

COMPASS ACADEMY HANDBOOK  
Parent Interview Questions:

Student: \_\_\_\_\_

1. Best way to communicate?
2. Favorite snacks/drinks?
3. Strongest/Weakest Academic areas:
4. Strongest/Weakest Functional/Social skills areas:
5. What are two academic goals you would like to see your child achieve this year?
7. Special interests? Hobbies?
8. What triggers meltdowns? What do you do to calm?
9. What method of discipline do you use? (counting/time-out,etc)?
10. What time will you be picking up most days?
11. Summer School?
12. Fundraisers?

# COMPASS Student HANDBOOK

## OUR MISSION

Compass Academy is a Christ-centered environment where students can learn at their own pace, discover their own natural gifting and receive instruction tailored to their own unique needs, we believe we can help all of our students reach their full potential. We know every child is unique and every child deserves to be engaged lovingly, earnestly and thoughtfully. Our mission is to help these children blossom into people that are comfortable in their own skin, who strive to defy expectations and who engage their unique gifts with the joyful determination to make the most of their lives.

## Accreditation

Compass Academy is currently in beginning phases of accreditation with ANSAA.

## DOCTRINAL STATEMENT

Compass is an independent Christian school that uses the “Baptist Faith and Message” as the primary source of its doctrinal philosophy. A summary of these primary doctrines can be stated as follows:

1. The Scriptures - We believe the Bible is the divinely inspired, inerrant, infallible Word of God and is the foundation of all knowledge.
2. God - We believe there is only one living and true God who is the Creator, Redeemer, Preserver, and Ruler of the universe. We believe God reveals Himself to us as Father, Son, and Holy Spirit.
3. God the Father - We believe that God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His grace.
4. God the Son - We believe that Christ is the eternal Son of God. In His incarnation He was born of a virgin, lived a sinless life, died a sacrificial death, rose victorious over the grave, and is coming again to judge the world and to consummate His redemptive mission.
5. God the Holy Spirit - We believe the Holy Spirit is the Spirit of God. He inspired the writing of God’s Word, exalts Christ, and now works to convict men of sin, righteousness, and judgment. He now dwells in all believers, thus empowering them for service.
6. Man - We believe that man was created by God in His own image but by his free choice he sinned against God. All men are now sinners by birth and by choice. Only the grace of God can bring man into fellowship with God through

the salvation found in Jesus Christ.

7. Salvation - We believe that salvation involves the redemption of the whole man and is offered freely to all who come to Christ through repentance and faith in Him.

8. God's Purpose of Grace - We believe that election is the gracious purpose of God according to which He regenerates, sanctifies, and glorifies sinners. We also believe that all true believers endure to the end and will never fall away from the state of grace.

9. The Church - We believe that a New Testament church is a local body of baptized believers who are associated by covenant in the faith and fellowship of the gospel. The church is an autonomous body operating under the Lordship of Jesus Christ. We believe that all Christians should be involved in their local New Testament church according to Hebrews 10:25.

10. Last Things - We believe that God, in His own time and His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth, the dead will be raised, and Christ will judge all men in righteousness. The unrighteous will be sent to a literal hell and the righteous will dwell forever in a literal heaven.

The reference to this document in no way infers that Compass is aligned specifically with the Baptist denomination.

## CORE VALUES

Compass has defined nine non-negotiable principles that characterize the basic foundation of our Christian education ministry.

Authority of Scripture - Psalm 119:128 - 2 Timothy 3:16

- Compass believes the Bible is the inspired, authoritative, and infallible Word of God and is the foundation of all truth.
- Compass seeks to teach every subject from a biblical viewpoint.
- Compass recognizes the sinful nature of man who, apart from a relationship with God through His Son, Jesus Christ, cannot know or glorify God.

1) Biblical Standard of Marriage and Family

- We believe that the only Scriptural marriage is the joining of one man and one woman.

2) Parental Responsibility -

- Compass believes that parents have been given the responsibility of their child's education.
- Compass will support, encourage and cooperate with parents in the education process of their child.
- Compass feels parents must agree to cooperate with faculty and administration in the educational process of their child.

3) Standards of Admission -

- Compass feels parents must indicate a strong desire for their child to

attend school at Compass and receive a distinctively Christian education.

- Compass feels parents and students (at appropriate grade levels) must agree by signed statement to the guidelines of operation as set forth in the Parent/Student Handbook.

Biblical Standards of Discipline -

- Compass believes students should display respect for God, respect for other authorities, and respect for one another.
- Compass believes discipline should be administered lovingly, yet firmly, with a concern for a redemptive process for the offender and a responsible concern for the student body.
- Compass believes certain disciplinary action can be outlined (Parent/Student Handbook) but realizes that on occasion unique circumstances occur that require the administration to determine appropriate disciplinary action.

Christian Administration, Faculty & Board -

- Compass believes that the faculty and administration should be a Christian role model in attitude, speech and actions toward others.
- Compass requires that faculty and administration be qualified for their respective positions in accordance with personnel policies and accreditation guidelines.
- Compass believes the faculty, administration, and Board must demonstrate a teachable spirit.
- Compass believes the faculty, administration, and Board must accept, embrace, and model the mission statement of Compass and its non-negotiable principles.
- Compass requires that faculty, administration, and Board set the Christian atmosphere of the school and, therefore, must strive to reflect the character of Christ, i.e. fruit of the Spirit and a servant's heart.

Spirit of Excellence -

- Compass believes the educational experience should provide an academically challenging opportunity to all students at their respective ability levels.
- Compass is committed to involving students, faculty, administration, and Board, in ministry projects that will affect lives for Christ.

Evangelism & Discipleship -

- Compass is committed to presenting the Gospel to all students.

- Compass is committed to developing the character of Christ in students through all facets of school life.

## EDUCATIONAL OBJECTIVES

In light of Compass Philosophy of Education, certain educational objectives have been established:

### Regarding the Authority of Scripture

- To help the student develop attitudes of love and respect toward God's Word by teaching the Bible as the inspired and only infallible, authoritative Word of God (II Timothy 3:15-17; II Peter 1:20-21).
- To help the student develop a Christian world view by teaching that the Bible is the foundation of truth for all studies and all of life (II Peter 1:3).
- To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1).

### Regarding Evangelism

- To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10).

### Regarding Discipleship

- To teach biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22-23; II Peter 1:2-9).
- To teach the student how to develop the mind of Christ toward Godliness (Philippians 2:5; I Timothy 4:7).
- To teach the student the biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19-20; I Corinthians 10:31).
- To help the student develop biblical standards of morality (I Timothy 4:12; II Timothy 2:22).
- To provide students opportunities to illustrate discipleship by ministering to others (II Timothy 2:2).

### Regarding Discipline

- To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).
- To teach the student physical fitness, good health habits, and wise use of the body as the temple of God (I Corinthians 6:19-20).

### Regarding Learning

- To teach and encourage the student to use good study skills and habits.

- To teach the student how to research and reason logically from a biblical perspective (Romans 12:2).

#### Regarding Citizenship

- To teach the student good citizenship through an understanding and appreciation of our Christian and American heritage in the home, church, and nation (Romans 13:1-7).
- To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13).

#### Regarding Submission to Authority

- To teach the student the respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).

#### Regarding Ministry

- To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16).
- To teach the student to understand and use the fundamental processes in communicating and dealing with others such as reading, writing, speaking, listening, and mathematics.
- To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
- To assist each student to discover and fulfill God's unique calling for his life (Acts 20:24; Proverbs 22:6).

#### Regarding Parental Responsibility

- To help parents understand Compass purpose and program (Proverbs 29:18).
- To cooperate closely as servants to parents in every phase of student development, especially as it relates to the school program.
- To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children (Romans 12:2).
- To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children (Deuteronomy 6:4- 7; Proverbs 22:6).

#### ADMISSIONS POLICY

It is the philosophy of the Compass Academy to minister to the spiritual, academic, emotional, physical, and social needs of the greatest number of people possible. It is the desire of Compass to make Christian education available to as many students as possible. Compass will accept any student whose desire is to receive a Christian education. It is important that

the relationship between the school, parent(s), and the student be one that is both compatible and cooperative. If determined by the school that this relationship is not compatible or cooperative the school will counsel with the parent(s) to work through the issue of concern. If the issue cannot be resolved then the school will either not allow the family to re-enroll their child(ren) in the school or require immediate removal from the school. To serve the best interest of the school, the administration reserves the right to deny admission to any student who is evaluated as ineligible. Compass Academy's Biblical role is to work in conjunction with the home to mold students to be Christ-like.

#### NOTICE OF NONDISCRIMINATORY POLICY

Compass Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

#### EXPECTED STUDENT OUTCOMES

As we strive to attain our vision, we will develop curriculum, programs, learning opportunities, and learning environments designed to yield student development in four general areas: spiritual formation, Biblical worldview development, academic/intellectual development, and skills development. We will endeavor to produce graduates who:

##### Spiritual Formation

- 1) have a growing, personal relationship with Jesus Christ as Lord and Savior.
- 2) know, understand, and apply God's Word.
- 3) are actively involved in a local Bible teaching church and engaged in spiritual disciplines of prayer, Bible study, Scripture memory, worship, and service.
- 4) personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
- 5) are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
- 6) embrace and practice justice, mercy, sound wisdom and peacemaking in family and society.

##### Biblical Worldview Development

- 1) can articulate, defend, and live their Biblical worldview while having a basic understanding of opposing worldviews.
- 2) possess apologetic skills to defend their faith.

- 3) are good stewards of their finances, time (including discretionary time), talents, treasures and all other resources which are all given back to God in a way that adds value to the kingdom.
- 4) understand the worth of every human being as created in the image of God, and treat people with respect, dignity, grace and truth.
- 5) understand that work has dignity as an expression of the nature of God and that any work done as unto the Lord is an act of worship.
- 6) understand that all thoughts and choices have consequences; some positive, some negative.

#### Academic/Intellectual Development

- 1) are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, and thinking.
- 2) are proficient in mathematics, science, and problem solving.
- 3) have knowledge and understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places.
- 4) appreciate literature and the arts and understand how they express and shape their beliefs and values.
- 5) have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging Biblical hospitality for the (“alien” or “stranger”).
- 6) are committed to lifelong learning.

#### Skills Development

- 1) have the ability and desire to investigate and find information and answers to questions on their own.
- 2) know how to utilize resources including technology to find, analyze, and evaluate information.
- 3) have a strong work ethic; respect and relate appropriately with integrity to the people with whom they work, play, and live.
- 4) have the ability to present ideas and research in visual and/or auditory format with clarity and quality.
- 5) treat their bodies as the temple of the Holy Spirit through decisions about nutrition, fitness, and lifestyle.
- 6) have an appreciation for the natural environment and practice responsible stewardship of God’s creation.

#### STUDENT ACCIDENT INSURANCE

All Compass students are insured in the event they are injured on campus. If your child is injured at school, it is your responsibility to make sure you receive a Student Injury Form. These forms may be obtained from the Compass office.

These First Report of Injury forms must be completed and returned to Compass within 30 days from the injury or payment will not be made. Please remember the student accident insurance is a secondary insurance. Your primary insurance must pay before student insurance will pay. Student Insurance is paid by Compass.

## ENROLLMENT PROCEDURE

The following materials must be in the school office prior to final admission (Please have your own copies made prior to bringing these materials to the office.):

- Application/Registration form
- Immunization record
- Copy of Birth certificate and Social Security Card
- Current Psychological testing/ therapy evaluations from previous school
- Transcript request form (if needed)
- Additional testing at discretion of administrator
- Financial Agreement Form
- Current Child Custody document
- Current IEP/IFSP, etc. (if coming from public school or early childhood setting)
- Copy of Medicaid/TEFRA card

## Interview

Parents and students must meet with the principal prior to acceptance.

## FINANCIAL INFORMATION

1. Tuition may be paid annually, semi-annually, or monthly. Annual and semiannual payment plans may be paid by check only if paid by the first day of school for each applicable semester (payments made after that will void the prepayment discount). ALL MONTHLY PAYMENTS REQUIRE USE OF THE AUTOMATIC BANK DRAFT. Monthly payments may be made over a 10-month period (August to May) or a 12-month period (June to May), If a student attends any portion of the month, the entire tuition charge for that month is due. The parents/ guardians agree to complete the attached Payment Plan Authorization Form for payment of all tuition and fees.

2. Accounts not paid by the 25th of the month in which they are due will be considered delinquent and shall be assessed a \$20.00 late fee for that month. Returned checks and bank drafts will be assessed the late fee plus a \$25.00 returned check fee for a total of \$45.00. Stop payments put on drafts will incur the \$20.00 late fee. This policy will be strictly enforced.

3. Families with delinquent accounts will not receive report cards, transcripts, or

diplomas, in the case of a graduating senior, until all financial obligations to Compass are paid in full or a payment schedule is in effect. Deviations from an effective payment schedule will result in additional fees.

4. Students whose parents/guardians have an outstanding obligation to Compass from a previous school year will not be permitted to start school the next year until that obligation is paid in full or a payment schedule has been approved by the Business Office and is in effect when school starts.

5. Students whose parents/guardians have an outstanding balance that is 60 or more days delinquent will not be permitted to attend classes until the account is brought to a current status or arrangements have been made for payment.

## NON-CUSTODIAL PARENTS

Non-custodial parents are not to use the school as a meeting place to visit with their children. In the case of divorced parents, a copy of the court order stating visiting rights will be required to be on file in the school office. A principal will only allow the non-custodial parent the rights outlined in the court order.

## ACADEMIC POLICIES

### Elementary Grading System

91 - 100 A 89-90 B+ 85-88 B 82-84 B- 80-81 C+ 76-79 C  
72-75 C- 70-71 D+ 67-69 D 65-66 D- 0-64 F

\*Percentages will be recorded on student report cards instead of letter grades. Percentage grades will be given in Reading, Math, Social Studies, Science and Spelling.

### Conduct Grades

E = Excellent S = Satisfactory N = Needs Improvement U = Unsatisfactory  
Students will be on a 9-week grading system.

## CURRICULUM

Compass will use all, but are not limited to the following curricula...

Handwriting without Tears, Touch Math, Accelerated Reading, EdMark, Growing with Math, ABEKA, Typing w/out Tears, Bible. Our philosophy is to incorporate as much hands on and real life learning as possible for our students, as well as to incorporate as much technology as possible in all subject areas.

## THERAPY

Compass will contract out all therapy services (Occupational, Speech, Physical,

Counseling) with KickStart Therapy. KickStart will be responsible for keeping all therapy related evaluations current and will take care of all billing for services rendered.

### SPECIAL OLYMPICS

Compass will have a team in various athletic events. All Compass students are required to participate in at least one event. Events will occur throughout the school year. Students will practice for their event daily during school hours. Some events will occur on the weekend, but students are still required to participate.

### ATTENDANCE POLICIES

It is important that a student be at school every day. Circumstances occasionally prevent this, and students do miss school from time to time. Students who come to school later than 10:30 a.m. or leave before 1:00 p.m. will be marked absent 1/2 day.

If your child is absent, we require the following:

- A call or email from the parent to the school office by 10:00 a.m. on the date(s) of the absence.
- When returning to school, all students must bring a note signed by a parent or from a doctor's office which includes the following information:
  - date of note
  - date(s) of absence(s)
  - reason for absence(s)
  - parent's signature

The administration will need ALL of the above information. This information will help in determining whether the absence is considered excused or unexcused. Students may not miss more than 12 days per semester for credit to be given for that grade unless there is an extended illness for documented medical reasons.

### CYBER-SCHOOL POLICY

The following schedule will be used to facilitate a cyber-school day for all students:

- Teachers will email cyber day assignments to each family by 9 a.m.
- Teachers will be available by email to address student questions.
- Each teacher will use Remind 101 to message parents that a Cyber-day is in effect and assignments can be accessed through email.
- All work for elementary grades needs to be submitted by the next school day.

### Excused Absences and Make-Up

An excused absence is one in which the student is absent for a legitimate reason. This would include personal sickness, serious illness in the family, medical appointments, death of family member or close friend, pre-arranged educational outing, or acts of God. Students, however, may receive an excused absence for special reasons if arrangements are made by parents with the principal in writing before the absence occurs. Students receiving an excused absence must make up missed work within a reasonable time at the discretion of their teachers. A student will have one day for each day missed plus one extra day to make up missed work. Thus a student who misses three days of school has four school days to turn in work for full credit.

### Unexcused

An unexcused absence is one in which the student is absent without an approved reason. Work missed for an unexcused absence cannot be made up. Assignments, tests, and quizzes missed during an unexcused absence will receive grades of "zero".

### Tardies

Punctuality is a matter of primary importance in the education process. Students, when tardy, disrupt the educational process and jeopardize their own academic achievement. Arriving late to school or departing school early are both considered tardies. Tardies for emergency medical reasons or multiple medical tardies will be considered on an individual basis. Tardies for emergency medical reasons or multiple medical tardies will be considered on an individual basis. When a student is tardy to school, they must be signed in at the office by a parent. Students who do not have a parent sign them in will receive an automatic "UNEXCUSED" tardy. When checking in at the office the student will be given a "Tardy Permit". Tardy students will not be admitted to class without the permit. Students are considered tardy if they arrive after 8:20 a.m. Four days of tardy equals one absence. Promptness is important to the smooth, orderly beginning of each school day.

### Checking Out

When a student is checked out early, a parent must sign the student out through the office. Students will be called from class after they have been checked out through the office. A form of photo ID is required **each** time a child is checked out. Anyone checking out a student other than their parents or guardians, must be listed in student's file, as approved by parent's, prior to being checked out.

## HEALTH SERVICES

The school does not have a licensed nurse on staff, but does have a nurse on call for emergencies and consultation. Emergency numbers must be on file at the school in order for school personnel to be able to contact a responsible person at all times. Parents should immediately notify the school in writing of any changes in their mailing address or phone numbers.

## HEALTH GUIDELINES

If a student becomes ill, parents and or emergency contacts will be expected to pick their child up as soon as possible. When parents and/ or emergency contacts cannot be reached, school officials shall act in loco parentis and secure medical attention. Only emergency first aid may be provided at school. In the event of an accident or illness requiring emergency medical attention, every effort will be made to contact the parent or emergency contacts; however, 911 may be called to dispatch an ambulance to the school.

The school reserves the right to exclude any student whose physical condition interferes with the ability to learn or exposes other students to potential communicable disease in accordance with the Arkansas Department of Health.

Children must be kept home from school:

- if they have a temperature over 100 degrees (temperature should be normal for 24 hours without the aid of medication before returning to school).
- if they have had vomiting or diarrhea within 24 hours
- if they have an undiagnosed rash
- if they have a contagious cold with runny nose, glassy eyes, and persistent cough or sneeze
- if they have weeping or bleeding lesions that cannot be covered or effectively controlled with medication

## Communicable Diseases and Parasites

Students with communicable diseases or with parasites shall demonstrate respect for others by not attending school while they are contagious. In some instances, a letter from a health care provider may be required prior to the student being readmitted to the school. The parents or legal guardians of students found to have live lice or nits will be asked to pick their child up at school. The parents or legal guardians will be given information concerning the eradication and control of head lice. Before students may be readmitted following an absence due to head lice, the school nurse or designated staff member shall examine the student to make sure they are free of any lice or nits. The school may conduct screenings of students for head lice as needed. The screenings shall be conducted in a manner that respects the confidentiality of

each student.

### Medication

Prior to the administration of any medication to any student, parental consent is required on the Medication Release Form. Handwritten notes are not acceptable in any circumstance. All necessary prescription and non-prescription medication must be administered by authorized school personnel. It is the parent's responsibility to bring any appropriate supply of medication to the office in the original pharmacy container. Medication is administered only by the authorized school personnel and is stored in a locked cabinet. Use of prescription asthma inhalers and/or auto-injectable epinephrine will follow the guidelines set forth in ACT 1694 otherwise known as Alex's Law (6-18-707). Students who have written permission from their parent/ guardian or licensed health care practitioner to self-administer either an inhaled bronchodilator and/or auto-injectable epinephrine and who have a current signed medication release form on file shall be allowed to carry and self-administer such medications while in school, at an on-site or off-site school sponsored activity and while traveling to and from school. Students are prohibited from sharing, transferring, or in any way diverting his/her medication to any other person. A student with a completed medical release form that is able to carry and self-administer these medications will not require him/her to have such on his/her person. Parent/guardians of students who choose not to allow their child to carry an asthma inhaler and/ or auto-injectable epinephrine shall provide the school with appropriate labeled medication for emergency use and must document this request on a medication release form.

Medication must be delivered in person by the parent to the school office; students should never carry medication with them, in their lunch, without approval from the school nurse and/or principal. When a medication is no longer needed or if it has not been used for a period of time, the parents will be notified to pick the medication up in the office. The school shall not keep any outdated medications or any medications past the end of the school year.

Parents of children with allergies must submit a list of substances which trigger allergic reactions and a description of the type of reaction usually experienced. The list may be shared with teachers, assistants, and volunteers as needed to prevent exposure. Children subject to anaphylactic reactions due to bee stings or other allergies should bring emergency medication to be kept at school with a physician's instructions for use.

### Immunizations

State law requires every student in the school setting to be immunized against certain diseases. A record from the health department or the student's physician documenting these required and dates given must be kept on file in the nurses

office. It is the parent's responsibility to provide these documents to the school. Religious, medical, and philosophical exemptions can be obtained through the Arkansas Department of Health. However, proof of exemption letters must be obtained each year and provided to the school for their records.

### Screenings

The School will administer screenings of its students. The intent of the screenings shall be to detect defects in hearing, vision, or other elements of health that would adversely affect the student's ability to achieve his/ her full potential.

### DRESS CODE

Comfortable, neatly groomed, and modest

- Caps or hats may not be worn unless administration gives specific approval.
- tattoos, and body piercing are not permitted.

### DRESS CODE GUIDELINES FOR SPECIAL OCCASIONS

Casual / Recreational / Dressy Performance

- Teachers will indicate appropriate clothing for each special occasion. All clothing must be of modest design and not promote a philosophy that goes against the school's standards.

### DISCIPLINE POLICY

In order to provide suitable educational opportunities for all students in the classroom and to enhance the effective moral training of the students, Compass adheres to the following philosophies:

1. The responsibility and authority to discipline comes from God
2. Christian love should be at the heart of all discipline. One side of love is correction and chastening, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality

### Discipline Policies

The school seeks to instill the following characteristics in our students:

- Cheerful obedience to all in authority
- Responsibility in doing assigned or expected tasks
- Cooperation with others within and outside the classroom
- Courtesy and respect of others
- Cleanliness in person and property
- Truthfulness and honesty in work and life

- Respect for property that belongs to others
  - Promptness in attendance and assignments
  - Morally good conduct in respect to recreation, social relationships, and language
- Any other offenses not addressed in this section may be subject to the policy and procedures set forth in the secondary discipline policies.

### School Rules

Students can better receive education in an environment that is free from conflict, distraction, intimidation and various other influences that result from students' misbehavior. Certain student actions are beyond the definition of acceptable student behavior and are, therefore, prohibited. It is advisable for every student to acquaint him/herself with the school rules and to strive to become a positive role model. Prohibited conduct may include, but is not limited to the following:

1. Students must respect the rights and property of others and the authority of all teachers and staff.
2. Fighting or hitting is not allowed and will be punished severely. All students have the right to attend school without fear of bodily harm. Throwing rocks is also prohibited.
4. Students may not use foul, slang, or other language deemed offensive. Unkind or degrading words may not be used toward others. Profanity whether, written or verbal as well as gestures, or intentional rude noises are prohibited.
5. Items such as cards, games, toys, media devices (including ipods or other MP3 players), skateboards, matches, lighters, and weapons are not permitted at school at any time.
6. Cell phones must be kept in backpacks and turned off during school hours. A student will not be allowed to carry a cell phone (or other electronic devices) on his/her person. Failure to abide by this policy may necessitate disciplinary action.
7. Possessing, handling, or transporting a knife, razor, ice pick, explosive, pistol, rifle, shotgun, pellet gun, laser or any other object that can be considered a weapon or dangerous instrument is prohibited and may result in suspension or expulsion. These will not be returned if seized. No toy guns or knives may be brought to school. Weapons may not be kept in vehicles on school property.
8. Possession of fireworks on school grounds or during school activities is prohibited.
9. Defiant or hostile attitudes are unacceptable.
10. Horseplay, shooting spit wads, or any other activity that is contrary to a stable learning environment is prohibited. Any behavior deemed by the school as unacceptable is not permitted.

### General Playground Rules

We have ample playground equipment for the children to enjoy. To avoid accidents, there must be guidelines to help student know what behavior is safe.

1. Students should stay in assigned playground area and may not leave that area unless supervised by teachers. If a child is being called for by parents, the parent should make sure the teacher is aware the child is leaving and must sign him/her out through the office.
2. Tackle football is not allowed. All group games such as touch football, tag, dodge ball or any game that requires student contact must be refereed by teachers.
3. No hard balls, wooden or aluminum bats are allowed on the playground.
4. Students may not ride on each other's backs, or play fight, wrestle, etc.
5. Students must slide one at a time sitting upright. The waiting line should be at the bottom of the ladder.
6. Students must swing one at a time on bottoms only—no standing, twisting or jumping out of swings.
7. ABSOLUTELY NO THROWING DIRT, ROCKS, STICKS, ETC. This could injure eyes and warrants a visit to the principal's office.
8. Children may not use foul or crude language or talk to each other with unkind words. Children will speak to all teachers and adults with respect and will obey those in charge of them at all times.
9. Students may not come inside alone from the playground to the bathroom or to get a drink.

Children who do not obey the rules will not be allowed to participate in the activity for a time. If disobedience persists, children will be dealt with according to established procedures.

### Discipline Procedures

1. Offenses of a minor nature will be handled by the classroom teacher. Repeat offenses may require any one or a combination of the following:

- Student counseling
- Loss of privileges
- Phone call to parents
- Written letter sent home
- Parent/teacher conference

2. Major offenses or any repeated minor offense (after above stated steps have been taken) result in a principal referral. The principal will have the following alternatives:

- Spiritual counseling • Loss of privileges
- Corporal punishment • Detention Hall
- Out of school suspension • Expulsion

## Areas of Offense

Areas include any behavior or display of attitude in opposition to the basic principles and purposes of the school or which restrict the spiritual or academic atmosphere of the school. A complete list of specific offenses would be impractical in this handbook, but following is a list of certain general offenses:

- Disrespect to the teacher or another person
- Talking without recognition, interrupting the teacher or a class discussion
- Writing or passing notes, throwing objects indoors, chewing gum, eating in class, etc.
- Fighting, excessive noise, disorderly conduct in restrooms, halls, lunchroom, playground or classroom
- Lying, cheating, or stealing
- Threatening, bullying, or harassing others
- Leaving school grounds without permission
- Tampering with school equipment or destroying another's property in any manner (Parents will be financially responsible for all damages incurred.)

## Threats of Violence

Compass has a "no tolerance" policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. Therefore, if a student brings a weapon to school, or to a school function, or has a weapon on his/her person, the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, purse, or vehicle. If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member that the threat was made against. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence. In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional

agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

#### Corporal Punishment

Student will receive corporal punishment as directed by an administrator. Parents will be notified prior to the student receiving corporal punishment.

#### Out of School Suspension

The offending student will be dismissed for the entire day of school from one to five days as assigned by the administrator. Parents will be notified by phone and in writing. Student will be allowed to make up tests or other assigned work. Academic penalty of three points deducted from the nine-week grade point average for each subject may be applied.

#### Expulsion

Any expelled student will be dismissed from the school system for the remainder of that current school year. Parents will be notified by phone and in writing. Student will be considered for re-enrollment, following a full semester of suspension, if a satisfactory student evaluation is received from another school system. This will be determined by recommendation of school administration and the School Board.

#### Student Incompatibility

Compass is a ministry and will try to meet the needs of any student; however, it is not necessarily a school for every student. Continued disruptive behavior, persistent disobedience to rules, and/or failure to exert an effort to achieve will result in specific student evaluations by each teacher. Based on these evaluations the principal may place the student on 3-week probation. Prior to this probation the principal will conference with the parents. If marked improvement by the student indicated on successive teacher evaluations is not noted, the student will be dismissed from the school system.

#### Search and Seizure

Compass respects the rights of students to privacy and security against arbitrary invasion of the person or property. School officials do have the right, however, to search students and their property in the interest of the overall welfare of other students or when necessary to preserve order and discipline in

the school. School authorities may conduct searches of student lockers, desks, and book bags when there is cause to believe stolen items or items prohibited by law or school policy are contained in the area to be searched. School officials will seize illegal contraband, weapons, or stolen property found in a search. Lockers are the property of Compass and are subject to inspection by the school at any time there is reasonable cause to believe acts have been committed or school policy is being violated. Students should not write anything they do not wish to be read by others. Notes, etc., found become public property and may be used against students if they contain profanity, vulgar pictures or words, threats, or incriminating evidence.

#### PARENTAL INVOLVEMENT

Parents are required to attend Fall and Spring parent teacher conferences. Parents are required to attend Back to School info. Meeting/get together. Parents are required to read and reply daily to take home communication folders/notebooks.

Parents are encouraged to volunteer to assist Compass staff on field trips, Special Olympics events, special events, Box Top Program, etc.

Parents are encouraged to attend family nights/monthly events, fundraisers, that are held by Compass.

Parents are encouraged to assist, but not complete, with any homework assignments/projects sent home.

#### CAMPUS POLICIES

Building will open at 7:00 A.M. School will begin at 8:10 A.M. daily. We ask that you have your child here by start time. Any student that arrives after 8:10 AM, must be escorted in building and signed in by an adult. Dismissal is at 3:30. Students will be brought to the car and loaded by a teacher. School will be open until 5PM, so if your child will be staying past dismissal time, please notify the teacher or director.

#### Emergency Closing

Should it become necessary to dismiss school due to inclement weather or other reasons, parents should watch local TV stations for announcements regarding Compass Academy closings. Compass Director will send out a Remind 101 text to all families as well.

#### Distribution of Non-CCS/Compass Materials

Any distribution of non-CCS materials such as invitations, brochures, etc. must

be approved by the Compass director. After approval, invitations may be distributed.

### Lunch

All students are asked to bring their own lunches daily. However, we prefer for parents to send “fixings” for their child’s lunch, so they can learn to make their own. Occasionally, there will be special order lunch days, when parents can send money and Compass will purchase special lunch for students.

### Visitors

Parents or other visitors are welcome to visit the school. When visiting the school, please check in first at the office and receive a visitor’s pass; do not go directly to any classroom. We ask all guests to be appropriately dressed.

### Field Trips

Parent volunteers are encouraged to accompany classes on field trips to ensure class supervision and safety. Only parents who have filled out parent volunteer forms will be allowed to transport students on field trips.

Due to the need for additional supervision, volunteer parents are asked not to bring siblings of students on field trips.

Compass t-shirts are to be worn on field trips unless otherwise notified.

Families are encouraged to attend our school-wide events, student’s programs, and athletic events.

### Telephone Use

Telephone messages should be restricted to emergencies only. Personal matters between parents and students should be handled at home before the student leaves for school. Students will be allowed to call home only in emergencies. If students need to check out because of illness, they must inform the office and use the school office phone. Cell phones are not allowed during school hours. Cell phones are to be turned off and kept in book bags in lockers during the school day. If cell phones ring during school hours, they will be confiscated and kept in the office until school is dismissed. If it happens again, the student will be required to check his/ her phone in at the office each morning and check it out after school hours. Students must learn responsibility and consideration where their use is concerned.

### Photographs

School pictures will be offered in the Fall and Spring.

Parents will be notified in advance of the date, costs and options.

#### School shirt-

All students are required to purchase a Compass tshirt that will be worn on all outreach trips and field trips. Shirts can be purchased in school office.

#### Birthdays

This is an important time for children, but too many parties prove to be a problem for the teacher. If you wish to send treats or other simple refreshments on your child's birthday, please notify the teacher in advance. No invitations will be distributed at school unless all classmates are invited, or all boys in class or all girls in class are invited.

#### Lost and Found

Items found on school grounds are brought to the school office. Please place your child's name on all items for easy identification. Unclaimed items will be given to charity at the end of each 9-week grading period.

## TECHNOLOGY

### Student Acceptable Use Policy

Students receive their own accounts with passwords for computer use in the Computer Lab. This academic use is to be supervised by a Compass staff member. Abuse of Computer Lab privileges will result in disciplinary action at the discretion of the principal. Any damage incurred to equipment by a student's prohibited tampering will result in the billing of the responsible party for said expenses.

- Accessing Internet materials that are illegal or inappropriate, such as (but not limited to): gambling sites, sexually explicit material (in any form), gaming, or personal journaling sites (MySpace.com, Facebook, Youtube, e.g.) is strictly prohibited on campus.
- Downloading music, movies, or software that is copyrighted is strictly prohibited.
- Installation of software by students on to school computers is strictly prohibited. Appropriate student downloads are only allowed under the specific observation and instruction of an appropriate school personnel member.
- Any non-academic computer use is not allowed.
- Game playing is not permitted except as an official aspect to the academic subject area being studied by the student.
- Students are not allowed to use the teacher station computer.

## LIBRARY

Compass students will be utilizing the Faulkner County Public Library.

Students will receive a library card at the beginning of the school year. This card will remain at school for students to use whenever needed. If the student loses the library card, a \$1.00 charge will be given for a replacement card.

Each class will also have a weekly scheduled activity time to check out and/or return books. Students must return their book to receive a new book. Students may check out a book for two weeks (10 school days). This two-week period includes only the days school is in session.

Overdue book notices will be sent home. This overdue notice will state the student's name, title, barcode number, cost and due date of book. If the student has lost the book, the slip can be returned with payment and a new book will be purchased in its place. Fines for overdue books will be \$.25 each day. These fines are automatically calculated on the computer system. Students will not be allowed to check out another book if fines exceed \$5.00 until the book is returned and fines are paid. Students will be responsible for payment of lost or damaged books.

## APPEALS

If a student or parent is offended by the words or actions of a teacher or any person involved in the system, as Christians they should go first to that person through whom the offense came and share this with that person. If, after consulting together and praying for mutual understanding there is no reconciliation, then they should agree to go together to counsel with the principal or person directly over him, but never before approaching the person committing the offense.

In like manner, if the matter is not resolved there, it may then, and only then, be taken to the Director. If the matter cannot be resolved there, then it should be taken to the President of the School Board to meet with the Board for final disposition of the matter.

We reserve the right to change the handbook at any time.

Director/Principal- Courtney Williams

Contact Information-

(501)581-1070

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