no response send 2nd notice; if no response hold conference in 7 days)
- a. gather existing data, including dominant home language
- a. implement informal evaluation – (checklist, screening inventories, examples of work, observation, medical & social history)
- a. file material with principal or designee

ROLE OF THE REGULAR EDUCATION TEACHER WITH SPECIAL EDUCATION STUDENTS

Major Responsibilities:

- 1 Participate as a member of the student’s Educational Management Team
- 1 Share information about the student’s classroom academic performance and adaptive social behaviors to include strengths, weaknesses, and grades.
- 1 Cooperate with the special education teacher in planning and implementing individualized programs in the regular classroom.
- 1 Support the general educational teacher through ongoing consultation concerning student’s progress in the classroom.
- 1 Assist the special education teacher in identifying students in need of further assessment.
- 1 Consult and confer with parents at the special education teacher’s request. Such conferences are the joint responsibility of the regular and special education teachers.
- 1 Implement modifications as needed to assist students in the general educational setting.
- 1 Systematically develop and evaluate modifications and adjust as needed.

REFERRAL PROCESS OF STUDENTS FOR SECTION 504 ACCOMMODATIONS

A student is considered eligible for services under Section 504 if he or she:

- a. Has a physical condition or mental impairment which substantially limits one or more major life activity;
- a. Has a record or history of a physical condition or mental impairment, and/or;
- a. Has a physical condition or mental impairment that does not substantially limit one or more major life activity, but is perceived by the District or others as having such limitations.

THIS DOES NOT INCLUDE CHILDREN WHO ARE PERCEIVED AS DISADVANTAGED DUE ONLY TO CULTURAL, ENVIRONMENTAL, ECONOMIC, OR LIMITED ENGLISH PROFICIENCY.

REFERRAL FOR SCREENING (when a student is, or is perceived to be limited in a major life activity)

When? At any time a disability is suspected. Referral of students with Limited English Proficiency (LEP) should be delayed based on level of English proficiency. Consideration should also be given to those students who were referred, but not found eligible for special education.

Who? Anyone who has knowledge of the student.

How?

- a. Made to building director or designee (504) Coordinator
- a. Describe behavior and/or performance (no diagnosis) and limitations to major life activity
- a. Notify parents in a language they understand (7 days after referral – if no response send 2nd notice; if no response hold conference in 7 days)
- a. Gather existing data, including dominant home language
- a. Implement informal evaluation – (checklist, screening inventories, examples of work, observation, medical and social history)
- a. File material with principal or designee (504 Coordinator)

**ROLE OF THE REGULAR EDUCATION TEACHER IN IMPLEMENTING 504
ACCOMMODATIONS**

Major Responsibilities:

- 1 Participate as a member of the student's Accommodation Team
- 1 Share information about the student's classroom academic performance and adaptive social behaviors to include strengths, weaknesses, and grades.
- 1 Cooperate with Accommodation Team in developing and implementing accommodations
- 1 Consult and confer with parents at the school based 504 Designee's request.
- 1 Implement accommodations to assist students in the general educational setting.
- 1 Systematically develop and evaluate accommodations and adjust in Team meetings as needed.

Technology Procedures



COMPUTERS

Teachers are strongly encouraged to use technology in the classroom as a part of academic instruction. Teachers are, however, responsibly for making sure that computers are used responsibly.

Computers should be kept clean. Dust can be harmful to the computer. Please make every effort to keep the Covenant Keepers Charter School has policies in place related to acceptable use of computers and computer networks.

The Acceptable Use Policies ensures that students and parents are aware of the benefits and dangers as well as the privileges and consequences of using the district's access to the Internet and use of the school network. The policy goes home with students at the time of their initial

enrollment for parents to read, sign and return before students are allowed to have access to computers that also have Internet access.

SCHOOL DISTRICT ACCEPTABLE USE POLICY

PURPOSE

The Internet and its vast access to information provided an enormous resource for education and assistance in our goal to increase student achievement and professional development. The computer, computer related devices and software are valuable tools in the efforts of successful educational process. This combined with the need of creating and maintaining a safe educational environment require the need for an adequate acceptable use policy for the charter school.

COVENANT KEEPERS CHARTER SCHOOL RESPONSIBILITIES

Covenant Keepers Charter School will take the following steps to assure proper use of the computer network:

- Teachers and/or support staff will supervise Internet sessions while in the classroom or computer lab. **IMPORTANT!**
- Filtering and network management software will be used to limit the risk of inappropriate material being accessed by students and other users. These programs monitor '**http**' traffic and block inappropriate content based on an expanding database of sites and information related to trends in best practices, known information and constant system monitoring.
- Teachers will be provided with training and resources to understand the current trends and policies of Internet usage and safety practices.
- Staff will be required to instruct students on the proper use of Internet resources enabling them to make appropriate choices for appropriate content and its use.
- Current virus protection and Anti-Spyware software will be used as an added layer of protection for users against malicious software that may otherwise expose students and other users to inappropriate or harmful material.

USERS

1. Users are defined as authorized personnel as defined by the school to operate computers, computer-related devices and other technology related equipment within the boundaries of the charter school.
2. Users are described but not limited to: administrators, teachers, students, substitutes long-term substitutes, parents, support staff and authorized guests who are define as vendors and presenters.
3. The amount of access to the charter school equipment and network for each of these uses will be determine by the function and need appropriate for personnel.

SOCIAL NETWORKS: Websites that are “virtual communities” of people with common interest who are invited to share likes and dislikes on any particular subject, cause and/or theme or to just have an online meeting place for extemporaneous discussion. Members create accounts that consist of biographical information including, but not limited to birthdays, gender, photos, occupation and email addresses. Communication consists of both synchronous and asynchronous communication such as chatting, voice over IP, blogs, discussion forums, and video.

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.

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 (e) restricting minors; access to materials harmful to them. CIPA does not require the tracking of Internet use by minors or adults.

FERPA-Family Educational Rights Privacy Act

The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children’s educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

DEFINITIONS

Asynchronous Communication: A type of communication protocol that allows an amount of time to pass between communications. This communication includes but is not limited to emails, discussion forums, weblogs (blogs) and social networking sites (Twitter, Facebook, etc.)

Synchronous Communication: A type of communication protocol that allows users to communicate instantly in real time. This communication includes but is not limited to chat rooms, instant messages, voice over IP and certain 3D environments.

Flaming: To send an email 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: 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: This is a program designed to collect personal information about the user for exploitation which may or may not be for financial gain.

Cyber Bullying: The intentional act of posting, transmitting or the displaying of embarrassing, defaming and/or untrue information about a particular person or personal for the purpose of causing intimidation, ridicule, threat, harassment, embarrassment and/or an act of violence toward a student or public school employee. This behavior substantially disrupts the educational process within the classroom, overall school climate and the orderly operation of the school and the educational environment. **THE INFORMATION IS COMMUNICATED THROUGH ALL FORMS OF ELECTRONIC COMMUNICATION INCLUDING BUT NOT LIMITED TO TEXT MESSAGING, BLOGS, PODCAST AND SOCIAL NETWORKING SITES SUCH AS BUT NOT LIMITED TO MYSPACE, FACEBOOK, AND YOUTUBE.**

Arkansas Law: A 2007 law added cyberbullying to school anti-bullying policies and included provisions for school officials to take action against some off-campus activities. The law applies to electronic acts whether or not they originate on school property "if the electronic act is directed specifically at students or school personnel and is maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose."

The school has a right to take action(s) on behavior that has caused harm or disruptions here on school campus. Student Rights and Responsibility Handbook will be followed.

GENERAL REGULATIONS

1. Computers, computer related devices, telephonic and other communication devices and networks are provided for conducting school business and for the educational development of students and staff. They are not intended for private or personal use.
2. Users of the network are responsible for following local, state, federal and international laws. This includes copyright laws.
3. Users are responsible for the use of their own account, including security and proper use. Users are not to allow others to use their username and password. Access to other user profiles is reserved for authorized network administrators. Users assigned usernames and passwords are responsible for safeguarding this information, and will be held accountable for the consequences of intentional or negligent disclosure of this information.
4. Users are responsible for respecting the policies of other networks, which they access, and for adhering to those policies.
5. Users may not deliberately damage or disrupt a network, computer or computer related device, telephonic or other communication device, and/or removable media that they have been given authorized use. System components such as hardware, software, or other property will be removed, destroyed, modified, or abused. Examples of activities that are prohibited: altering security codes or passwords and introducing computer viruses and/or malware, removing memory chips, hard drives and their hardware components
6. No network system at Covenant Keepers will be used to terrorize, intimidate, threaten, or harass
7. Users will not use the network for financial or commercial gain or to advertise, promote

or endorse products or personal services.

8. The charter school will not be responsible for financial obligations or legal infractions arising from unauthorized use of the system.
9. Network resources, information, Internet and intranet traffic, folders, drives, district provided removable media and electronic mail have no expectation of privacy. Routine maintenance and monitoring of the system may lead to the discovery that a violation of a law or regulation has occurred. If there is reasonable suspicion that a law or regulation has been violated, an investigation will be conducted, and items seized and searched. Any suspected illegal activity in the charter school which may or may not be computer or network related in nature may result in the search of other resources.
10. Long-term substitutes may be granted network privileges at the request of the principal. If granted, the long-term substitute must sign the Employee Use Agreement.

Hardware

1. Only authorized individuals will install, service, or maintain charter school hardware.
2. All personal hardware such as media players of any kind and their content are subject to Covenant Keepers policies that refer to electronic communication devices.

Software

1. Only software that is authorized by the district may be installed on computer hardware.
2. Only authorized individuals will install software on charter school equipment.

Internet

1. The primary purpose of providing Internet access to employees is for conducting official business. The purpose of providing Internet access to students is for educational benefit only.
2. Before a student is allowed to access the Internet, a Student Use Agreement must be signed by both the student and parent. Students and parents will sign the AUP each time a student enrolls at a new campus.
3. Email accounts will be issued to charter school employees. Upon termination/non-renewal employees will be taken out of the networking systems in 3-5 days.
4. Users will not post personal contact information about themselves or other people.
5. Users are not allowed to intentionally transmit or receive obscene, pornographic, or inappropriately suggestive content or language in the form of images, files or multimedia files types through any synchronous or asynchronous communication device or software used in the charter school network.
6. All users should observe network etiquette. Users are expected to be polite and use appropriate language. Using vulgar or profane language is not appropriate. Engaging in flaming or spamming is not appropriate. Students are prohibited from using chat rooms, and instant messenger services. Participation in cyber bullying (original, secondary, or distributed) is prohibited.
7. Use of the system of access, store, or distribute obscene, pornographic, or inappropriately suggestive material is prohibited.
8. Use of the school's network and computers to access, store, and distribute material or sites that are considered racially derogatory or "hate sites" is strictly prohibited.
9. Students are to report immediately any inappropriate material they access to a teacher or other staff person. Students are not to share inappropriate materials or their sources with other students.

Supervision of the Computer Network

1. Coordination of the charter school computer network is under the supervision of the school principal or designee. The principal or designee will be responsible for coordination of activities related to the network.
2. The principal or designee will establish a system that ensures that all employees and students receive instruction on school policies that address computer systems and networks. The principal or designee will also establish a process for supervision of students using the system and will maintain user account agreements.
3. The principal or designee will establish a process for reviewing these regulations with employees annually. The Employee Use Agreement must be signed annually by all employees. The students will sign the Acceptable Use Policy, once in Middle and Senior High School. Parent's signature will be required even when a student transfers to another school district.

Penalties for Non-Permitted Activities

1. Any user who violates this policy and accompanying regulations subject to loss of computer, phone, and network privileges, as well as other district disciplinary actions.

ACCEPTABLE USE GUIDELINES FOR CELLULAR TELEPHONES

Covenant Keepers may utilize cellular telephones to enhance learning and to improve communication between schools, parents and the community. In order to maximize the use of these devices and to prevent potential abuse of these instruments, employees must be aware of, and agree to abide by, certain regulations.

Cellular Telephones

The assignment of cellular telephones to an individual, school or department must be approved in writing by the director. The need for the cellular telephone must be stated in writing so that the director can adequately consider the request.

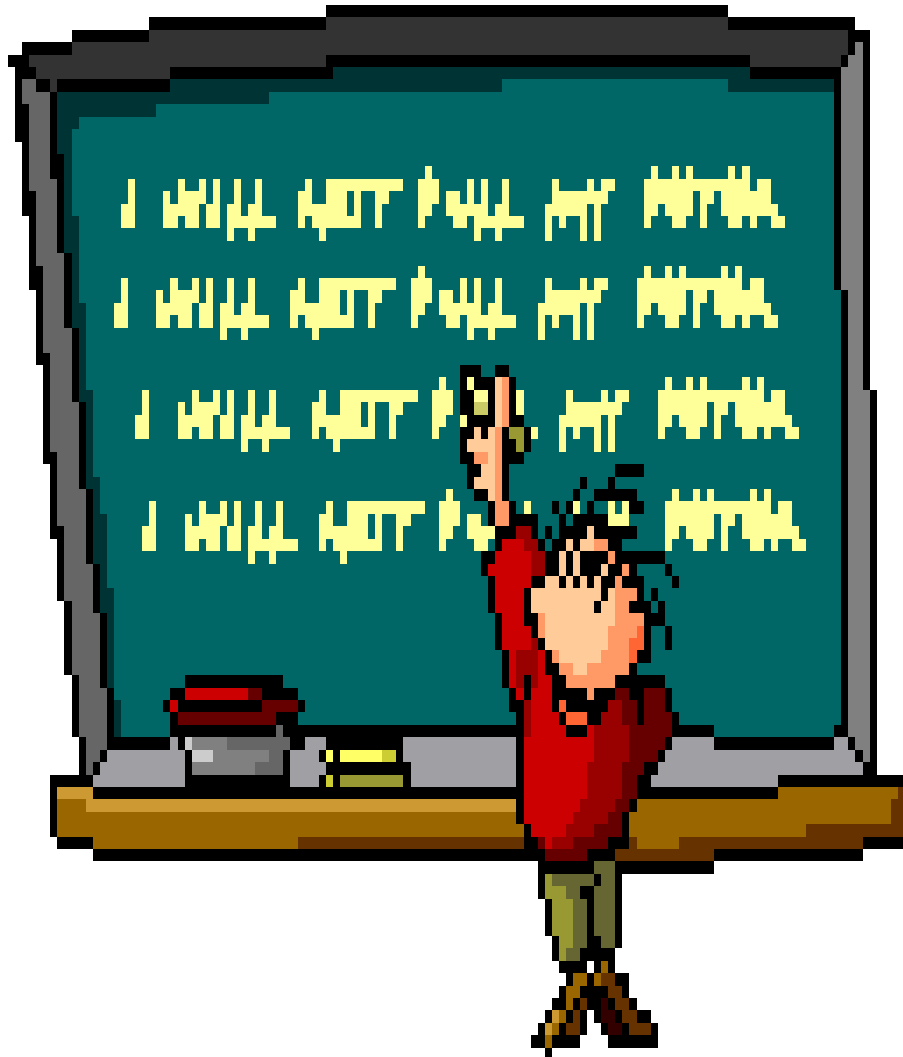
School-based cellular telephones may be used on field trips to report an emergency or special situation to the school. They may be used for personal use or in lieu of school telephones. School-based cellular telephones may not be used for long distance calls, except in the case of an out-of-area field trip during which time an emergency call is necessary. Cellular telephones assigned to administrative personnel may be used to conduct district business and for limited personal use. School cellular phone bills will be reviewed to determine if exorbitant personal use occurs. Cellular telephones should not be used in lieu of office telephones.

Teachers may retrieve voice mail messages and return calls during planning/prep periods, class changes, and lunch and before/after school.

Teachers will not use the telephone during class periods except for incorporation as a learning tool. A personal call during class time is strictly prohibited.

A staff member who is expecting a call of an emergency nature should notify the director/secretary in advance so that preparations may be made.

Discipline Policies



EFFECTIVE DISCIPLINE

The following are some general guidelines. If you need assistance in classroom management or discipline strategies, please see the administrator who is responsible for your individual evaluations. Remember this is an area of the evaluation system.

- 1 Classroom Management begins with pre-planning for the class. Students know when a teacher is not prepared for a full period. Most of your problems can be eliminated before they start by being prepared for each class, having students engaged in rigorous lessons and having smooth, organized transitions between activities. Be prompt and begin your class on time. Build a relationship with students. Verbal confrontations between students must be stopped before developing into something of a physical nature. Do not argue with students—this serves no purpose.

- 2 Each teacher should be active in the hallways and encourage students to get to class on time and moving students into the classroom.
- 3 Do not allow students out of class unless it is an extreme emergency. Students must have an official pass signed, dated and destination.
- 4 Do not use students to run personal errands for you. Students can never leave campus to run an errand for your or with you.
- 5 Do not threaten or embarrass students. Build a positive relationship with students and parents.
- 6 Do not hesitate to ask for assistance. No one can run the school by herself/himself, but we can run a very effective school if we do it as a **TEAM**.
- 7 Do not allow yourself to be manipulated into a “defensive posture.” Be in control of yourself and the situation.
- 8 Do not use sarcasm in dealing with students
- 9 Be an example for your students. Do not eat or drink or use telephone during class.

Quality classroom instructional time is the key to improving student achievement. Do not send students out of class for minor classroom infractions such as lack of materials, tardies, sleeping, or not participating. These may be handled through scheduled conferences involving parents and director.

NOTE!! Number all referrals as assigned to students – 1st referral place a #1 in the top right-hand corner; 2nd referral place a #2, etc. This will assist administrators with progressive discipline.

THE PREVENTION DIMENSION

- 1 Effective teaching practices
- 1 Ways to stimulate interest and motivate students
- 1 Strategies to meet basic needs
- 1 Non-harmful way of expressing stress in the school setting
- 1 Collaborative development of rules and consequences with students
- 1 Matching teaching methods to diverse learning styles
- 1 Effective communication skills, such as I-messages and active listening

THE ACTION DIMENSION

- 1 Put a halt to the **MISBEHAVIOR**
- 1 Discipline in a way that maintains both teacher and/or administrator and student dignity

- o Use Privacy
- o Eye Contact
- o Close Proximity
- o Students should be restrained only in the event that they are an immediate danger to themselves or others.

THE RESOLUTION DIMENSION

- 1 Listen to both sides of the story
- 1 Conduct a proper investigation
- 1 Gather the facts
- 1 Consider the child
 - o Handicapping condition (if any)
 - o 504
 - o Special services and/or support system(s)

TEACHER BEHAVIORS

- 1 Establish rules that are fair and make sense
- 1 Consistently enforce rules
- 1 Be concerned about the child
- 1 Talk in a calm voice
- 1 Do not denigrate (use putdowns) students
- 1 Notice students' classroom behaviors
- 1 Establish an atmosphere of trust and respect
- 1 Model what you expect
- 1 Dismiss your preconceived perception of students
- 1 Have high expectations for student success
- 1 Establish parental relationships
- 1 Always treat students with dignity
- 1 Never put your hands on or restrain a student unless that student is endangering the safety of himself or others.

***COVENANT KEEPERS DISCIPLINE POLICY
SEE STUDENT HANDBOOK FOR OTHER CHANGES AND
ADDENDUMS***

SCHOOL RULES AND DISCIPLINE

STANDARD OF CONDUCT: All students are expected to conduct themselves at all times in a manner that will contribute to the best interest of the school and not infringe on the rights of others. School district officials attempt to include prevention, intervention, and conflict resolution whenever dealing with student problems; however, school staffs have the authority and the responsibility to take customary and reasonable measures to maintain proper control and discipline among students placed under their care and supervision. Such measures may include the use of reasonable force in the exercise of lawful authority to restrain or correct students and maintain order. A student who is well informed concerning his/her rights and responsibilities and the standards of behavior expected

should not require disciplinary action. However, the Rules of Conduct set forth below are considered major infractions of proper conduct and will subject the student to disciplinary action. The violation of a rule will occur whether the conduct takes place on the school grounds, off the school grounds at a school activity, function, or event, or in route to or from school. The different types of punishment for breach of the Rules of Conduct are set forth in Consequences section.

The punishment is listed in order from the least severe to the most severe. Punishment will be administered based on the severity of the infraction. However, the administration may exercise more extreme action in severe situations or in situations where a student has been involved in other rule infractions.

DISCIPLINE All students enrolled in Covenant Keepers School District shall comply with the rules and regulations set forth in this handbook and all other rules and regulations prescribed by law and as adopted by the Covenant Keepers School Board. **All students and their parents should be aware that the rules of conduct and the policies and procedures set forth in this handbook may be amended from time to time by the Covenant Keepers School Board.** All students shall also comply with all reasonable rules and regulations and classroom procedures established by teachers and principals governing classroom activities or other school activities both on and off campus.

Student Rights, Responsibilities, and Limitations. All students of the Covenant Keepers School District have certain protected rights under the constitution of the State of Arkansas and the United States Constitution including freedom of speech, freedom of assembly, and freedom of press, provided, however, there are reasonable limitations on the exercise of those rights. Those freedoms must be exercised in a way and in a manner which will not interfere with the rights of others, and they shall not be exercised in such a way as to create an obscene, slanderous, libelous manner or to incite students to commit unlawful acts. Students have the right to peaceful assembly. However, students do not have the right to interfere with classroom activities or other school events or activities.

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

CONSEQUENCES

A. Depending upon the severity of the infraction, disciplinary action may range from a minimum of a warning to a maximum of expulsion:

- Warning conference with student
- Parental contact
- Denial of privileges
- Detention Hall
- Saturday School (6-8)
- Counseling
- Suspension: Out-of-School (6-12)
- Expulsion - After the second (2nd) disciplinary suspension in a semester, the student will be

recommended for expulsion.

RULES OF CONDUCT. All students are required to comply with the following rules of conduct.

Rule 1. INSUBORDINATION. (Disregard of directions or commands).

A student will comply with reasonable directions or commands of teacher, substitute teacher, teacher's aide, principals, administrative personnel, bus drivers, or any other authorized school personnel. **(Note: Students who refuse to adhere to school dress code, or students who refuse to check in cell phones shall be guilty of insubordination.)** **Reprimand to Expulsion.**

Rule 2. PHYSICAL ABUSE (Terroristic Threatening/Assault by a Student on a School Employee).

It is unlawful for any person to use profane, violent, vulgar, abusive, or insulting language toward any public school employee during the course of his or her duties. Arkansas Code Annotated § 6-17-106 makes it unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common acceptance, is calculated to (A) cause a breach of the peace; (B) materially and substantially interfere with the operation of the school; or (C) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. A person who violates this section shall be guilty of a violation.

It is unlawful for any person to threaten or cause physical harm to a school employee. Arkansas Code Annotated §5-13-301 states: (a) (1) A person commits the offense of terroristic threatening in the first degree if: (A)With the purpose of terrorizing another person, the person threatens to cause death or serious physical injury or substantial property damage to another person; or (B) With the purpose of terrorizing another person, the person threatens to cause physical injury or property damage to a teacher or other school employee acting in the line of duty. (2) Terroristic threatening in the first degree is a Class D felony. (b) (1) A person commits the offense of terroristic threatening in the second degree if, with the purpose of terrorizing another person, the person threatens to cause physical injury or property damage to another person. (2) Terroristic threatening in the second degree is a Class A misdemeanor.

Suspension to Recommendation for Expulsion.

In addition, the student may be subject to prosecution under applicable laws.

Rule 3. FIGHTING-PHYSICAL ABUSE/ASSAULT BY A STUDENT ON ANOTHER STUDENT. A student shall not threaten to cause injury or physical harm to another student; nor shall a student strike or beat another student. **Reprimand to Expulsion.**

In addition, the student may be subject to prosecution under applicable laws.

Rule 4. DISORDERLY CONDUCT. A student shall not engage in behaviors which adversely affect instruction and/or activities, including leaving the classroom without permission or pass from the teacher. Continual and intentional excessive noises or acts will not be permitted. Violence, threats, intimidation, harassment, or any other such conduct that disrupts the learning process for any individual student will not be permitted. **Reprimand to Expulsion.**

Rule 5. ATTENDANCE/TRUANCY POLICY

Due to Act 1223 of the State Legislature, the Covenant Keepers School District revised the Attendance/Truancy policy for all students.

Absences are no longer counted as Excused or Unexcused, a total of 12 or more absences (per semester) may result in the denial of credit and/or promotion of your child.

RESPONSIBILITIES OF THE PARENT:

- Ensure the child attends school daily and on time. School begins at 7:15am.
- Notifies the school of an absence by 12 noon on the day of the absence
- Presents documentation of the absence to the school within 48 hours of the absence
- Contacts the school administrator requesting a conference at the 3rd and 6th absence to discuss interventions and the consequences for more than 12 absences
- Before the 12th absence, contact a school administrator for special arrangements to address the student's absences

RESPONSIBILITIES OF THE STUDENT:

- Attend school daily
- Be on time for ALL CLASSES
- Come to school prepared to learn

ATTENDANCE PROCEDURES

If a student is tardy to school because of a doctor, dental, or court appointment, the student MUST report to the attendance office and present the proper documentation.

When a student is to be checked out early or absent from school, the parent must call the Front Office at (501) 682-7550 before 12:00 noon and provide:

- Student Name
- Grade
- Reason for absence or checkout time
- If the student knows about the checkout, student must come by the Front Office to sign out and to have his/her Agenda Book

A student shall not be absent from school without parent or school authorities' prior knowledge and consent. After arrival on campus, a student absent from his/her assigned station without permission from school authorities shall be considered as truant. A student who leaves campus failing to be signed out by a parent and/or legal guardian through the office or is out of his/her designated area shall be considered truant. Therefore, it is imperative that a student not leave campus unless he/she has followed this procedure. **Note: Truancy is a serious infraction, and it shall result in punishment more severe than After-School Suspension (ASS). Reprimand to Expulsion.**

Truancy means any absence of part of or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian and also means intermittent carried on for the purpose of defeating the intent of required education.

Habitual Truancy means a pupil who is absent from school without an acceptable excuse for part of or all of 5 or more days on which school is held during a semester.

Arkansas Code § 6-18-209 is amended to read as follows:

6-18-209. Adoption of student attendance policies — Effect of excessive absences.

(a) The board of directors of each school district in this state shall adopt student attendance policies.

(b) Each school district, as a part of its six-year educational plan, shall develop strategies for promoting maximum student attendance, including, but not limited to, the use of alternative classrooms and in-school suspensions in lieu of suspension from school.

(c) A student attendance policy may include excessive absences as a mandatory basis for denial of promotion or graduation.

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

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

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

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

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

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

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

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

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

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

(iii) The agreement shall be signed by the:

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

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

(5)(A) When a student exceeds the number of excessive absences provided for in the district's or the State Board of Career Education's student attendance policy, or when a student has violated the conditions of an agreement granting special arrangements under subdivision (a)(4)(D) of this section, the school district or the adult education program shall notify the prosecuting authority and the

community truancy board, if a community truancy board has been created, and the student's parent, guardian, or person in loco parentis shall be subject to a civil penalty.

Rule 6. SEXUAL HARASSMENT. The Covenant Keepers School District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated. **Reprimand to Expulsion**

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without a fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creates an intimidating, hostile, or offensive academic environment.

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's ability to participate in, or benefit from, an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conducts or is homosexual, regardless of whether or not the student self-identifies as homosexual; and spreading rumors related to a person's alleged sexual activities.

Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual accused of the harassment.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals, who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Rule 7. THEFT AND EXTORTION. A student shall not cause damage or steal or attempt to steal property of another student or any other person; nor shall a student obtain or attempt to obtain something (of value) from another person by either physical force or threat (illegal act). The student may be subject to punishment under applicable laws. **Reprimand to Expulsion.**

Rule 8. DAMAGE, DESTRUCTION, OR THEFT OF SCHOOL PROPERTY. A student shall not cause or attempt to cause damage to school property or steal or attempt to steal school property. The Covenant Keepers District will attempt to recover damages from the student. Parents of any minor student under the age of 18 will be liable for damages caused by said minor. Students charged with theft or any other destruction of school property are subject to prosecution.

Reprimand to Expulsion.

Rule 9. PROFANITY. A student shall not use abusive, vulgar, or disrespectful language (verbal or written) or gestures at school or school functions. **Reprimand to Expulsion.**

Rule 10. PERSONAL ITEMS/PROHIBITED DEVICES (6-12). A student will not bring personal items such as blankets, toys, radios, tape players, cards, etc., that may distract from the learning environment unless specifically requested by school personnel for class-related assignments. Student will be given a reprimand and parents must pick up items. **Reprimand to Expulsion**

Use and misuse of cell phones has become a serious problem that threatens the ability of the district's schools to properly and efficiently operate its education program. The school board believes it is necessary to restrict student use and possession of cell phones, other electronic communication devices, cameras, MP3 players, Ipods, and other portable music devices so that the opportunity for learning in the district's schools may be enhanced.

At the same time, cell phones and other electronic communication devices can, in controlled situations, offer a means to enhance student learning through their ability to access expanded sources of information. Teachers have the authority to permit student use of their cell phones for specific classroom lesson plans or projects. Students must abide by the guidelines the teacher gives for any such authorization. Students who fail to do so will be subject to the provisions of this policy governing misuse of cell phones.

For the purpose of this policy, the use of a cell phone or other communication device includes any incoming call, text message, message waiting, or any audible sound coming from the phone or device.

The student and/or the student's parents or guardians expressly assume any risk associated with students owning or possessing any such device.

Unless otherwise permitted in this policy, from the time students arrive on school property until after the last bell, cell phones, any paging device, beeper or similar electronic communication devices, cameras, as well as MP3 players, Ipods, and other portable music devices *must be turned in to the front office*. Exceptions may be made by the building principal or his/her designee for health or other compelling reasons.

The use of such aforementioned devices at school sponsored functions outside the regular school day is not permitted or allowed at the event or activity the student is attending. Students using cell phones, or other electronic communication devices, cameras, as well as MP3 players, Ipods, and other portable music devices after arrival on campus and before the last bell shall have them confiscated. Confiscated cell phones and other electronic communication devices may be picked up at the school's office by the student's parent or guardian.

RULE 11. CELL PHONE VIOLATIONS. Penalty for cell phone use is as follows:

First Offense

- Two (2) day AFTER-school detention
- Cell phone is confiscated
- Parent/Guardian must pick up the cell phone at the school office

Second Offense

- Five (5) day AFTER-school detention
- Cell phone is confiscated
- Student loses the right to carry cell phone the rest of the school year
- Parent/Guardian picks up cell phone at the school office

Third Offense

- Three (3) day OUT of school suspension (OSS) for insubordination
- Cell phone is confiscated
- Parent/Guardian picks up cell phone at the school office

Beyond Third Offense see Rule 1 - Insubordination Policy

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

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

Rule 12. LASER POINTERS. Arkansas Code Annotated §6-18-512 states that it is unlawful for a person under eighteen (18) to possess a hand held laser pointer without the supervision of a parent, guardian, or teacher. The hand held laser pointer will be seized as contraband. Covenant Keepers School District policy prohibits the possession of a laser pointer by any student on any campus.

Reprimand to Expulsion.

Rule 13. WEAPONS, DANGEROUS INSTRUMENTS.

A student shall not possess, handle, or transmit any object that might reasonably be considered a weapon or dangerous instrument, including, but not limited to the following: knife (**blade 3 1/2 inches or more**), razor/razor blade, ice pick, explosive, pistol, rifle, shotgun, pellet gun, or any other object capable of causing serious physical injury. **Students violating this rule shall be recommended for expulsion and shall be subject to prosecution under applicable laws. Students who bring a knife to school with less than a 3 1/2 inch blade will be suspended.**

There are certain classes such as home economics, agriculture, or art in which various objects such as scissors, exacto knives, or box cutters may be used. These objects shall be provided by the teacher in the classroom, so that they shall never be in the student's possession unless within that classroom under the direct supervision of the teacher.

A firearm brought inadvertently to school by a student shall be grounds for disciplinary action against the student, but the School Board of Directors may consider the "inadvertent circumstances" of the incident in determining the student's discipline. If a student discovers that he/she unintentionally has

an object, other than a gun, that might be reasonably considered a weapon and if he/she turns it in to school officials immediately and voluntarily, the will be determined by the building superintendent, principal and/or assistant principal. **Reprimand to Expulsion**

Arkansas Code Annotated §5-73-119 provides that no person under the age of 18 shall possess a handgun. Violation shall be a Class A misdemeanor. It also provides that no person shall possess a handgun upon the property of a public school, in any school bus, or at any designated bus stop.

Violation is a Class D felony, and no sentence imposed for violation can be suspended, probated, or treated as a first offense.

Arkansas Code Annotated §5-27-210 states the following: “When a parent of a minor knows that the minor is in illegal possession of a firearm in or upon the premises of a public or private school, in or on the school’s athletic stadium or other facility or building where school-sponsored events are conducted, or public park, playground or civic center, and the parent or guardian fails to prevent the possession or fails to report the possession to the appropriate school or law enforcement officials, the parent shall be guilty of a Class B misdemeanor.”

Arkansas Code Annotated §6-18-507 mandates that parents, guardians, or other persons in loco parentis of a student shall sign a statement acknowledging that they have read and understand current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. This statement shall be signed prior to readmitting or enrolling a student in any public school immediately after the expiration of an expulsion period pursuant to subsection (e) of Arkansas Code Annotated §6-18-507.

Rule 14. FORGERY OF PASSES OR FALSIFICATION OF GENERAL INFORMATION. A student shall not forge another person’s name to any pass, excuse, or a student’s scheduling information, nor falsify telephone numbers and addresses on general information forms. This includes all school records. **Reprimand to Expulsion.**

Rule 15. LOITERING BY SUSPENDED OR EXPELLED STUDENTS. A student who has been either suspended or expelled shall be provided written notification that because of an act of misbehavior he/she is prohibited from being in any school building, on a school campus, or at a school activity for a specified period of time and shall not enter a school building, be present on school campus grounds, or be present at any school activity. (Arkansas Code Annotated §6-21-607). Violation will result in disciplinary action. **Reprimand to Expulsion.**

Rule 16. GANGS AND GANG ACTIVITY. The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions. **Reprimand to Expulsion**

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

1. Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
2. Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;

3. Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
4. Extorting payment from any individual in return for protection from harm from any gang.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

A.C.A. §6-15-1005(b) (2)

A.C.A. §5-74-201

Rule 17. BOMB THREATS/FALSE ALARMS. It is unlawful for any person to report to another person, or to any public or private institution of this state, a bomb threat.

A. Students known to make a bomb threat to the school shall be referred to the proper law officials for prosecution and will be recommended for expulsion for the duration of the semester and/or school year.

B. School principals shall develop procedures to follow in the event of a bomb threat.

C. According to Arkansas Code Annotated §5-71-210, it is also unlawful for anyone to communicate a false alarm of bombing, fire, offense, catastrophe, or other emergency knowing that the report is false and baseless. Students shall never pull a fire alarm as a prank. Not only will the student be disciplined by school authorities for doing so, he/she will be reported to the proper authorities.

D. Arkansas Code Annotated §5-71-210, classifies the act of communicating a false alarm as a Class D Felony if physical injury to a person results or if the false alarm communicates a present or impending bombing and is made to or about a public or private educational institution. **Reprimand to Expulsion**

Rule 18. TOBACCO.

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any property owned or leased by the Covenant Keepers School District, including school vans, is prohibited. Possession of paraphernalia associated with tobacco use is also prohibited. Students who violate this policy may be subject to legal proceedings in addition to student disciplinary measures. **Reprimand to Expulsion**

Rule 19. STUDENTS POSSESSING, BUYING, OR UNDER THE INFLUENCE OF ALCOHOLIC BEVERAGES OR CONTROLLED SUBSTANCES. This policy applies to any student who is on school property, who is in attendance at school or at a school sponsored or related activity (including any student who has left the campus for any reason and who returns to the campus), or whose conduct at any time or in any place interferes with or obstructs the mission or operation of the school district. **Reprimand to Expulsion**

It shall be a violation of policy for any student to participate in any of the following:

A. To sell, supply, or give, or attempt to sell, supply, or give to any person any of the substances listed in this policy or what the student represents or believes to be any substance listed in this policy or what the student has in his/her possession because it gives the appearance of being one of the substances listed in this policy. Arkansas Code Annotated §5-64-411 provides that sentences for sale of controlled substances within 1,000 feet of public schools shall be enhanced by ten years and a fine of no less than \$1,000.

B. To possess, procure or purchase; to attempt to possess, procure or purchase; to be under the influence of (legal intoxication not required); or to use or consume or attempt to use or consume the

substances listed in this policy or what is represented to the student to be any of the substances listed in this policy or what the student believes to be any of the substances listed in this policy.

C. Prohibited substances shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, unauthorized inhalant, or other controlled substance, as defined in Arkansas Code Annotated §5-54-101 and Arkansas Code Annotated §5-64-101, or beverage containing alcohol or intoxicant of any kind. Controlled substances may be used by a student who has a prescription for the substance, provided the substance remains in the container in which it was obtained from the pharmacist and is stored in a locked space designated by the school (refer to X Medication Policy and Procedures). Any student engaging in any of the activities with any of the prohibitive substances listed above shall be subject to the following penalties:

(1.) Use or possession of any substances prohibited by this policy or what the student represents or believes to be any substance prohibited by this policy.

(a.) **First Violation:** The student shall be suspended off-campus for ten (10) school days; police may be called; proof of professional help is required; and parental conference is required prior to re-admission.

(b.) **Second Violation:** The student shall be expelled for the remainder of the school year.

(2.) Selling any substance prohibited by this policy or what the student represents or believes to be any substance prohibited by this policy.

(a.) The police will be summoned.

(b.) The student will be expelled for the remainder of the school year.

Any student suspended or expelled in accordance with this policy shall be required to seek district approved professional alcohol and drug counseling, at his/her own expense, prior to re-admission to school. Upon re-admission, continued enrollment shall be contingent upon completion of the alcohol/drug program. Failure to complete the alcohol/drug counseling may be grounds for expulsion. A list of area resources for treatment and rehabilitation is available in the counselor's office.

Rule 20. INTERNET AND COMPUTER VIOLATIONS. Students may have the opportunity to use a variety of technologies at school, including the use of computers and the internet. Students shall use this technology as directed by faculty members in conformity with the school curriculum and policies. Students shall not use any technology in an inappropriate manner or in violation of any law, regulation, or in violation of technology user agreements. Students shall not use technology to violate other school policies or disciplinary rules. Students who violate technology user agreements are subject to penalties outlined in those agreements. Students who use technology to violate other school policy or disciplinary rules are subject to discipline for misuse of the technology as well as the policy violations.

Reprimand to Expulsion.

Rule 21. BULLYING. Respect for the dignity of others is a cornerstone of civil society. Bullying creates an atmosphere of fear and intimidation, robs a person of their dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the School Board. Students who bully another person shall be held accountable for their actions whether they occur on the school grounds; off school grounds at a school sponsored or approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops.

A school principal or his/her designee who receives a credible report or complaint of bullying shall promptly investigate the complaint or report and make a record of the investigation and any action taken as a result of the investigation.

Definitions:

A. Attribute means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

B. 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 may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

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

C. Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited 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.

D. 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;

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

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

Examples of bullying may include, but are not limited to, a pattern of behavior involving one or more of the following:

1. Sarcastic comments "compliments" about another student's personal appearance or actual or perceived attributes,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting, or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity, religion or actual or perceived attributes,

6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings,
10. Threats of harm to student(s), possessions, or others,
11. Sexual harassment, as governed by policy 4.27, is also a form of bullying,
12. Teasing or name-calling based on the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual.

Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or who are reliably informed that, a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the principal. The principal shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted. The person(s) reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred.

Notice of what constitutes bullying, the District's prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, students, school volunteers, and employees shall be given copies of the notice. Copies of this policy shall be available upon request.

Reprimand to Expulsion.

Rule 22. SEXUALLY EXPLICIT/VULGAR IMAGES. Students may not possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations whether electronically, on a data storage device, or in hard copy form. **Reprimand to Expulsion.**

Rule 23. PUBLIC DISPLAY OF AFFECTION. A public display of affection is not appropriate behavior at school, (including classroom) or school activities. (Holding hands, kissing, hugging, hands on the body, sitting in lap, etc., will not be permitted.) **Reprimand to Expulsion.**

Rule 24. SKIP DAYS. The Covenant Keepers District does not approve of skip days, and students who participate in skip days are subject to disciplinary action under the rule for truancy. Truancy Policy will be applied. **Reprimand to Expulsion.**

Rule 25. CLOSED CAMPUS POLICY. Covenant Keepers CPCS is a closed campus by policy of the Covenant Keepers CPCS Board of Directors. Students shall remain on campus from the time they arrive in the morning until the completion of the school day. Whether a student is brought to school by someone, walks, rides a bus, or drives his/her own vehicle, the school day starts for that student as soon as he/she arrives on campus. Upon the student's arrival, he/she is to go to an approved area to wait for the first bell. Sitting in a vehicle or standing around on the parking lot shall not be permitted, nor shall any student be permitted to return to his/her vehicle during the school day without a school

official's escort. Regardless of age or marital status, no student, having once arrived on the campus, shall leave the school premises at any time during the school day without being **signed out and picked up by his/her parent or guardian from the Front Office**. If a student is signed out by a parent/guardian to go to the doctor, dentist, or the orthodontist, upon his/her return to school, the student shall report to the Front Office with a note from the doctor, dentist, or the orthodontist verifying his/her visit.

All visitors must report to the office immediately after arriving on campus. Parents, friends, former students, or other visitors are not to approach students on campus, stop in their cars on the campus to visit, or bring items to students on campus. All correspondence between visitors and students must be done through the principal's office. Students may eat in the cafeteria, bring their lunches, or eat in the commons area. Milk and other drinks may be purchased in the cafeteria. A parent/guardian may bring a lunch only to his/her own child, but this must be done through the Front Office.

Any student who leaves the campus at any time without going through proper procedures shall be truant. Truancy Policy will be applied. Reprimand to Expulsion.

Rule 26. VIOLATION OF PARKING AND DRIVING REGULATIONS. High School students at Covenant Keepers CPCS will be allowed to park their vehicles only in those areas designated as student parking and have been APPROVED by the Principal. No Middle School student will be permitted to drive or park an automobile on the campus.

A student using any type of vehicle as a means of transportation to and from school shall not violate the following rules:

A. When a student arrives at school, he/she must lock the car and leave it.

B. A student must have an official escort to return to his/her car during the school day.

Violation of the above rules may result in the suspension of the right to drive any vehicle on the school grounds for the remainder of the semester or school year.

Rule 27. BEHAVIORS UNSPECIFIED. The Covenant Keepers School District reserves the right to pursue disciplinary or legal action for any behavior which is subversive to order and discipline in the schools even though such behavior is not specified in the preceding written rules. In their concern for the proper learning environment, teachers may post or otherwise make known classroom rules, and principals may require hallway behavior, which is not specifically spelled out in the preceding standards of conduct. For example, sleeping in class, gum chewing, or food consumption in the class or the hallways would fall into this category. Violent or satanic drawings are prohibited and would fall into this category.

Reprimand to Expulsion.

NOTE: IN ANY OF THE ABOVE DISCIPLINE SITUATIONS, A STUDENT MAY BE PLACED ON STRICT DISCIPLINARY PROBATION BEFORE SUSPENSION OR EXPULSION. ALSO, REPEATED SERIOUS DISCIPLINARY OFFENSES MAY LEAD TO EXPULSION OR EVEN TO PERMANENT EXCLUSION FROM COVENANT KEEPERS CPCS District.

F. Suspension from School

The principal or designee may suspend, for good cause, any student from school for a period up to ten (10) school days, including the day upon which suspension was initially imposed. Student(s) may also be suspended and/or expelled from school during investigation by law enforcement officers or pending disposition of filed criminal charges, for offenses allegedly committed by such students, including but not limited to those which are acts of violence or aggression against others, committed at or away from school, which in the opinion of administration may affect the school climate and which pose a potential threat to the emotional and physical well being of the students and staff such as alleged offenses may include misdemeanor or felony crimes.

When the principal or designee becomes aware of such allegations, he or she shall be responsible to investigate and determine whether the allegations are credible and have some basis of fact. Such offenses will be the basis for suspension and/or expulsion at the time such allegations become known to school administrators or at the time that the student is charged with such offense

Types of Suspensions.

1. Administrative Suspensions. An administrative suspension is a suspension resulting from a student's failure to attend After-School Suspension (ASS), or one relating to excessive tardies or truancy.

2. Disciplinary Suspensions. A disciplinary suspension is a suspension resulting from a student's actions which may affect the school climate and which poses a potential threat to the emotional and physical well being of the students and staff.

Criminal procedures and school related procedures are not interdependent. A student found innocent in criminal court does not cancel out school-related decisions. School related due process rights are different from criminal procedures. School expulsions are legal when process procedures are followed and a rational basis exists for the expulsion.

Suspension Procedures. Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be **after school or out of school**. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

1. Is in violation of school policies, rules, or regulations; 2. Substantially interferes with the safe and orderly educational environment; 3. School administrators believe will result in the substantial interference with the safe and orderly educational environment; and/or 4. Is insubordinate, incorrigible, violent, or if it involves moral depravity (corruption).

The school principal or designee shall proceed as follows in deciding whether or not to suspend a student. 1. The student shall be given written notice or advised orally of the charges against him/her; If the student denies the charges, he/she shall be given an explanation of the evidence against him/her and be allowed to present his/her version of the facts; 3. If the principal finds the student guilty of the misconduct, he/she may be suspended. **After the second disciplinary suspension in a semester, the student will be recommended for expulsion.**

When possible, notice of suspension, its duration, and any stipulations for the student's re-admittance to class will be given to the parent(s), legal guardian(s), or to the student, if age 18 or older, prior to the suspension. Such notice shall be handed to the parent(s), legal guardian(s), or to the student, if age 18 or older, or mailed to the last address reflected in the records of the school district.

Generally, notice and hearing should precede the student's removal from school; but if prior notice and hearing are not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the

necessary notice and hearing should follow as soon as practicable. **Suspended students shall not be permitted on campus except to attend a student/parent/administrator conference.**

After-school suspension shall be treated as if the student was present in school. The student shall not attend any school-sponsored activities during the imposed suspension nor shall the student participate in any school-sponsored activities.

Suspensions initiated by the principal or his/her designee may be appealed to the Superintendent, but not to the Board. Suspensions initiated by the Superintendent may be appealed to the Board.

G. Expulsion. The Board of Directors may expel a student for a period longer than ten (10) school days for violation of the District's written discipline policies. The Superintendent may make a recommendation of expulsion to the Board of Directors for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student's continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

The Superintendent or his/her designee shall give written notice to the parents or legal guardians (mailed to the address reflected on the District's records) that he/she will recommend to the Board of Directors that the student be expelled for the specified length of time and state the reasons for the recommendation to expel. The notice shall give the date, hour, and place where the Board of Directors will consider and dispose of the recommendation.

The hearing shall be conducted no later than ten (10) school days following the date of the notice, except that representatives of the Board and the student may agree in writing to a date not conforming to this limitation. The President of the Board, Hearing Officer, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. The hearing shall be conducted in open session of the Board unless the parent, or student if age 18 or older, requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent will present evidence, including the calling of witnesses, which gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

The Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm or other weapon prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

All consequences are progressive in action. Students **CANNOT** be readmitted to class after an out-of-school suspension without a conference with director.

The disciplinary plan at Covenant Keepers is designed to focus our efforts as team toward a sound and effective method of managing student behavior. By following the procedures outlined in this plan, we will insure that we are consistent and effective in our efforts to deal with students whose behavior warrants intervention. The procedures, interventions, and sanctions listed in our school policy are designed to be consistent in the Student Rights and Responsibilities Handbook.

Category I Offenses:

Category 1 offenses are considered minor in nature and include the following:

- 1 Dishonesty
- 1 Failure or Refusal to Follow Rules and Directives
- 1 Horseplay/Minor Altercations
- 1 Teasing/Anti-bullying
- 1 Leaving the school or class without permission
- 1 Failure to serve Saturday detention
- 1 Verbally abusive language, obscene gestures, or fighting words
- 1 Smoking or use of smokeless tobacco
- 1 Possession of Mace, Chemical Agents, Multi-fingered rings, fireworks or drug paraphernalia

Possible Treatments for Category 1 Offenses:

- 1 Warning
- 1 Student/Staff, Administrator, and Parent Conference
- 1 Sent Home (Return with Parent)
- 1 Behavior Support Modification Plan
- 1 School-site probation/contracts
- 1 Counseling (Outside)
- 1 Team Conference (After school)
- 1 Student/Parent written contracts

NOTE!! The teacher must document action already taken before the administrator or lead teacher intervenes. A good faith effort to contact a parent must occur before or immediately after a sanction is assigned.

Category 2 Offenses:

Category 2 offenses are generally more serious in nature, and will always require administrative intervention.

Any student who is believed to have violated a Category 2 rule should be immediately referred to the appropriate administrator or Dean. A complete list of these offenses as well as the sanctions can be found in the Student Rights and Responsibilities Handbook.

Possible Treatments for Category 2 Offenses:

- 1 Short-term Suspension
- 1 Long-term Suspension

NOTE! We are required by law to report serious criminal or violent offenses to the Little Rock Police Department.

Category 3 Offenses:

Category 3 Offenses are extremely serious in nature. Students found guilty of Category 3 offenses shall receive an Expulsion Recommendation. The **Little Rock Police Department** shall be immediately notified and violators will be prosecuted to the fullest extent of the law.

REFERRAL PROCEDURES

When a student's behavior requires administrative intervention, teachers and staff members should use the following procedures:

1. During the first week of school, teachers will cover the handbook to explain procedures at the school.
2. The teacher shall use the Covenant Keepers "Referral Notice" forms to document the behavior. The referral notice should include a brief explanation of the problem, documentation of parent contacts, any previous actions, taken and a recommendation of appropriate discipline. The referral must get to the office as soon as possible. Please send the referral by another student escort to ensure timely arrival to the front office.
3. A copy will be returned to the teacher and one placed in the student's file. The parent will be called and made aware of the infraction and consequences for the infraction.

NOTE!! If a student causes a severe disruption in the learning process, the teacher should call for the director to escort that student to the office. If you are unable to write a referral at that time, please forward with explanation as soon as possible. Referral form will not be processed without the appropriate information.

PROCEDURES FOR REPORTING WEAPONS, FIGHTS, AND EMERGENCIES

WEAPON

If you have reason to believe that a student has a weapon of any kind or any other object that can cause damage, report this to an administrator or personnel staff. If possible, bring the student to the office. If the student will not come, send a reliable student to the office for help.

FIGHTS

Many fights can be avoided by taking quick action at the first possible moment. DO NOT allow students to argue or make threats to each other. Teachers should stop these arguments before they get started. Follow the referral process immediately. If a fight is in progress, make a reasonable effort to stop it. **Reasonable** efforts may include calling out to the students to stop, calling the individuals names, stopping it yourself (YOUR DECISION) or asking the teacher next door for reasonable assistance.

VERBAL DISPUTES

Verbal disputes between students are eligible for mediation resolution. Teachers should give

names of student disputants to Director. Referrals should be made quickly so mediation facilitators can schedule mediation sessions as soon as possible.

FIRE

If a fire occurs in your area, call the office. If you smell smoke and suspect a fire, call the office and check for evidence.

USE, POSSESSION, AND/OR SALE OF DRUGS OR ILLEGAL SUBSTANCES

Take possession of the substance, if possible. Get the name of student(s) witnesses and call for director or charge leader to escort the student to the office.

TEACHERS SHOULD IMMEDIATELY WRITE A DETAILED NARRATIVE OF THE INCIDENT AS OBSERVED, NOT WHAT STUDENTS SAID HAPPENED. ADD THE NAMES OF ANY ADULT OR STUDENT WITNESSES

If unsure about how take action, please see our Principal or Assistant Principal for assistance with any matter.

COVENANT KEEPERS TARDY POLICY

A student is tardy when he/she fails to be in the classroom or other assigned locations. There are generally no excused tardies. However, exceptions will be made if the student is delayed due to official school business or for other reasons approved by the administrator. See policy for tardy consequences!

A student's tardy record is not cleared until the semester ends.

Any student who reports to class after the first 15 minutes of class (without administrative approval) should be written up for violation of skipping/cutting class and the disciplinary policy should be followed for a category 1 offense.

CAFETERIA REGULATIONS AND CONSEQUENCES

Regulations

- 1 Students are required to discard tray daily in the trash receptacle.
- 1 Students are required to talk quietly and be respectful to others.
- 1 Only students who buy or bring their lunch can enter in cafeteria
- 1 Students are required to follow the directions of the duty personnel at all times.
- 1 Students are required to stand in line when purchasing his/her lunch and additional drinks or snacks
- 1 Students are not allowed to break in line at any time.

Consequences

- 1 Progressive disciplinary actions will be taken if students choose to continuously violate cafeteria rules and regulations.

Guidance Department



GUIDANCE DEPARTMENT

We will make every effort to become familiar with each student during the school year. Individual or group conferences will be arranged by the principal or director as requested by a student, parent, or teacher. Teachers may assist with this effort by encouraging students to come to the office when problems arise.

A folder will contain academic information (schedule selection sheets, report cards, and test scores) as well as other information that may be helpful while working with students.

SCHEDULE CHANGES

Students are assigned courses with care and with the advice of parents, counselor(s), director and teachers. Schedule changes will be made at the beginning of the year for errors made in course assignment by district personnel, in course levels with appropriate documentation of need, and for other causes to be determined by the director. Schedule changes will not be made in instances where a student changes his mind about his choices, to allow for the selection of certain faculty members or to accommodate preferences for courses at a certain time within the school day.

PROCEDURE

All requests for schedule changes will be made to the director. The director will talk to other teachers and a decision will be made in 48 hours. If a change is granted, it will then be given to the registrar, and a change of schedule will be granted.

HONOR ROLL

Standards for placement on the honor roll are as follows:

1. Students must attain a grade point average of 3.0 – 3.4 with no D's or F's to be named a member of the "B" honor roll.
2. Students must attain a grade point average of 3.5 – 3.9 with no D's or F's to be on the honor roll.
3. Students must attain a grade point average of 4.0 to be on the "A" honor roll.

Interim reports will be sent home mid-way through each quarter. Keep documentation of the students' receipt of the interim report (**student signature required on all documentation given!**)

FAILURE LISTS

A list of students who failed for the semester must be turned into the director's office on the teacher's workday at the end of each semester. Any student who is not listed on the failure list will be awarded a passing grade for the semester. Parents will be notified of during the 3rd – 4th nine weeks of student(s) in danger of failing for the semester and summer school information.

Useful Forms



Chaperone Code of Conduct

The district's jurisdiction includes any district activity on or off of school property. While a chaperone is at a school function all district policies apply. All chaperones must be 21 years or older, approved through the criminal background system and by a campus administrator. All chaperones are expected to conduct themselves in an appropriate manner while participating in any school related event or competition. This includes all travel, hotel, and sightseeing time associated with participation in any local, state, or national district related event. All chaperones must follow the policies of the CKCPCS *Teacher Handbook*. In addition, chaperones must adhere to the following:

- Chaperones participate in event related activities at all times.
- Clothing is to be appropriate for the day's activities.
- Chaperones are to ride on district provided transportation with the students.
- Room assignments for chaperones must be appropriate.
- Tobacco products are prohibited in the presence of students.
- Profanity of any kind, including songs, riddles or jokes, which may be offensive to others is prohibited.
- Weapons are prohibited.
- Alcohol or illegal drugs are prohibited.
- Medications used only according to prescription labels.
- Children not participating in the activity or event are not allowed to be in attendance at any time.

When traveling for district sponsored events, there must be a minimum of two gender appropriate sponsors /chaperones. The student to sponsor /chaperone ratio is not to exceed 10 students to 1 sponsor/chaperone. The sponsor of the event or activity has the final decision-making authority. The district is not financially liable for damage or loss of any chaperone's possessions.

An administrator will be in charge and show appearance at all chaperone events and activities.

Chaperone Signature

Date

**Covenant Keepers Public Charter School
Authorized Use of Computer Networks
Student Use Agreement**

Student Section

School _____
Student Name _____ Grade _____

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

Student Signature _____ Date _____

Parent or Guardian Section

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

I will instruct my child regarding any additional restrictions I wish to be followed in addition to those outline in these regulations. I will emphasize to my child the importance of following the rules for personal safety.

____ I give permission for my child to participate in the district's electronic communication systems and certify that the information contained on this form is correct.

____ I do not give permission for my child to participate in the school's electronic communications system.

Parent Signature _____ Date _____

Print Parent Name _____

Home Address _____ Phone _____

Parent's Email Address _____

**Covenant Keepers Public Charter School
Authorized Use of Computer Networks
Employee Use Agreement**

School or Department _____

Employee Name _____

Employee access to the district's computer network is primarily to be used as a tool in the performance of the employee's job.

I have read the Authorized Use of Computer Networks Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules my account can be terminated and I may face other disciplinary actions or sanctions.

Employee Signature _____ Date _____

BUT WHAT ABOUT.....?

This is a living document. Any other issues, omissions, or inaccuracies you feel should be addressed in this handbook should be emailed to Dr. Valerie L. Tatum [valerie.tatum@arkansas.gov] at your earliest convenience so that they can appear (or be corrected) in next year's handbook. Thanks for making this a great year.