Student HANDBOOK

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OUR MISSION

Compass Academy was founded in 2015, to be a Christ-centered environment where students can learn at their own pace, discover their own natural gifts 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 accredited by Cognia.

Philosophy of Education

The educational philosophy of Compass Academy is based on a God-centered view that all truth is God's truth. The Bible is the inspired and only infallible, authoritative Word of God which is the foundation of all truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can only do this by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life the the Lordship of Jesus Christ.

The entire process of education is seen as a means of bringing the student into a relationship with God and developing them spiritually, intellectually, emotionally, physically, and socially.

DOCTRINAL STATEMENT

1. The Scriptures - We believe the Bible is the divinely inspired, inerrant, infallibleWord 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 fellow- ship 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 non-negotiable principles that characterize the basic foundation of our Christian education ministry.

1)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.

2)Biblical Standard of Marriage and Family
• We believe that the only Scriptural marriage is the joining of one man and one woman.

3) Parental Responsibility -
• Compass believes that parents have been given the responsibility of their child's education.(Deuteronomy 6:4-7)
•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. (Proverbs 22:6)
• 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).

4) 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.

5)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.

6)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.

7)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.

EDUCATIONAL OBJECTIVES

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

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 process- es 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).

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.

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, academic/intellectual development, and skills development.

We aspire to produce graduates who:

Spiritual Formation

1) have a growing personal relationship with Jesus Christ as Lord & 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 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 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.

Emotional Development
1)have the ability to regulate their emotions
2) have the ability to read others emotions and act accordingly
3) have to ability to show their emotions appropriately
4) understand that all are different and handle situations differently
5)show compassion and give grace to all encounter daily
6)develop and implement coping skills to help them regulate as needed
(ex. prayer, meditation, breathing, taking a time out, counting, exercises, journaling, etc)

Trauma Informed Care School

Compass Academy is a trauma informed care school. All staff are required to complete TIC (Trauma Informed Care) training upon being hired as well as to renew/update training annually.

ADMISSION PROCEDURES

1) Campus Visit- Parents and students must meet with the director prior to acceptance.
2) Student Trial Days-at the director's discretion, prior to admittance into the school, the student will spend 1 to 3 trial days at Compass. This will allow the staff and therapists to gather data and informally assess to see if feel is a good fit for our program.
3) Application-following trial, an application must be submitted in order to continue enrollment.

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, 504, etc. (if coming from public school or early childhood setting)**
- **Copy of Medicaid/TEFRA/Insurance card**

4)Decision-once complete application has been submitted, trial days completed, and all staff/therapy notes gathered, all is turned into the Admissions Committee. Once accepted, the Director is given approval to send the Welcome letter and arrangements for students start date is determined.

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.

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. All monthly payments are to be made over a 10-month period (August to May) and must have director approval for a 12-month period (August to July).

PLEASE NOTE-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. Even if the student is pulled out for another placement/school, etc.

2. Accounts not paid by the 20th 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 $30.00 returned check fee for a total of $50.00. 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 Board and is in effect when school starts.

5. Tuition payments are required regardless if your child attends any/all or none of summer programming. All families are expected to pay the required tuition in full annually.

6. If you have a financial emergency, please inform the Director as soon as possible, if a stop payment can be made, it will be done, if not penalties will apply. Director needs at least 3

days prior to the 20th to make a change or stop payment for auto drafts. If notice is not received in time, the family will be responsible for the $30 stop payment fee.
8. ALL registration/application fees are NONREFUNDABLE & NON TRANSFERABLE unless the school is unable to accept the student.

CURRICULUM

Compass will use all, but are not limited to the following curricula...
Handwriting without Tears, Touch Math, EdMark, Growing with Math, Bob Jones, ABEKA, Wilson Reading System, STAR, Harcourt, UFLI, Typing w/out Tears, Hegerty, Bible,etc. Our philosophy is to incorporate as much hands-on and real life learning as possible for all students, as well as incorporate as much technology as possible in all subject areas. Our curriculum is always under continual review and ever changing. As our students' needs change, we pivot and change with them, so that all students' needs are always being addressed and met.

ACADEMIC POLICIES

Grading System
90 - 100 A 80-89 B 70-79 C 60-69 D 0-59 F

Performance Levels:
4-demonstrates above content proficiency independently
3-demonstrates content proficiency independently
2-demonstrates below content proficiency with some support
1-demonstrates below content proficiency with heavy support

*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.

IEPs- Individualized Education Programming

Upon enrollment and in the beginning of each school year thereafter, all students will have an IEP developed by their team of classroom teachers, therapists and parents/guardians. These are not to be compared to state mandated IEPs, they will contain goals and objectives for all academic subjects, as well as include goals for areas of social, emotional, behavior, and functional in which skills are in need of improvement. Progress monitoring is conducted all year and updated each quarter/9 weeks. As goals are mastered, new ones are added as needed. IEP meetings are held during parent teacher conferences in both the Fall and Spring.

Advancement and Retention

Grades 2nd-8th
Any student Grades 2nd-8th making an "F" for the final average in the following subjects may be required to attend and pass summer school before being promoted to the next grade. These subjects are as follows: Math, Science, History, English, and Bible. Only two subjects can be repeated during summer school. Students failing three or more of the above subjects will not be promoted to the next grade.

Grades 9th–12th
Students are required to repeat any failed semester before receiving high school credit. Only two semester credits can be earned during summer school.
Grades 10th–12th-
Students entering grades 10th-12th must have the following credits earned: 10th grade 4 credits, 11th grade 9 credits, 12th grade 14 credits.

Students who do not earn the appropriate credits will not be promoted to the next grade level. Transfer students who are deficient in credits must meet with the administration and determine a plan to correct the deficiency.

Homework

Homework is an integral part of the school program, each teacher is at liberty to give homework to aid each student in advancing his or her studies. Students are expected to successfully complete their assignments each day. The completion of the homework assignment is an important aspect of teaching the character development trait of responsibility. Homework is given for several reasons:
- For reinforcement. We believe that most students require adequate review to master material essential to their education process.
- For practice. Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- For remedial activity. As instruction progresses, various weak points in a student's grasp of a subject become evident; homework following instruction is given to overcome such difficulties.
- For special projects. Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Graduation Requirements

In order to graduate from Compass Academy, 24 credits are required. 4 Years of English, 4 Social Studies, 4 Math, 3 Science, 1 Computer Science (*Beginning w/ Class of 2026) 1 Foreign Language, ½ Physical Education, ½ Health, ½ Speech/Oral Comm, ½ Fine Arts, and 2 Electives. Please note:requirements may change as ADE makes changes.

THERAPY

Compass will contract out all therapy services (Occupational, Speech, Physical,Counseling, ABA). Our therapy provider will be responsible for keeping all therapy related

evaluations current and will take care of all billing for services rendered. To initially begin therapy services, see the office for a provider packet.

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 during school hours. Some events will occur on the weekend, but students are still required to participate. Parents are responsible for transporting athletes to and from events not held during the school day. Students ages 5 to 7 are eligible for the Young Athlete games and students ages 8 and older are eligible for all events that Compass is able to participate in.

*Please note that any student who has excessive unexcused absences, excessive disciplinary concerns (ex. poor attitude, misbehavior, aggressive behaviors), failing grades, or any other factor determined by the Director, he or she will not be allowed to participate until improvement is made.

SCHOOL DAY INFORMATION

*School day begins at 8AM, ends at 3:30 PM Monday-Friday August-May
Summer Program hours begin at 8AM, ends at 2:30 Monday-Thursday June & July

*Extended Care hours 3:45-5PM (payment required)-not covered by scholarship

*Students can arrive as early as 7AM (no charge for before care). There will be teachers on duty until 8 AM when the students are transitioned to their homeroom classes.

*Students arriving after 8AM or leaving before 3:30 will be considered tardy. (see tardy section)

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. Attendance is taken in every class student's attend.

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.
• In order for an absence to be excused, when returning to school, students must bring a note from a doctor's office which includes the following information:

-date of note
-date(s) of absence(s)
-reason for absence(s)
-date allowed to return
***Must be on letterhead not handwritten.

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. If excessive unexcused absences occur, the student is in jeopardy of losing his or her spot and may be asked to leave Compass. The staff cannot teach your child if he or she is not present. The staff of Compass are mandated reporters and if there are a series of unexcused absences, we will have to file necessary reports to the proper authorities.

Guidelines for Make-up Work

Make-up time available is equal to the time of their absence. Some work, such as class participation, cannot be made up and may affect grades to a degree. Other types of work, like quizzes or labs, also may not lend themselves to make-up work. It is the student's responsibility, not the teacher's, to initiate the make-up work plan. If the teacher specified assignments are not completed during the designated time frame, a zero will be given as the grade for the assignment. Students should not expect the teacher to delay tests or allow extra time simply because the student missed a day of school before a test. Consideration will be given to students missing several days in a row, or those obviously too ill to prepare for the test. It is the student's responsibility to check with the teacher to make up a test.

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 Director 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.

If a student has daily/weekly therapy or counseling outside of Compass, during the school open hours, -please submit a note from that clinic on letterhead stating the frequency and location of services being provided. We will keep this note on file for the entire school year. It is the parents responsibility to update this note (on file) if frequency of services changes.

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 (after 8:00 AM) or departing school early (at or before 3:00) 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 8:00 a.m. Four days of tardy equals one absence. Reminder no more than 12 absences per semester. 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 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 the student's file, as approved by parent's, prior to being checked out.

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. The director will only allow the non-custodial parent the rights outlined in the court order while on campus or during school sponsored events/field trips/community outreaches, etc.

CONFIDENTIALITY POLICY

Due to the student's right to privacy, confidentiality will be maintained with the student except in these extenuating circumstances: clear and present danger to self and others, known or suspected child abuse, and when required by a court of law. The same standards of confidentiality will be observed with parents who consult with the administration. Students will be encouraged to include parents or other school staff in addressing counseling issues when it is appropriate and is in the student's best interest. As the administration works together to provide these counseling services to students and parents, a free exchange of information may take place when deemed necessary to provide exemplary services in the student's best interest. Information will only be released to outside persons or agencies with the written permission of the parent.

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.

<u>Children must be kept home from school:</u>
• if they have a temperature of 100 degrees or greater (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
***if they have been exposed to Covid19 or live in a household in which direct contact with Covid19 has occurred**

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.
*We follow the guidelines of the CDC for Covid19 protocols.

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.
*Parents/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 director's 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.

K-4th- Required Immunizations:

DTaP-4 doses (1 dose has to be on or after 4th birthday)
Hepatitis A- at least 1 dose K-1st grade
IPV (Polio)- 3 doses (1 dose on or after 4th birthday)
Hepatitis B-3 doses
MMR- 2 doses
Varicella-2 doses
TdaP- 1 dose (for students 11 years or older as of September 1st of the school year)- Grades 5th & 6th
MCV4- 1st dose for all 7th graders, 2nd dose (for students who turn 16 years old by September 1st)
HPV- (recommended) 7th-12th grade

DRESS CODE

•Comfortable, neatly groomed, & modest- midriffs must be covered.
• Caps or hats may not be worn unless the administration gives specific approval.
•No suggestive or controversial tees or clothing of any type are permitted.
•No visible tattoos or body piercing are permitted.

Boys are only allowed to wear shorts, pants, jeans, shirts.

Girls are only allowed to wear shorts, pants, jeans, skirts, dresses, and shirts. If leggings are worn, must wear a shirt long enough to cover their bottom. Shirts must not be see through nor articles of clothing strapless. Skirts and shorts must be of good length, if too short, parents will be called to bring replacement.

***NO HOODIES of any kind ALLOWED for students in grades 7th-12th.**

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.

****Clothing WILL NOT be provided by the office when the student is out of the dress code. It will be the responsibility of the student and the parent to get into compliance in the quickest manner necessary. All time missed from class will be marked as an unexcused absence and all daily missing work will be recorded as a zero.**

Position on Gender Compass Academy believes God creates people in His image as two distinct genders, male and female, and that the intended gender of an individual is

determined by such individual's biological sex at birth. Since the word of God, in the Holy Bible, describes humans as distinctly created to be man and woman, Compass Academy will treat all students accordingly. Students born as males will be classified as boys, and students born female will be classified as girls.
1. Students will be required to use bathrooms aligned to the student's biological sex at birth;
2. Students will be addressed by pronouns aligned to the student's biological sex at birth;
3. When traveling on overnight trips, students will share accommodations with students of the same biological sex at birth;
4. Students will be required to participate in athletics that align with the student's biological sex at birth; and
5. School dress code policies for male and female students will be enforced according to the student's biological sex at birth.

In conclusion, any stance that does not align with the policy above regarding sexual identification and orientation is considered to be in direct opposition to our definition of a partnership between the home and school.

AFTER SCHOOL ACTIVITY CANCELLATIONS

In the event of an early dismissal, or if school is closed the entire day due to inclement weather or other emergency, it is the normal procedure to cancel all afternoon and evening events. There may occasionally be an exception to this rule.

PARENTAL INVOLVEMENT

***Parents are REQUIRED to volunteer a total of 12 hours per school year. Volunteering may include assisting Compass staff on field trips, Special Olympics events, special events, working at fundraiser events, donating needed items for fundraisers, distributing of fundraiser donation letters, on campus help (cleaning, organizing,etc.)**

- Parents are required to attend Fall and Spring parent teacher conferences.
- Parents are required to attend Back to School Open House.
- Parents are required to read and reply daily to take home communication folders/notebooks/Group Me/Messenger, text messages, emails, phone calls, etc.
- All parents are required to sign in when volunteering and the director will notify you when all hours are completed.
- 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.
- Parents are encouraged to join the Facebook Compass Family Forum page so can receive all updated Compass related information.

CAMPUS POLICIES

Building will open at 7:00 A.M. School will begin at 8:00 A.M. daily. We ask that you have your child here by start time. Any student that arrives after 8:00 AM, must be escorted in the 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. Students may not stay for aftercare if not on the list for the day, week or month.

Extended Care

Extended Care is available to all students who have paid the "quarterly" fee.
Hours are 3:45-5PM daily during the months of August-May.
Children who are not picked up by 3:45 will be taken to extended care resulting in a $25 fee. After the 3rd late pick up, we will require a $50 registration fee to be paid.
****Change of plans, no problem-there is a drop in fee of $25 for any unexpected need for aftercare, parent MUST call director to inform her prior to 3PM of day needed drop in. Drop ins may not occur on consecutive days.

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. The Compass Director will send out a Remind 101 text to all families as well as post on the Compass Family Forum FaceBook page.

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 Incident/Accident Form. These forms may be obtained from the Compass office. 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.

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.

Distribution of Non-Compass Materials

Any distribution of non-Compass materials such as invitations, brochures, etc. must be approved by the Compass director. After approval, invitations may be distributed. If pass out birthday invitations at school, must include all students in the class or distribute outside of school. Do not send your child with instructions to distribute either.

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. It is the responsibility of each family to provide necessary dishes and silverware needed for daily lunches.

Friday Lunch Fundraiser

Each Friday, there will be a special lunch served. In order for your child to participate you need to comment each week on the weekly lunch post located on the CA Family Forum FaceBook page. Money can be sent weekly or paid in advance.

If not signed up on Forum by Wednesday of each week, or money not sent or in account food will not be ordered for your child. NO EXCEPTIONS!

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. However, during certain circumstances, for the safety and health of those working at or attending, the school may have a closed door/no outside visitors (other than staff and students) order in place, it is best to contact the school prior to coming for the most accurate and up to date info.

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 phone. Parents may not call during the school day requesting to speak to

their child, unless it is a family emergency, and that should go through the school phone instead of contacting a classroom teacher.

We ask that parents/guardians be respectful of staff when calling them on their personal phones. They will be glad to answer any questions you have, however during the school day, their priority is teaching your child. Please keep contacting staff during the school day to a minimum as well as be respectful of their time off so that they can spend time with their personal families.

All school staff have 48 hours to return a phone call or respond to an email. If it is deemed an emergency or urgent situation by the school staff, the return time will most definitely be faster.

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.

Articles prohibited from School and School Functions-

Items such as trading cards, games, toys, media devices (ipods, PSPs, cameras, MP3 players, etc), questionable literature, questionable music, skateboards, matches, lighters, vapes or any type of smoking equipment, tobacco, metal chopsticks, energy drinks, and weapons are not permitted at school at any time.

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, Instagram,TikTok,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 check out a book each week during Library block class. Students will check out a book that will remain in their classroom as well as one that they can take home. However, students will be expected to respect the books and not damage them. If books are not returned or are returned damaged, their family will be responsible for payment.

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

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.

Minor Offenses

The following violations may result in referral to the Director for possible disciplinary action that can include but is not limited to detention, In School Suspension, or Out of School Suspension.

- Inappropriate classroom behavior
- Horseplay, running, excessive noise in the halls, classes, playground
- Throwing things in class, hall, playground, cafeteria, etc
- Insubordination or disrespectful behavior
- Dress code violations
- Public display of affection
- Cell Phone Violation
- Inappropriate language
- Lying to a faculty member or administrator
- Truancy or excessive tardies

Major Offenses

	1st offense	2nd offense	3rd offense
Bullying, cyberbullying, or harassment on or off campus	ISS or OSS up to but not limited to exceed 3 days; parent conference	OSS up to but not to exceed 5 days; possible expulsion/ dismissal from Compass	Expulsion/dismissal from Compass
Cheating on tests/quizzes, copying homework, and other acts of plagiarism	Student counseled; parent notified; a zero for grade	OSS up to but not limited to exceed 3 days; parent conference	Expulsion/dismissal from Compass
Disrespect or disobedience (directed toward teachers, administrators, staff, etc.; to openly challenge those in authority or school staff personnel)	ISS or OSS up to but not to exceed 3 days; parent conference	OSS up to but not limited to exceed 5 days; parent conference	Expulsion/dismissal from Compass
Using illegal drugs or alcohol or mishandling prescription drugs on or off campus including admission through social media or a positive drug screen	OSS up to but not to exceed 5 days; completion of Plan for Academic Disciplinary Recovery	Expulsion/dismissal from Compass	
Possession of illegal drugs or alcohol or mishandling of prescription drugs on	OSS up to but not to exceed 5 days; completion of Plan for	Expulsion	

campus during or after school hours	Academic Disciplinary Recovery; possible expulsion		
Distribution of illegal drugs or alcohol or mishandling of prescription drugs on or off campus	Expulsion		
Fighting or Aggressive Behavior directed at others in an effort to intimidate or harm	OSS up to but not to exceed 3 days; parent conference	OSS up to but not to exceed 5 days; possible expulsion	Expulsion
Possession of obscene/occult material (on or off campus)	OSS up to but not to exceed 3 days; parent conference	OSS up to but not to exceed 5 days; possible expulsion	Expulsion
Act of profanity, vulgarity, or indecency including but not limited to sexting, possession or distribution of inappropriate images or language on social media or cell phones	OSS up to but not to exceed 3 days; parent conference	OSS up to but not to exceed 5 days;possible expulsion	Expulsion
Tobacco use in any form (on or off campus) Possession or use of vaping equipment	OSS up to but not to exceed 3 days; and parent conference	OSS up to but not to exceed 5 days; possible expulsion	Expulsion
Vandalism, Theft, and/or willful destruction of property of Compass, school personnel, or peers	Restitution; OSS up to but not to exceed 3 days; possible expulsion; parent conference	Restitution; OSS up to but not to exceed 5 days; possible expulsion	Expulsion
Possession of a weapon with intent to harm or subversive threats directed toward school personnel or other students.	Expulsion		

Note: Prescription drugs as well as all over-the-counter medication must be administered by the school nurse or personnel only. A student who is taking medication and discovers after arriving at school that they have medication with them will not be considered guilty of an offense if it is presented to the office upon discovery.

In School Suspension (ISS)

In School Suspension (ISS) is a punishment used in lieu of Out of School Suspension. The student will be assigned ISS in a supervised setting to do work as assigned by an administrator. ISS will begin sharply at 8:00 am and will conclude at 3:15 pm. There will be

a portion of time doing community service on campus. The offending student will be required to have all materials needed for the day to complete all work assigned.

When ISS is assigned, parents will be notified via email as well as with a pink slip and phone call. Misbehavior causing removal from ISS will result in up to 3 days of OSS.

Out of School Suspension (OSS)

The offending student will be dismissed for the entire day of school from one to eight days as assigned by the administrator. Parents will be notified by phone and letter. Students may not be allowed to make up tests or other assigned work missed during the duration of their suspension for a grade. No student may participate in extracurricular practices, games, or performances while suspended.

Plan for Academic Disciplinary Recovery

A Plan for Academic Discipline Recovery is one put in place by the administration that will be assigned under certain circumstances where students receive OSS. These offenses would have been major in nature. All parameters of the PADR must be met prior to the offending student being allowed to return to school. The PADR can include but is not limited to essays, restitution, drug screening, counseling, and community service.

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 letter. Students will be considered for re-enrollment, following a full semester of suspension, if a satisfactory student evaluation is received from another school system or physician. This will be determined by the recommendation of the Compass school administration and school board.

Cell Phone and other Smart Device Use

Students may not use their cell phones during the school day during instruction time. All cell phones should be powered off,placed in appropriate spots, at the teacher's discretion and then can be retrieved at the end of the school day as students leave for the day. If a student is caught with their cell phone found on their person it will be taken up and sent to the office for a probationary period. Abuse of the policy can lead to the students not being allowed to bring their phones back to school.

Smart Watches will not be allowed during the school day. They should be left at home or turned into homeroom teacher during the school day. Technology devices (not limited to-ipod, bluetooth headphones, headsets, Ipad, computer of any sort, gaming systems, etc. are not permitted unless special permission is given by the Director.

Threats of Violence With Intent to Harm

Parents should understand that the school's first responsibility is the protection of all of its students, faculty/staff, and parents. The school takes this responsibility very seriously. Therefore, if a student or parent brings a weapon to school, or a school function, or has a weapon on his/her person, the school may immediately expel the student or ban the parent

from campus. All should be advised that the school may contact local police or appropriate authorities and will note in the student's permanent record that he/she was suspended or 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, on person, purse/lunch box/backpack, in clothing/shoes/any garment of clothing on person,etc. If the school determines that a threat of violence (made by a student or parent) is credible (with or without a weapon involved) and specifically directed toward students, faculty/staff, or other parents the administration will report to the student and/or staff member that a threat was made. The school will also report the threat to the appropriate authorities. Students or parents making such threats could result in suspension, expulsion, or ban from campus.

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/parents were or might be capable of carrying out the threat. The student and/or parents' permanent record will reflect the threat of violence and appropriate action will be taken.

Threats of Violence Without Intent to Harm

In those circumstances in which the school determines that the threat is likely, or not credible, the school will have 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 could recommend counseling, at family expense, from a Christian counselor or other professional agreeable to the school.

Bullying

Respect for others is directly related to our mission and core values. Bullying creates an atmosphere of fear and intimidation, robs a person of his/her dignity, detracts from the safe environment necessary to promote student learning, and will not be tolerated by the school. Students who bully another person shall be held accountable for their actions whether they occur on school equipment or property; off school property at a school-sponsored or approved function, activity, or event; or going to or from school or a school activity in a school vehicle or school vehicle. School director, or 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.
"Bullying" means the intentional and ongoing harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or school employee by a written, verbal, electronic, or physical act.

Examples of "Bullying" may also include but are not limited to a pattern of behavior involving one or more of the following:
1. Sarcastic comments or "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 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. Verbal sexual harassment, calling names such as “gay”, etc.

“Cyberbullying” of a Student or Employee(s) is expressly prohibited and includes but is not limited to:
1. Building a fake profile or website falsely attributed to a student or employee;
2. Posting or encouraging others to post on the Internet private, personal, or sexual information;
3. Posting an original or edited image on the Internet without the consent of that person;
4. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords; making repeated, continuing, or sustained electronic communications, including electronic mail
5. Signing up a student or employee for a pornographic Internet site

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 Director. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that a student has been a victim of behavior they consider to be bullying, including a single action that if allowed to continue would constitute bullying, shall report the incident(s) to the principal, or designee. 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, or designee. The Director, or designee, shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

Students found to be in violation of this policy shall be subject to disciplinary action. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the school shall take appropriate steps to remedy the effects resulting from bullying.

Prohibited Drugs and Alcohol Policy and Screening Test Procedures

Compass Academy is determined to have a drug and alcohol-free student body and intends to strictly enforce this drug and alcohol policy. This may be accomplished through prevention through education and disciplinary action. Drug screening tests may be the only one procedure employed to enforce this policy. The school may take disciplinary action, including expulsion, without the necessity of a drug test.

Any of the following actions constitute a violation of this policy and may subject a student to disciplinary action as determined by the school in its sole discretion, including expulsion:
1. Using, selling, purchasing, transferring, possessing, manufacturing, processing, preparing or storing alcohol or prohibited drugs (excluding prescription or over-the-counter drugs in accordance with medical treatment) or any other substance representing the foregoing, or any drug paraphernalia, or assisting another to do so anytime or anyplace.
2. Switching, adulterating, or attempting to tamper with any sample submitted for testing or otherwise interfering or attempting to interfere with the testing process.

When a school administrator has reasonable suspicion that a student(s) has violated this policy, he or she may require a drug screening test to be administered by an appropriate testing agency and/or search for the individual(s) in question. Reasonable suspicion may result from the following or other circumstances giving rise to reasonable suspicion: (a) observed behavior; (b) receipt of credible reports by two or more reliable witnesses; (c) detection of odor by a school employee; or (d) discovery of a prohibited substance on the student, in the possession of the student, in or around school premises, school property, vehicles, or other areas in which the student has had access. In addition, the school reserves the right to conduct random drug screening tests at any time. Random does not mean students are randomly selected, it means they are done in random nature throughout the course of the school year. Students may be selected based on previously mentioned guidelines, association with said individuals, and/or simply selected by the school administration.
Any student subject to the application of this policy shall be afforded "reasonable, fair, and appropriate procedures" in accordance with the policies of the testing agencies and with oversight from the school administration. Should the drug testing result be positive, the parent will be notified by either the drug testing company and/or the school. They will then be responsible for paying for the testing fees. Should the testing results be negative, the school will pay for the testing fees. Should the drug screening test results be positive in any category, the student will be subject to disciplinary action, including without limitation, expulsion.

The school will consider action initiated by the student or parent to voluntarily obtain help or assistance with problems associated with the use of alcohol or prohibited drugs before being implicated in conduct prohibited by this policy as a factor mitigating suspension or expulsion. However, the weight given to such factors shall be within the sole discretion of the school. Further, failure on the part of the student to adhere to a treatment and rehabilitation plan shall be grounds for disciplinary action, including without limitation, expulsion.

Search and Seizure

Compass Academy respects the right of students to privacy and security against arbitrary invasion of their 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 students' backpacks, pockets, vehicles, lockers, cell phones, and desks when there is reasonable suspicion to believe that 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, drugs, alcohol, tobacco, vaping equipment, or stolen property found in a search.

The search of a student's person may be conducted only if school officials have reasonable suspicion to believe that a student's clothing, purse or other personal possessions contain stolen items or items prohibited by law or school policy.

Personal searches must be conducted by a school official of the same sex and with an adult witness of the same sex present. If law enforcement authorities are involved, complete cooperation will be given to them by school authorities in their investigation.

Student Incompatibility

Compass Academy is a ministry and will try to meet the needs of any and all students; 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 staff. Based on these evaluations the Director may place the student on 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. If a student is intentionally physically aggressive,this is automatic grounds for dismissal.

NOTE: Any other offense of a major nature will result in disciplinary action consistent with the above. The final disposition of any offense will be left to the school administration.

Conflict Resolution

(Matthew 18:15) If a student or parent is offended by the words or actions of a teacher or any person involved in the Academy, as Christians, they should go first to the 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 Director, 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.

General Playground Rules

We have ample playground equipment for the children to enjoy. To avoid
accidents, there must be guidelines to help students 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 swing one at a time on bottoms only—no standing, twisting or jumping out of swings.
6. ABSOLUTELY NO THROWING DIRT, ROCKS, STICKS, TOYS, EQUIPMENT, ETC. This could injure others and warrants a visit to the Director.
7. 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.
8. 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.

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 Board to meet with the Board for final disposition of the matter.

We reserve the right to change the school calendar and/or handbook at any time in order to best serve the needs of our school.

Director/Principal- Courtney Williams cwilliams.compass@gmail.com
Asst Director- Allee Emberson aemberson.compass@gmail.com
Curriculum Coordinator-Kim Anderson kanderson.compass@gmail.com

Governing Board Members-
Kirsten Kravitz **Kathleen Atkins**
Richard Henley **Alicia Brown**
DeeDee Cain **Jennifer Kendrick**

School calendar is located on FaceBook page and website.