

### ***NON DISCRIMINATION STATEMENT***

Central Private School, Inc., 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, scholarship and loan programs, and athletic and other school-administered programs.

### ***INTRODUCTORY COMMENTS***

The rules and policies for Central Private School outlined in this handbook are the material condition of a contractual agreement between the school and the student and his/her parents/guardians. The administrative team of Central Private School has tried to be as explicit as possible in its design, but during the academic year new and unusual circumstances may arise. The Head of School has the authority to use discretion in making decisions regarding unforeseen circumstances, thereby, amending the student handbook for just cause. Parents and students will be given notice when such changes are made.

Failure to abide by the regulations and policies of the school handbook by either the student or his/her parent/guardian may result in the student's removal from the school.

Currently enrolled families are required to read the Student & Parent Handbook carefully to ensure a thorough understanding of its contents. Both the student and his/her parents must sign the contract acknowledging that they have read and do understand this handbook, and agree to be accountable for and supportive of the rules and regulations contained herein. The handbook is on the school website and may be downloaded if desired. The information page requiring signatures will also be available on the website.

### ***PHILOSOPHY***

Central Private School seeks to provide the opportunity for students to grow and develop their capabilities to the highest degree. Our comprehensive college-preparatory program is designed for students to develop skills and attributes that will well equip them not only for college, but also for a successful life, based on Christian principles. Students receive a balanced program providing them with strong spiritual, intellectual, physical, emotional and social development. Central Private School maintains a Christian faculty, staff and administration dedicated to developing the individual potential of all students in keeping with the philosophy of the school.

### ***MISSION***

Central Private School is committed to preparing students for the future in a safe, nurturing Christian environment in which students are encouraged to grow, share, and learn with a faculty dedicated to academic excellence. We offer an accelerated college preparatory curriculum wherein students are encouraged to pursue individual interests, excel beyond basic academic standards, and achieve success as productive members of the community.

### ***ASBESTOS ABATEMENT NOTICE TO ALL SCHOOL FAMILIES***

Law requires that the following notice be made to all students, parents, legal guardians and employees of Central Private School: On April 26, 1989, the Central Private School submitted an asbestos abatement management plan to the Louisiana Department of Environmental Quality. This plan documented the results of inspections of all buildings of Central Private School for asbestos containing building materials. It also defined the program for eliminating the presence of asbestos containing material, if any, and the cost involved. A copy of this plan is located in the main office of Central Private School.

## **ADMISSIONS POLICY**

New students must submit the following to apply for admission:

- Copy of birth certificate
- Copy of social security card
- Immunization record
- (Pk3 – K) Central Private teacher administered readiness test.
- (Grades 1-5) Copies of 3 years report cards and standardized testing.
- (Grades 6-12) Copies of 3 years report cards, standardized testing and transcript.
- (Grades 6-12) Principal and teacher recommendations and student questionnaire.
- (All Grades) \$30 application fee per student

All potential students will meet with the Head of School/Elementary Coordinator and/or school counselor during the admissions process. The school reserves the right to request additional information, including complete files from schools attended.

Application to Central Private does not guarantee admission. All applications must go through admissions committee for review. This process will take a minimum of 2 weeks. All decisions of The Admissions committee are final.

Central Private does not accept students for admission who are currently under expulsion from any other school.

Central Private does not accept students in need of credit recovery. Students must maintain a 2.0 to remain eligible. Students who do not maintain a 2.0 or higher will be placed on academic probation.

Admissions applications and tuition information are available in the Main office.

### **RE-ADMISSION OF STUDENTS**

A student who chooses to leave CPS must reapply following normal admissions procedures of the school and be in good standing with the finance office.

### **FOREIGN EXCHANGE STUDENTS**

Students who enroll on a foreign exchange basis or who have attended any secondary school outside of the boundaries of the United States and wish to enroll in CPS will need to submit the following for admission:

- Copy of birth certificate
- Copy of health record and immunization record
- (Grades 1-8) Submit a copy of the most recent report card and a copy of any standardized testing
- (Grades 9-12) Submit a copy of the most recent report card, high school transcript, and record of conduct and attendance
- Submit a copy of their J1 Visa (9-12)

The student and/or agency involved in the exchange program will be responsible for providing an English interpretation of his/her transcript as well as course descriptions.

The admissions committee will work closely with the foreign exchange agency to ensure CPS is a proper placement for the student and is an environment conducive to their academic, social, and personal needs.

## **ACADEMICS/CURRICULUM**

Each student has different academic abilities, talents, and education needs. For this reason, CPS offers a curriculum based on the following 3 broad categories:

1. **College Preparatory courses-** For all students
2. **Honors Track courses-** For students with above average ability who are capable of taking a challenging academic schedule
3. **Dual Enrollment courses-** For students who meet the State of Louisiana criteria for dual enrollment. The cost of the course/materials/laptop is the responsibility of the student.
4. **Advance Placement courses** – as determined by the college board

Placement in the appropriate course for optimum educational results is important for all students.

- Freshman, sophomores, juniors, and seniors are placed in various courses as a result of personal interests, goals, educational proficiencies in the subject area, TOPS requirements and teacher recommendation.
- Placement in Honors Track or DE courses is subject to student qualifications and teacher recommendations.

## **ADDITIONAL SOURCES OF CREDITS**

Students may acquire credit from additional sources. A student must receive permission from the administration in order to pursue credit from any outside source including correspondence school, summer school, or online coursework.

## **TRANSCRIPTS**

An official transcript of credits will be sent by CPS to any other secondary school or college/university when requested by a student to the administration. Final high school transcripts will be uploaded to the Student Transcript System with the Louisiana Department of Education. All public colleges and universities in Louisiana have access to STS. Any private college or university will need an official transcript sent from CPS at the request of the student.

## **HELPFUL WEBSITES**

ACT	<a href="http://www.act.org">www.act.org</a>
FAFSA(form for TOPS)	<a href="http://www.ed.gov/prog_info/SFA/FAFSA">http://www.ed.gov/prog_info/SFA/FAFSA</a>
TOPS	<a href="http://www.ofsa.state.la.us">www.ofsa.state.la.us</a>
Federal Student Financial Aid	<a href="http://www.ed.gov/studentaid">www.ed.gov/studentaid</a>
US Dept. of Educ. Financial Aid	<a href="http://www.ed.gov/prog_info/SFA/StudentGuide">http://www.ed.gov/prog_info/SFA/StudentGuide</a>
Financial Aid Information	<a href="http://www.ed.gov/finaid.html">www.ed.gov/finaid.html</a>

## **GRADUATION REQUIREMENTS**

For any Central Private School student to participate in graduation exercises, he/she must meet the minimum requirements for graduation as set forth by the Louisiana State Department of Education. Central Private School will not accept the G.E.D. test as meeting the requirements to receive a CPS diploma or participate in graduation ceremonies. Students who do not meet the minimum graduation credit requirements by the time of graduation must plan to attend a state-certified summer school or an approved online or correspondence course in order to earn needed credit in specific course(s).

Any senior enrolled in an online or correspondence course during the school year must have a final grade transcript submitted to the school counselor no later than **May 1<sup>st</sup>**. No exceptions will be made.

Only seniors who have met all graduation requirements may participate in the ceremony. An exception may be made for a foreign exchange student who may be given a certificate of attendance.

Seniors are required to participate in all graduation ceremonies which include Baccalaureate, Graduation Rehearsal, and the Graduation Ceremony.

It is the policy of Central Private that all financial obligations to the school must be kept current in order for the student to continue at Central Private and/or documents to be released. No senior will be allowed to take exams or to participate in any graduation ceremonies until all financial commitments have been settled. In addition, no transcripts or other student records will be transmitted to educational institutions, prospective employers, or other third parties until all financial commitments have been settled at CPS.

Central Private School works in accordance with the Louisiana Department of Education graduation requirements as well as requirements for the Taylor Opportunity Program for Students (TOPS). For the TOPS Core Curriculum and scholarship information see <http://www.osfa.la.gov/>.

### **Louisiana State Department of Education Revised Minimum Graduation Requirements for Non-Public Schools (taken from Bulletin 741 Non-Public Schools Programs of Study):**

For incoming freshmen in 2009-2010 and beyond who are completing the **Louisiana Core 4 Curriculum**, the minimum course requirements shall be the following:

1. **English**—4 units, shall be English I, II, III, and IV;
2. **Mathematics**—4 units, shall be:
  - a. algebra I (1 unit) or algebra I-Pt. 2;
  - b. geometry;
  - c. algebra II;
  - d. the remaining unit shall come from the following: financial mathematics, math essentials, advanced mathematics-pre-calculus, advanced mathematics-functions and statistics, pre-calculus, calculus, probability and statistics, discrete mathematics, AP Calculus BC, or a locally-initiated elective approved by BESE as a math substitute;
3. **Science**—4 units, shall be:
  - a. biology;
  - b. chemistry;
  - c. two units from the following courses: physical science, integrated science, physics I, physics of technology I, aerospace science, biology II, chemistry II, earth science, environmental science, physics II, physics of technology II, Agri science II, anatomy and physiology, or a locally initiated elective approved by BESE as a science substitute;
    - i. students may not take both integrated science and physical science.
    - ii. Agri science I is a prerequisite for Agri science II and is an elective course;
4. **Social Studies**—4 units, shall be:
  - a. 1 unit of civics or AP American government, or 1/2 unit of civics or AP American Government and 1/2 unit of free enterprise;
  - b. 1 unit of U.S. history;
  - c. 1 unit from the following: world history, world geography, western civilization, or AP European history;

d. 1 unit from the following: world history, world geography, western civilization, AP European history, law studies, psychology, sociology, African American studies, economics, world religions, history of religion, or religion I, II, III, or IV;

5. **Health and Physical Education**—2 units;

6. **Foreign Language**—2 units, shall be 2 units from the same foreign language or 2 speech courses;

7. **Arts**—1 unit, shall be one unit of art (§2305), dance (§2309), media arts (§2324), music (§2325), theatre, or fine arts survey;

NOTE: Students may satisfy this requirement by earning half credits in two different arts courses.

8. **Electives**—3 units;

9. **Total**—24 units.

### ***HONORS PROGRAM, HONORS GRADUATES, VALEDICTORIAN AND SALUTATORIAN REQUIREMENT (For Graduates of 2017 and beyond):***

Honors courses will be available in certain subjects. With the approval of the administration, departments offering honors courses will establish course requirements for students to meet in order to receive the Honors distinction.

Teacher recommended, qualified students will have option to take honors courses. However, to successfully complete the Honors Program, to be considered an Honors Graduate, a student must complete **ALL** of the following:

- Successfully complete all graduation requirements as set forth by the Louisiana Core Four curriculum from the Louisiana Department of Education
- Earn a final cumulative grade point average of 3.5 or higher
- No semester grade lower than a “c” in any course (or any Honors course)
- Completion of at least 8 Honors core courses from the following:
  - ENGLISH: English III, English IV, or English IV-AP
  - MATHEMATICS: Algebra II, Advanced Math or Calculus-AP
  - SCIENCE: Chemistry, Biology II, Physics
  - SOCIAL STUDIES: American History or Civics

Honors courses will be grades on the following weighted quality point grading scale: **A=5, B=4, C=3, D=2, F=0.**

Non-honors classes shall use the following non-weighted grading scale: **A=4, B=3, C=2, D=1, F=0.**

### ***HONORS DESIGNATIONS:***

- **Cum Laude** – 3.5 – 3.7 GPA
- **Magna Cum Laude** – 3.8 -3.9 GPA
- **Summa Cum Laude** – 4.0 or higher GPA

Other considerations: In the event CPS offers Advanced Placement/Dual Enrollment courses, these courses will be considered Honors courses and will count towards a student earning Honors course credit.

The administration may add courses to, or remove course from, the Honors Program. Any addition or removal of a course must be announced but credit will not be taken from students who completed courses that were considered honors classes at the time the students were enrolled. Once a student receives honors credit for a particular course, the honors credit remains even though the course is later removed from the Honors Program.

## **VALEDICTORIAN AND SALUTORIAN REQUIREMENTS (FOR GRADUATES OF 2017 AND BEYOND)**

To qualify for valedictorian or salutarian, a student must have successfully completed the Honors Program and must have been in continuous attendance at Central Private School for the last four (4) consecutive semesters from beginning to end. The student with the highest weighted GPA will be the valedictorian. The student with the second highest weighted GPA will be the salutarian. Student GPA's will be calculated to the **4<sup>th</sup> (fourth)** decimal place, in the event of a tie, students will share the title and seating for graduation will be arranged in alphabetical order. A student's eligibility may be denied if a serious discipline action and/or infraction (as determined by Head of School) occurs.

High school credit earned in 8<sup>th</sup> grade (will be listed as a "P" on the transcript): Students may receive academic credit and meet certain prerequisite status for certain designated classes taken while enrolled in junior high (Algebra I), but those classes will not count toward the student's established GPA. A student's GPA is established at the end of the first semester of 9<sup>th</sup> grade.

Credit Recovery Classes: Any class that is taken as a credit recovery class will be counted as a regular non-honors class with an "A" equaling 4 points. The new credit recovery grade will replace any grade of "F". A student must receive permission to retake a class in which a D had been previously earned. Retakes will not be generally allowed for grades of "C" or higher.

On-Line Non-Credit Recovery: From time to time, students may need to take an on-line independent study class because of transferring from an outside school, or because of scheduling conflicts, and other concerns. Students may utilize this service with the permission of the Guidance Director. In the case of on-line classes, courses completed on-line or through correspondence shall be considered non-weighted, and shall use the non-honors grading point scale.

## **GRADUATION AWARDS**

### ***Who's Who***

Teachers are asked to nominate ten (10) seniors using the criteria below. Those ten seniors are further evaluated and the six (6) with the highest scores are named as the Who's Who Award recipients.

- **Academic:** The student is not necessarily the top student, but he/she achieves to the highest of his/her ability
- **Extra-Curricular Involvement:** The student is involved in extra-curricular activities. The student takes an active role in the group and is not "just a member" for the sake of membership.
- **Citizenship:** The student is generally polite and helpful to peers and elders. The student takes an active part in bettering the school and the student body.
- **Leadership:** The student sets an example for other students to follow. He/she does not have to be a club or class officer. The student may lead by example in class participation, behavior, etc.
- **Integrity:** The student is honest and trustworthy. He/she believes in representing Central Private School in a positive fashion on and off campus.

### ***Rebel Award***

The Rebel Award is awarded to any student who was enrolled at CPS from either Pre-School, Kindergarten, or 1<sup>st</sup> grade, and was continuously enrolled until graduation. Students receive a plaque at graduation signifying this accomplishment.

### ***Founders' Scholarship***

The Founders' Scholarship is presented by the CPS Board of Directors. The following criteria is established for selecting the recipient of the scholarship:

The recipient must—

1. Have a minimum grade point average of 2.0
2. Participate in at least two (2) extra-curricular activities
3. Display exemplary attitude, behavior, citizenship, and responsibility
4. Attend school regularly and on time
5. Score a minimum of 20 on the ACT
6. Have attended CPS for a minimum of two (2) years

### ***Central Private Parents Club / Dr. Herbert Sisson Scholarship***

The Dr. Herbert Sisson Scholarship is presented by the Central Private Parents Club in honor of Dr. Herbert Sisson, former principal of CPS. The focus of the scholarship award is the responsible, dependable, well-mannered student who does what is asked with a good attitude, is polite with faculty and peers, a "pleasure to teach," but not necessarily among those students with the highest GPAs. Two \$500.00 scholarships will be presented at graduation to one (1) boy and one (1) girl who are selected on the basis of the following criteria:

#### Criteria:

- Displays responsible attitude toward learning and is engaged in his/her education even though he/she may not be a top student
- Displays punctuality and consistency in regular school attendance
- Contributes positively to the school community through attitude, behavior, and character
- Has attended CPS for a minimum of two (2) years
- A minimum grade point average of 2.5

### ***Billy Williams Alumni Scholarship***

The Billy Williams Alumni Scholarship is presented by Central Private School in honor of Mr. Billy Williams, former principal of CPS, to any graduating senior who is selected on the basis of the following criteria:

The recipient

- Is the child of at least one parent/legal guardian who graduated from Central Private School
- Has represented Central Private School in a positive way on and off campus during his/her school career

### ***The Brice Harris Memorial Endowment Scholarship***

Given in memory of Brice Harris, CPS Senior 2013, this scholarship is presented by the Harris family to a student of Central Private School who can use the funds towards their college education.

Each year, the Harris family will decide upon the recipient(s). The following requirements must be met by the student:

- Will be enrolled in a 2 or 4 year college or university for the fall semester following graduation from CPS
- Has maintained a 2.0 cumulative high school GPA
- Participates in at least one (1) athletic team or sport sponsored by CPS (cheer, dance, football, baseball, basketball, softball, soccer golf, etc.)
- Submits an essay, 1-2 pages in length, describing why he or she should receive the Brice Harris Endowment Scholarship and how he or she will use the scholarship to make a difference. An explanation of what his/her goals are beyond CPS is also needed.

Brice Harris was a caring, kind-hearted soul who always made you smile. The scholarship will be given to a student who the Harris family feels possesses similar qualities.

### ***Steven Daniel Whiddon “Always A Rebel” Memorial Scholarship***

Given in memory of Steven Whiddon, Class of 2009, the “Always a Rebel” Scholarship is presented by the Whiddon family to a graduating male or female student senior athlete who is selected on the basis of the following criteria:

- Is enrolled in a 2 or 4 year college or university for the fall semester following graduation from CPS
- Has maintained a cumulative 2.0 high school GPA
- Participates in at least (1) athletic team or sport sponsored by CPS (cheer, dance, football, baseball, basketball, soccer, golf, etc.)
- Submits a brief, anonymous essay about his/her goals in higher education and beyond  
\*financial need will be considered in deciding among otherwise equally qualified applicants

The recipient receives \$1,000 at graduation and \$500.00 for each semester for a maximum of four years, as long as the recipient provides the scholarship donors with a copy of his/her grade report at the end of each college semester and maintains a minimum 2.0 GPA. The 1 page essay should describe yourself to the family, what your future academic aspirations are, and how the scholarship could help you in any way.

### ***TWELTH GRADE EARLY DISMISSAL (2018 and beyond)***

Seniors who enter senior year with a GPA of 2.5 or higher will be eligible for early dismissal after 5<sup>th</sup> hour. Seniors who do not qualify for early dismissal will be assigned to classes to that will help improve their core GPA as determined by **TOPS**.

### ***SCHEDULING***

Course requests are completed by the student and the parent in conjunction with the guidance of the school counselor. The course selection form is considered a commitment on the part of the students to take classes they need to complete their graduation requirements. Selections are made for the entire academic school year.

Once a course selection form has been completed by the student, changes may be made during the week before school starts with a parent signed permission slip only. Dates for grade specific days to make changes will be made available on **RenWeb parentsweb** calendar.

The minimum number of classes taken per year in 7<sup>th</sup>- 11<sup>th</sup> grade is seven. Students in 12<sup>th</sup> grade are required to schedule a minimum of five classes.



## **ELECTRONIC GRADEBOOK**

Central Private uses an electronic gradebook program called **RenWeb** which teachers update on a regular basis. Parents/guardians are able to access lesson plans, class assignments and grade information on their own child using **ParentsWeb**. Teacher emails may be found on **RenWeb** also.

To activate your ParentsWeb account:

1. Go to [www.renweb.com](http://www.renweb.com) or go to [www.centralprivate.org](http://www.centralprivate.org).
2. At the top far right, select the tab labeled "Logins" or use the link button at the bottom right if you are entering through the school's website.
3. Select "ParentsWeb" from the drop down menu or view the login screen automatically if you use the website link.
4. District Code = CPS-LA
5. User Name = Each person's email address (the address given upon school enrollment)
6. Password = the same password you used last year
  - a. IF YOU ARE A NEW USER or if you don't remember your password, click on the "Forgot Password" link. You will see a new screen that requires re-entering your email address and a button labeled "Reset Password." Follow the instructions to receive a password to the email address you provide.

## **GRADING AND STUDENT PROGRESS**

**Progress Reports:** Grades are posted and updated weekly through **RenWeb**. Both parents and students are encouraged to check these reports often. Progress Reports are issued/posted at the midpoint of each semester. The printed elementary progress report requires a signature from a parent/guardian and must be returned the following school day. Failure to return a signed progress report will result in a detention.

**Report Cards:** Report Cards are mailed at the end of each semester. This is an official grade report which may be kept for your records.

**The grading scale at Central Private School is:**

<u>Letter Grade</u>	<u>Percent Range</u>	<u>Quality Point</u>	<u>Explanation</u>
A	100 – 93	4	Excellence and mastery of subject
B	92 – 85	3	Above average achievement
C	84 – 77	2	Average achievement
D	76 – 70	1	Below average achievement
F	69 – 0	0	Indicates failure (0 credit)

Grades are determined by using points to evaluate all work. These points are then converted to percentages by the following formula:

Points Earned *divided by* Points Possible *equals* Percentage Grade

$$\left[ \frac{\text{Points Earned}}{\text{Points Possible}} = \% \text{ (Percentage Grade)} \right]$$

Examples:    80/100 = 80%            75/75 = 100%            50/60 = 83%            38/40 = 95%

### **K3 & K4 Evaluation Symbols**

K3 and K4 students receive periodic evaluations for the skills and concepts covered during the year and a cumulative year-end evaluation.

<u>Symbol</u>	<u>Explanations</u>
✓	Mastery
X	Non-mastery

NOTE: Kindergarten students do not receive marks for the first nine weeks. Beginning with the second nine weeks, students receive marks in phonics, numbers, and handwriting. A reading mark is added for the third nine weeks. The scale for issuing marks is High, Middle, and Low.

### **GRADING PERIOD DATES**

Grading periods for Elementary, Middle school and High school are posted on the **Parentsweb** calendar at the beginning of the school year. Please refer to calendar for specific dates on 9 weeks progress reports and report card mailing dates.

### **GRADE CLASSIFICATION**

Students must earn the required number of credits to be considered enrolled in the following grade levels:

Grade	Credits
9	0 – 4.5
10	5 – 9.5
11	10 – 15.5
12	16 or more

### **FAILURES**

#### **Pre-school & Kindergarten**

Pre-school students receive an evaluation mark for the skills and concepts covered during each nine week period. A check (✓) mark indicates mastery and an (X) indicates non-mastery. K4 students must pass K4 to enter Kindergarten. Promotion is based on teacher recommendation and performance on Kindergarten readiness tests.

#### **Grades 1-5**

If a student fails two of the main subject areas (language arts, mathematics, science, social studies, and reading) at the end of the academic year, he/she will not be promoted to the next grade and will be retained.

For retention purposes, failing grades are determined by averaging the four 9-week grades per subject.

#### **Grades 6-8**

Students in grades 6-8 will receive first and second semester grades. For a student to pass successfully to the next grade, he/she must pass nine out of twelve semester grades, excluding enrichment. If a student receives nine or more passing semester grades, but fails both semesters of English, mathematics, science, or social studies, that course must be repeated successfully in summer school before the student will be allowed to pass to the next grade level.

Middle School Enrichment classes will receive a “P” or “F” (passing/failing grade). This grade will be excluded from consideration for Honor Roll or academic/athletic probation.

### Grades 9-12

If a student’s final grade is an “F” at the end of a semester for a course required for graduation, the student **is required to** make up the credit in summer school. Any failure will be included in the student’s GPA.

**NOTE:** In grade point averaging, summer school is considered as an additional semester. Therefore, grades earned in summer school DO NOT cancel or replace an “F” earned during the regular school year. Both the “F” and the passing grade are included in the GPA and appear on the student’s transcript.

*A student may repeat any course in which he/she received a “D” or an “F”. However, the new grade will be averaged with the previous grade and both grades will be reflected in the overall GPA of the student. No class may be repeated where a student has received a “C” or higher grade.*

### GRADE POINT AVERAGE

The cumulative Grade Point Average (GPA) is determined by semester letter grades. The result is the student’s Grade Point Average. To calculate a GPA, add up the quality points according to the letter grade a student has currently earned then divide by the number of credits. For example:

Algebra I	B	3 QP
Art I	A	4 QP
English I	A	4 QP
Health & PE I	A	4 QP
Physical Science	A	4 QP
Spanish I	C	2 QP
World Geography	B	3 QP

$$\frac{\text{Total Quality Points} = 24}{\text{\# of credits} = 7} = 3.4 \text{ GPA}$$

**NOTE:** Students who receive a passing grade (P) in a course will receive credit; however, it is not calculated towards his or her GPA.

### HONOR ROLL

Honor Roll recipients (6<sup>th</sup>-12<sup>th</sup>) are determined using the grades from the end of the 1<sup>st</sup> semester AND the grades from the 4<sup>th</sup> nine weeks at the point no further grades are taken for the nine weeks. Parents will be notified of the cutoff date for end of year honor roll. Students with a GPA of 4.0 (all A’s) will qualify for the “A” Honor Roll. Students with a GPA of 3.0 to 3.9 (A’s/B’s) will qualify for the “A/B” Honor Roll. Students with a “C” grade in any class are not eligible for honor roll recognition. Honor Roll recognition is given at our annual award’s day program.

Elementary academic awards are determined by calculating the four 9-week grades (**the cut-off for grades prior to Awards Day will be the Friday before the Awards Program**).

## **EXAMS (6<sup>th</sup>-12<sup>th</sup>)**

Exam days are listed on the school calendar and are available from the beginning of a school year. Parents/students should consult the exam schedule before making holiday or summer break plans. Exams are to be taken at the scheduled time. Emergency situations regarding exams are to be brought to the attention of the administration. Rescheduling of exams will be subject to the approval of the Head of School and teacher for course.

Exams are kept available for two (2) weeks after the semester's end. Any questions concerning the exam or final grade should be addressed within that time.

**All financial obligations must be current, including library fines and cafeteria accounts, and all library books returned before a student will be allowed to receive semester exam grades or semester report cards.**

## **SENIOR FINAL EXAMS**

Senior final exams will be given during regularly scheduled class times. Seniors will report to school for exams only and will be expected to leave campus immediately thereafter. During exams, seniors do not have to follow established check out procedures. Seniors must wear their school uniforms during final exams.

## **MIDTERM/FINAL EXAM EXEMPTION**

High school student's grades 9<sup>th</sup> -12<sup>th</sup>, who have maintained an "A" average, have **NO ABSENCES** –per semester- in a class and have **NO DISCIPLINE** issues for the semester, may be exempt from their midterm and/or final exams. Exemption will be determined by administration.

## **PROBATION AND INELIGIBILITY ACADEMIC ELIGIBILITY**

- **Academic Letter Jacket**

An academic letter jacket may be earned by any student in the tenth through twelfth grades who has earned a 3.5 GPA each semester for three (3) consecutive semesters while attending Central Private School.

An additional three (3) consecutive semesters of at least a 3.5 GPA will earn the student an academic scholar patch to be affixed to the jacket.

A graduating senior must have met the above eligibility prior to the start of the fourth nine-week period. A scholar-athlete who has already earned an athletic letter jacket will receive an academic scholar patch in lieu of an academic jacket.

*For athletic letter jacket eligibility, see "Athletics" section of this Handbook.*

## **ACADEMIC PROBATION**

The academic/activity standard is: 2.0 GPA and/or no more than one (1) F.

Grades are evaluated at each nine week period. Any student who falls below a 2.0 GPA and/or has earned more than one failing grade at the end of a nine week grading period is placed on academic probation until the following nine week grading period. A letter advising of the

student's status will be mailed home. Students and parents must meet with the principal/superintendent and/or counselor following the probation letter to establish a plan for student achievement. The principal may assign the student for tutoring. If goals are not achieved the student may not be allowed to enroll at Central Private the following school year.

### **TUTORING**

Central Private allows its faculty to tutor CPS students using CPS facilities and equipment during non-school hours. Non-school time is defined as those times that include before school, after school, during the summer, etc. A preparation period is considered part of a teacher's day and therefore paid tutoring would be prohibited during a preparation period or between the expected hours of employment as stated in the handbook, i.e. 7:10am until 3:10pm. Teachers are free to negotiate a rate with students and parents for this service during off-school hours.

In general, a teacher who has a student in the class that he/she is presently teaching should not be charging the student enrolled in the tutor's class for tutoring services as this practice could be construed a conflict of interest. An exception to this rule could be made by the Superintendent/Principal if the teacher providing the tutoring is the only available qualified tutor as determined by the administration. An example of this may be a foreign language teacher if that teacher is the only person available who is qualified to provide the said tutoring service.

### **FINANCIAL RESPONSIBILITIES**

#### **Lunch Accounts**

Lunch accounts must be kept up to date. Accounts may be paid through the office or online. *RenWeb access will be blocked for account balances of \$50 or more.*

#### **On-Line Lunch Payments**

Lunch payments may be paid on-line through the schools website. Please be aware that there is a service charge for this convenience.

#### **Tuition Payments**

Tuition payments are due on the 5<sup>th</sup> of each month.

*RenWeb access will be blocked for any outstanding balance that is 30 days past due.*

#### **NSF Fees**

#### **Funds Required**

If payment is remitted to pay for athletic/clubs/extracurriculars and there are outstanding balances for lunch or tuition. Monies paid will be used to satisfy the outstanding balance **FIRST**. Any money left remaining will then be applied to fees/payments needed for athletics/clubs/extracurriculars.

### **COUNSELING DEPARTMENT**

#### **SERVICES**

The mission of the Counseling Department is to facilitate the growth and development of the student population in the areas of academic progress, college and career planning, and personal and social growth. Topics of discussion may include, but are not limited to: study skills, learning styles, learning disabilities, college and career prospects, communication, conflict resolution, grief and loss, anxiety, disciplinary issues, self-esteem, and friendship and family issues.

## **APPOINTMENTS**

A student must request an appointment with the counselor by a verbal or written request. Students must have the permission of their classroom teacher to see the counselor. An emergency situation (a student is a threat to himself/herself or someone else, a personal crisis such as illness or death in the family) does not warrant a formal request. All students are encouraged to visit the counselor's office to discuss areas of concern. The counselor will meet with all students in the manner of individual sessions, small group sessions and/or classroom visits. The signing of the handbook acknowledgment form gives permission for the counselor to meet with a student as well as refer any student experiencing issues to counseling outside of the school setting.

## **PARENT/TEACHER CONFERENCES**

A parent/guardian may request a conference with the counselor to discuss their student's personal needs or concerns. A conference to discuss academically related issues may include the presence of the student's teacher(s) and/or administrator.

## **SPECIAL NEEDS**

Classroom accommodations (preferential seating, extended time on quizzes/tests only, assistance in finding a study partner and/or tutor) may be utilized to meet the needs of individual students. Any parent/guardian who is interested in their student receiving classroom accommodations for a student with a learning issue or a documented special need should contact the counselor for more information. A current evaluation (a three year period) must be on file with the school counselor before an accommodation is granted.

## **STANDARDIZED TESTING**

Standardized tests given at CPS include the ACT ASPIRE (formerly titled the ACT EXPLORE, PLAN), PSAT, OLSAT and STANFORD-10 tests. Interpretation of scores is provided for both parents and students. ACT and SAT testing information is available through the counseling department and can be found on our website.

## **SCHEDULING**

Please see Scheduling under the "Academics" heading.

## **ATTENDANCE**

- **Central Private School adheres to the Louisiana Attendance Law. Students are not permitted to be absent from school for more than ten (10) days per semester (the absence limitation includes excused AND unexcused absences). A doctor's excuse and/or funeral absence must be turned in within 48 hours of students return to school. Students who exceed this attendance requirement will be reported to the proper authorities.**

## **LOUISIANA ATTENDANCE LAW**

Louisiana law provides for compulsory school attendance under Louisiana Revised Statute 17:221 which states:

- A. Every parent, tutor, or other person residing within the State of Louisiana, having control or charge of any child from that child's seventh birthday until his eighteenth birthday, shall send such child to a public or private day school, unless the child graduates from high school prior to his eighteenth birthday. Any child below the age of seven who legally enrolls in school shall also be subject to the provisions of this Subpart. Every parent, tutor, or other person responsible for sending a child to a public or private day school under provisions of this Subpart shall also assure the attendance of

such child in regularly assigned classes during regular school hours established by the school board.

- B. Whoever violates the provisions of this Subsection or R. S. 17:234 shall be fined not more than two hundred and fifty dollars or imprisoned not more than thirty days, or both.
- C. Whoever violates any other provision of this Subpart or any other provision of law which provides for the penalty provided for in R. S. 17:221 shall be fined not more than fifteen dollars, and for such violations, each day the violation continues shall constitute a separate offense.

***Louisiana State Department of Education. Bulletin 741 (Nonpublic). Chapter 9. Student Services. Section 901. Attendance***

In order to be eligible to receive grades, high school students shall be in attendance a minimum of 80 days per course each semester. Elementary students shall be in attendance a minimum of 160 days a school year.

Students are excused from compulsory attendance for ten (10) days per course each semester (high school) or for twenty (20) days (elementary) during the school year for the following reasons only (as stated in Louisiana Revised Statute 17:226):

- (1) Children who are personally ill and whose attendance in school would endanger their own health or that of their classmates
- (2) Children in whose families there is serious illness which would reasonably necessitate the absence from school...if the illness is substantiated in writing by a physician\_licensed to practice in the state;
- (3) Children in whose immediate family a death has occurred, such absence not to exceed one week because of and at the time of such death; and
- (4) Children whose religious faith requires absence for the observance of special and recognized holidays of the child's own faith.

**ABSENCES**

**IMPORTANT: A student who has been ill with a fever (above 98.6 deg) must be fever-free for a minimum of 24 hours before returning to school.**

Students returning to school after a day's absence for any reason **MUST** present a signed note from a parent or legal guardian stating the reason for the absence. However, a note from a parent does **NOT** mean that an absence is excused; it is only an explanation for the absence that allows the student back into school.

Whether or not the reason for the absence meets the **LIMITED** criteria for excused absences allowed by Louisiana Attendance Law is determined by the administration.

Elementary, middle, and high school students will present signed notes to the respective offices.

Procedures for making up tests/work missed during an excused absence are outlined in the "Academics" section of this Handbook.

- **Absences for Extra-curricular Activities**

Extra-curricular activity participants and athletic participants must attend school for the full day of the activity/event.

- **Field Trips**

Field trips are provided for teaching and learning experiences; therefore, students are expected to attend unless they are absent for one of the reasons allowed under Louisiana Attendance Law. (See beginning of this section) A student who is kept home for reasons other than those outlined by law will be marked absent-unexcused. Parents should consider field trips as teaching tools and help encourage and promote them.

Field trip attendance is limited to the students enrolled in the class, the teacher of the class, and the number of parent chaperones required by the teacher. If additional parents wish to attend and accompany the class in their own transportation, they must obtain permission of the teacher to avoid violating restrictions placed by the site being visited. Failure to honor this request may result in the school being denied access to the site in the future.

Field trip privileges may be lost by individual students. Students with excessive detentions, or who have been suspended, may not be allowed to attend the field trip. If a field trip is scheduled during a nine weeks period and a student receives a suspension or one or more detention notice(s) prior to the date of the trip, the student may not be allowed to participate in the trip. Students who lose field trip privileges will remain at school under the supervision of a teacher and do assigned work on the day of the field trip; the student is not excused from being at school. Failure to comply will result in an unexcused absence with the accompanying consequences.

## **TARDY POLICY**

All tardies and early check-outs are counted against a student's attendance record. To receive perfect attendance, a student must be in attendance at the correct time, from the first morning bell until the afternoon dismissal bell. Excessive tardiness (4 or more per semester) to school will result in consequences to the student. Please refer to discipline guidelines for consequences for specific grades.

- **Grades K3 - 5**

Students arriving to school after **7:30** must report to the elementary office to obtain an admit slip. Parents are not allowed to accompany their students to the classroom without an admit slip. An explanatory note from the parent/guardian is necessary. Notes are required even if the parent is present or has called the office. The school administration will refer to state guidelines in determining whether tardiness is excused or unexcused.

- **Grades 6-12**

A student is tardy to school if he/she arrives after **7:30** AM. Students must report to office to check in before going to class. Students will not be allowed in class without a check in slip from office. Thirty minutes late means that the student is "absent" from 1<sup>st</sup> hour which will have a direct effect on a student's receiving credit in that subject. When a student has missed ten (10) classes in any 1 subject, his/her "credit" in that subject is in jeopardy of being removed automatically for the semester in which the absences occur regardless of the grade.

An explanatory note from the parent/guardian is necessary. The school administration will refer to state guidelines in determining whether tardiness is excused or unexcused.

Students who check in late on the day of a previously scheduled test or assignment will take the test /submit the work due immediately after checking in and before attending the remaining classes of the day.

- **Tardy to Class**

Students in grades 7-12 are allowed four (4) minutes between class periods. Students must report to class before the tardy bell rings at the start of each class period. Tardies to class are recorded by the teacher of each subject. Rarely will a tardy to class be excused by the teacher. Admit slips



are not issued by the office for students who are tardy for class except when they are late arriving at school. Please see our Discipline policy in reference to excessive tardies.

### **CHECKING OUT OF SCHOOL**

- **Grades K3 - 5**

**Parents/guardians are not allowed to go directly to the classroom to retrieve their children.** Please understand that the procedures outlined below are for the child's protection and safety.

To check a Pre-school through Grade 5 student out of school, parents/guardians must follow these steps:

1. The parent/guardian must sign a check-out form in the elementary office (elementary building). Pre-school / Kindergarten students will be picked up by a parent in the elementary office.
2. Students in grades PK3 - 5 will be called to the office and released to the parent/guardian
3. If someone other than the parent/guardian has permission to pick up the student, the school office personnel must be notified, preferably in writing, prior to the student's release.

**Teachers will not release students unless this procedure is followed.**

- **Excessive Checkouts**

Excessive checkouts (4 or more per semester) of students is unacceptable. Absences of this type are considered unexcused, and students may be given incompletes, zeros, and/or detention for class work missed through unnecessary and/or excessive check outs,

- **Grades 6-12**

Once a student arrives on campus, even if it is before 7:30 A.M., he/she **MUST** sign out through the school office before leaving campus. Violating this procedure is a violation of the school's sign out procedure, and the student is subject to disciplinary action.

Students who leave campus before the end of the school day must be signed out by a parent, guardian, or person authorized by the parent to do so.

In an effort to lessen class disruptions and make our classrooms more conducive to learning, the following procedure must be followed to check out a student in grades 6-12:

1. The student who needs to check out must report to the school office.
2. A call will be placed to the parent to obtain verbal permission for the student to check out.
3. Notes from the parent are not accepted as permission to check out.
4. Parents must call the High School office and give verbal permission for student to check out for medical appointments.
5. Students may check out only between class periods, at break, or at lunch to minimize class disruptions.
6. Class work missed as a result of signing out is the student's responsibility.
7. Extra-curricular activity participants and athletic participants must attend school for the full day of the activity/event.

PLEASE NOTE: (Grades 6-12) If medical appointments must be made during the school day, please schedule the checkout time to coincide with the period between classes, the student's break or lunch. Daily schedules, located towards the end of this Handbook, should be consulted for the times between classes, break, and lunch (high school and middle school), paying attention to variations in the daily schedule for club/devotion days and pep rally days. Students will not be

allowed to check out during a class period unless he/she is clearly ill, such as fever, vomiting, fainting, etc.

Any student who wishes to check out, but must be picked up by a parent/guardian, must report to the main office to contact the parent. After reporting, the student must return to class and wait to be called back to the office when the parent/guardian arrives. If the student does not return to class, the absence from class will be considered an unauthorized absence from class and the student will be subject to disciplinary action.

## **MAKE-UP WORK**

When a student misses class/school he/she may access homework assignments from ParentsWeb. For extended absences, parents may call the respective office and request to pick up school work. Make-up work for full credit is permitted only for excused absences. Immediately upon return from an absence, the student must make arrangements with the instructors to complete the work. For excused absences students have one (1) day for each day missed to make-up all work and tests. Additional time may be allowed for extended absences.

4<sup>th</sup>-5<sup>th</sup> grade teachers will place worksheets and books on the top shelf of the student's locker by 12:00pm.

## **PERFECT ATTENDANCE**

Perfect attendance is an award given only to those students who attend school every day from the beginning until the close of the scheduled school day. The only exceptions will be the student's involvement in school-approved activities, or a death in the immediate family.

Tardies and early check outs (excused or unexcused) are counted against the student's attendance record. In-School-Suspension is not considered an absence from the school campus.

## **TRUANCY**

No student may miss a class, part of a class, or leave campus without permission from the classroom instructor and prior acknowledgement from the main office. Students must have parental permission and appropriately sign out in their respective office. A student who is inappropriately missing from class, part of a class, or leaves the premises without permission is considered in violation of school policy. In addition, any student with excessive or unexcused absences is also in violation of school policy. The parent/guardian will be notified and disciplinary action will be taken.

## **UNIFORMS**

*The purpose of the uniform dress code is to encourage students to dress decently and be a positive representative of themselves and their home, as well as Central Private School. The uniform also provides a safety factor for our students and will not allow strangers to come onto our campus unnoticed. The principal/superintendent or his designee will be the final interpreter of the dress code. Garments must be purchased from one of the following vendors: Inka's Uniforms, School Time, or Cross Threads Central, LLC. Previously worn uniforms may be purchased from the Central Private Parents Club.*

**\*\*Athletic uniforms and spirit group uniforms worn by students as they represent Central Private School must be in school-approved colors -- predominately: red, gray, or white (with black accents) -- and must have the approved logo. All athletic uniforms and spirit group uniforms must be approved by the principal/superintendent prior to being ordered.**

**EFFECTIVE 2018-2019:** The following items listed are the **ONLY** approved uniforms that Central Private School allows. These uniforms must be purchased from the following approved vendors:

**Inka's Uniforms** (11626 S Sherwood Forest Blvd): **Daily uniforms only** - shirts, shorts, pants, skorts, and jumpers

**School Time** (7745 Jefferson Hwy): **Daily uniforms only** – shirts, shorts, pants, skorts, and jumpers


**Cross Threads Central LLC** (11535 Sullivan Road): **Daily uniforms and outer wear**. Please note: At this time, Cross Threads Central LLC does not carry any plaid items.

**Cross Threads Central LLC is the only vendor approved for:** Red wind suit.

**\*The only exception to our approved vendor rule is the elementary option to purchase red or oxford gray sweatpants, which do not require a logo, and may be purchased at any retail store.**


### ***CPS ELEMENTARY SCHOOL DAILY UNIFORM DRESS CODE***

#### **Girls K3 - 5<sup>th</sup> Grades**

- White or red polo shirt with logo (long or short-sleeved, banded or non-banded). Non-banded shirts must be tucked in.
- Plaid walking shorts or plaid skort, measured front and back, kneeling, can be no higher than 3" from the floor. K3/K4 elastic waist pull on style required. K5 elastic waist optional but recommended.
- Plaid jumper (K3 -1<sup>st</sup> may wear as a dress w/o shirt, 2<sup>nd</sup> – 5<sup>th</sup> must wear collared shirt with jumper) Plaid pull-on shorts required under jumper.
- Athletic shoes, predominantly red, white, black, or gray. No cartoon characters light up shoes or boots are permitted.
- Solid White, black, or gray socks, with small unobtrusive logo (must be visible above the shoe).
- Solid Red, white, black, or gray leggings may be worn with jumpers, skorts, or shorts in cold weather.
- Charcoal gray or red sweatshirt, without hood (logo required ). Uniform shirt must be worn under sweatshirt. **This is the only school approved sweatshirt/pull-over shirt allowed on a daily basis.**
- Red or oxford gray sweatpants (straight-leg), no logo required. **(K3-1<sup>st</sup> grade only)**
- **(Optional)** approved red wind suits (monogrammed on jacket only) may be worn. Leg zippers must be fastened. **\*\*\*These are available only at Cross Threads Central, LLC.** School uniform shirt must be worn under wind suit jacket. Non-banded shirts must be tucked in.
- **\*\*Black or brown leather belt is required for any garment with belt loops (except pull-on pants).**

#### **Boys P3 - 5<sup>th</sup> Grades**

- White or red polo shirt with logo, long or short-sleeved, must be tucked in. Dri-fit not allowed.
- Gray walking shorts or gray long pants. K3/K4 elastic waist pull up required. K5 elastic waist optional.

- Athletic shoes, predominantly red, white, black, or gray. No cartoon characters, light up shoes or boots permitted.
- Solid White, black, or gray socks, with small unobtrusive logo (must be visible above the shoe).
- Charcoal gray or red sweatshirt, without hood (logo required ). Uniform shirt must be worn under sweatshirt. **This is the only school approved sweatshirt/pull-over shirt allowed on a daily basis.**
- Red or oxford gray sweatpants (straight-leg), no logo required. **(K3-1<sup>st</sup> grade only)**
- **(Optional)** approved red wind suits (monogrammed on jacket only) may be worn. Leg zippers must be fastened. **\*\*\*These are available only at Cross Threads Central, LLC.** School uniform shirt must be worn under wind suit jacket. Non-banded shirts must be tucked in.
- **\*\*Black or brown leather belt is required for any garment with belt loops (except pull-on pants)**

## ***CPS JUNIOR HIGH/HIGH SCHOOL UNIFORM DRESS CODE***


### **Girls 6<sup>th</sup> - 12<sup>th</sup> Grades**

- White or red polo shirt with logo (long or short-sleeved, banded or non-banded). Non-banded shirts must be tucked in. Dri-fit not allowed.
- Plaid walking shorts or plaid skort, measured front and back, kneeling, can be no higher than 3" from the floor.
- Charcoal gray long pants.
- Athletic shoes, predominantly red, white, black, or gray (lace-up, properly fastened).
- White, black, or gray socks, with small unobtrusive logo (must be visible above the shoe).
- Red, white, black, or gray leggings may be worn with shorts in cold weather.
- Dri-fit shirts not allowed.
- **(Optional)** approved red wind suits (monogrammed on jacket only) may be worn. Leg zippers must be fastened. **\*\*\*These are available only at Cross Threads Central, LLC.** School uniform shirt must be worn under wind suit jacket.
- **\*\*Black or brown leather belt is required for any garment with belt loops.**

### **Boys 6<sup>th</sup> - 12<sup>th</sup> Grades**

- White or red polo shirt with logo, long or short-sleeved, must be tucked in. Dri-fit not allowed.
- Gray walking shorts or gray long pants.
- Athletic shoes, predominantly red, white, black, or gray (lace-up, properly fastened).
- White, black, or gray socks, with small unobtrusive logo (must be visible above the shoe).
- **(Optional)** approved red wind suits (monogrammed on jacket only) may be worn. Leg zippers must be fastened. **\*\*\*These are available only at Cross Threads Central, LLC.** School uniform shirt must be worn under wind suit jacket.
- **\*\*Black or brown leather belt is required for any garment with belt loops.**

### **Outer Wear (All)**

- Charcoal Gray fleece jacket (logo required ). Red or Charcoal grey logo sweatshirt, athletic wind breaker and red wind suit jacket w/logo.
- Letterman jackets for high school

- Heavy coats must be red, white, gray or black. Heavy coats may not be worn in the classroom.

### ***Uniform Policy Guidelines***

1. Only the items listed in the CPS Daily Uniform Code are official uniform items.
2. If an item of clothing is not listed in the code, it may not be worn as part of the daily uniform.
3. All students attending Central Private School will conform to the daily uniform dress code except when notified in advance; then, they must follow the dress code for non-uniform occasions, such as \$1.00 Dress Days or Spirit Dress Days.
4. Students are warned on the first day of school to be in compliance with the uniform dress code. No further warnings need be issued, and subsequent violations will result in detention.
  - A student out of uniform may be required to call home or be sent home for proper uniform.
  - Parents will be notified that continued violations will result in suspension or the student's being prohibited from attending class until the proper uniform item has been obtained. This inconvenience can be avoided by the student being in compliance with the uniform dress code.
5. The uniform dress code applies to each student from the time he/she enters the CPS campus until he/she leaves the CPS campus, including to and from the parking lots and carpool drop off/pickup areas.
6. Color and texture of materials vary greatly when purchased from different sources; therefore, we require uniforms be purchased from any one of our approved vendors, i.e. **Inka's Uniforms** (11626 S Sherwood Forest Blvd), **School Time** (7745 Jefferson Hwy.), or **Cross Threads Central LLC** (11535 Sullivan Road)
7. Students are required to wear the uniform for school pictures taken in the fall and for all scheduled class pictures. Clothing for spring pictures will conform to the dress code for non-uniform occasions.
8. Students are required to wear the uniform for all field trips unless prior approval to the contrary is gained by the teacher from the principal/superintendent because of the specific activities involved.
9. Students may be exempt from the uniform dress code if attending an activity during the school day for which the sponsor requires students to wear a specific event uniform, i.e. team uniform, etc.
10. If the student is exempt from the uniform dress code, then that student **MUST** be dressed in the designated event uniform while attending classes that day.
11. Activities exempt from wearing uniforms:
  - District and State Rallies
  - Participation in off-campus events (Quiz Bowl, spelling bee, science fair, etc.)
  - Spirit Dress Days
12. Students who enroll at CPS after the beginning of the school year must purchase uniforms within a ten (10) day period or bring a note from the vendor stating the reason the student cannot conform to the uniform dress code within that time frame.

**Physical Education uniforms** are required, as follows:

- **Grades Pre-School – 5th** physical education classes
  - School Uniform shirts and shorts.  
For reasons of modesty, girls may wear close-fitting shorts (such as bike shorts) are worn under the skirt.
  - Athletic shoes are required.  
Note: For safety reasons, students wearing shoes that are deemed to be unsafe for certain activities may have activity restricted or limited access to school equipment.

-In cold weather the optional uniform red sweatpants (K3 – 1<sup>st</sup> grade only) or school approved windsuit may be worn during elementary PE class.

- **Grades 6-12** physical education classes - PE uniform order will be placed during the first two weeks of school.

### ***Wearing the Uniform***

- Uniforms may not be altered in any fashion except to ensure **proper** fit.
- All accessories (bows, headbands, etc...) worn must be compatible with uniform colors and non-distracting or disruptive.
- Color designations do not provide for wide interpretations, i.e. maroon, magenta, pink, etc. are not accepted as red.
- Boys' shorts and girls' shorts/skorts/skirts must be no shorter than three (3") inches above the knee, all the way around the leg, when the distance is measured from the floor with the student kneeling on the floor.
- Socks must be solid white, gray, or black with small unobtrusive logo. Socks must be visible at a glance.
- All shirt tails must be tucked in at all times, including spirit shirts, team shirts, etc.
- T-shirts worn under the uniform shirt or approved spirit shirt must be solid white, with no visible writing or graphic design.
- Hats, caps, knit hats, and gloves are not allowed inside the building
- NO hooded sweatshirts are permitted to be worn on campus during the school day for any reason.
- Parents may not purchase the school plaid fabric to make uniform items.
- Skirts may be worn for religious reasons through arrangement with the principal/superintendent prior to the beginning of school.
- Heavy coats, jackets, etc. are worn when daytime temperatures are cool enough to require outerwear but are not necessary in the classrooms. Coats, jackets, etc. with pockets **must** be removed in the classroom upon request of the teacher.
- Athletic or academic letter jackets are limited to CPS-issued jackets ONLY.
- Thermal tops and/or bottoms are not permitted to be worn under shorts or under short sleeve shirts.
- Blankets are not to be used in classrooms or hallways.

### ***Grooming Code***

*The school administration shall be the final interpreter of the grooming code and dress code, uniform and non-uniform.*

A general guideline for both male and female students is that if the grooming is distracting, disruptive, or outlandish, it will be prohibited.

- **Hair**
  - No facial hair is permitted. Students are expected to be clean-shaven at all times. Male students who report to school unshaven will receive a disciplinary consequence.
  - Male students' hair shall be of moderate length, i.e. above the ear lobe, not past the top of the collar in the back, entire eye visible when the hair is in normal position without use of clips, bands, or other devices to hold hair in place, i.e. hair may not extend below eyebrows when combed forward.
  - Hair shall be clean and neat at all times.
  - Extreme haircuts, e.g. off-color dyeing, carving, etc., are not acceptable for males or females.

- **Jewelry/Body Art**

- Male students are not permitted to wear earrings. Body piercings must not be visible at any time on the CPS campus or at a school-sponsored function off-campus. Suspension or expulsion may result.
- Female students may wear earrings (must be conservative and appropriate), as long as they are not distracting. Other types of jewelry should be limited in size and quantity to avoid creating distraction or disruption. Body piercings must not be visible (belly rings, tongue rings, etc.) at any time on the CPS campus or at a school-sponsored function off-campus.
- No visible body piercing and/or body art (tattoos) are permitted whatsoever.

### ***Dress Code for Approved Non-Uniform Occasions***

The primary guidelines to be followed for approved non-uniform occasions are cleanliness, neatness, modesty, and style.

If the style of dress or the appearance is disruptive to the educational process or constitutes a clear threat to the safety and/or health of the student, it shall not be permitted at school.

Clothing not allowed for \$1.00 Dress Days is not allowed for other non-uniform occasions with the following exception:

**Elementary students** may wear appropriate holiday t-shirts for the following holidays: Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, Mardi Gras, and Easter. The holiday t-shirts must be worn w/long blue jeans or uniform shorts/pants.

### ***\$1.00 Dress Days all grades***

On \$1.00 Dress Days, uniforms do not have to be worn, but all students are expected to be clean, neat and to take reasonable pride in their appearance. Styles of dress that are extreme or test the limits of modesty are not allowed. Clothing that includes profanity, promotes the use of alcohol or tobacco, is derogatory to any class or category of people, or promotes political opinion is prohibited. Specific guidelines for approved non-uniform occasions include, but are not limited to, the following:

- **Clothing**
  - Neat, clean clothes of a conventional, decent, modest style must be worn.
  - Tank tops, spaghetti strap, racer-back or backless clothing, or clothing that exposes the midsection are not to be worn.
  - Shorts ARE NOT permitted unless they are CPS uniform shorts.
  - Clothing with holes, tears, ravel, and patches are not to be worn.
  - Split skirts should appear to be skirts and extend to the knee or below.
  - Clothing or other articles bearing slogans or pictures promoting drugs, alcohol, tobacco, sex, profanity, obscenity, or any article that might cause disruption of the educational process are prohibited.
  - Shirt tails must be tucked in at all times during the school day, including to and from the parking lots before and after school.
  - Belts must be worn by male students.
- **Shoes**
  - Shoes must be worn at all times.

- Winter boots, “Ugg’s”, Cowboy boots, leather boots, fringed boots, etc. are acceptable. **K3 – 1<sup>st</sup> grade are not allowed to wear boots for safety reasons.**
- No flip-flops, wedge heels, slippers, sandals, clogs, mules or rubber boots of any kind can be worn.
- **Accessories**
  - Sunglasses may not be worn in the buildings.
  - No hats, caps, knit hats, or hoods may be worn in the building except on a so-designated Spirit Dress Day during Homecoming Week.
  - Accessories of any kind that are disruptive to the educational process are prohibited.

### ***Spirit Dress Days***

Spirit Dress days are a privilege extended by the administration, with dates scheduled in advance. The continuation of Spirit Dress throughout the school year is evaluated by weekly compliance with the guidelines. In addition to the approved non-uniform guidelines above, on Spirit Dress days the following guidelines are in effect:

- Students may opt to wear the regular daily uniform instead of Spirit Dress.
- Students may wear jeans (NO holes, tears, ravel, and/or patches) or uniform pants/shorts with a spirit tee-shirt.
- If a student chooses to wear Spirit Dress, he/she may wear any tee-shirt/sweatshirt that carries a CP designation. The tee-shirt/sweatshirt may be an athletic/spirit team shirt, a CP club shirt, a CP event shirt, or a CP Athletic Club Spirit shirt.
- Shoes must be worn at all times. Winter boots, “Ugg’s”, Cowboy boots, leather boots, fringed boots, etc. are acceptable. (**K3 – 1<sup>st</sup> grade not allowed to boots for safety reasons**) No flip-flops, slippers, sandals, clogs, mules or rubber boots of any kind can be worn.

### ***Homecoming Week***

- During football homecoming week, students are allowed to dress according to the daily theme as set by the homecoming committee
- Students may dress in the designated theme for the day OR they must be in daily uniform.
- The general grooming codes (Spirit Dress, Non-Uniform) are **NOT** set aside for Homecoming Week; however, some specific guidelines may be set aside for the day, such as hats, socks, or shoes, with the **prior approval** of the principal/superintendent.

*The school administration shall be the final interpreter of the dress code, uniform and non-uniform.*

## ***DISCIPLINE***

### **Philosophy**

Our goal is for our students to develop self-discipline, i.e. doing what has to be done when it has to be done as well as it can be done, at all times. When our students do not exercise self-discipline, violating school rules and policies and/or disrupting the education of others, the principal/superintendent or his/her designee will address the problem. There is no lock-step approach to dealing with discipline problems or suspension/expulsion. The principal/superintendent will deal with each case on an individual basis according to his/her discretion.



All students must show respect for all members of the CPS administration, staff, faculty, aides, substitute teachers, etc. at all times. ***Acts of disrespect will not be tolerated.***

All discipline decisions will be handled by the principal/superintendent or his/her designee.

## **DISCIPLINE GUIDELINES**

The discipline program established at Central Private School has as its objectives:

1. To establish and maintain favorable study conditions free from distraction and misbehavior
2. To establish and maintain respect for authority within the school
3. To develop, on the part of the student, ideals, interest, habits and skills that make for self-government and good citizenship

For learning to take place we must maintain an environment which is conducive for learning. This includes all aspects of the school. Respect for authority is a value to be stressed and should come as a result of leadership and not forced.

All students are to conduct themselves in an appropriate manner at all school-sponsored activities (home and/or away functions). Failure to do so will result in the student losing his/her privilege to attend such functions. Any student who starts or participates in any unauthorized disruption or disorderly protest will be suspended from school immediately.

- **Elementary Grades Pre-School – 5**

Administration will assign detention to elementary students in accordance to the elementary discipline policy. Elementary students are given a one-hour written assignment to be completed before they are allowed to leave. If a child does not complete the assignment or misbehaves during detention, he/she will be reassigned to detention for the next regularly scheduled 2-hour Saturday detention. After a student receives three (3) detentions in a semester, a conference will be scheduled with the parents.

If an elementary student is referred to the school office, he/she must have a completed Discipline Referral outlining the violation and what efforts have been made previously to correct the behavior. Consequences may include, but are not limited to, detention, in school suspension, suspension from school, corporal punishment, or expulsion, in accordance with the discipline levels listed below.

The Head of School may suspend an elementary student from school for just cause and with parent notification.

## Discipline Procedure for K3-5<sup>th</sup> Grade

<p><b>Minor Infractions:</b></p> <ul style="list-style-type: none"><li>• Dress code violation</li><li>• Disruptive behavior (Minor)*</li><li>• Unsafe rough play</li><li>• Uncooperative behavior</li><li>• Failure to complete assignments</li><li>• Failure to follow classroom rules</li><li>• Possession of electronics</li><li>• Name-calling/Quarreling</li><li>• Inappropriate language/comments</li><li>• Excessive marks on behavior chart</li><li>• Gum chewing or eating/drinking in class</li><li>• Public display of affection(minor)</li><li>• Rule Violation</li><li>• Tardy (4 per nine-week period)</li><li>• Unauthorized area</li></ul>	<p><b>Minor Violation Consequences:</b></p> <p><u>Step 1: Teacher Issued Consequences according to their approved plan of classroom rules:</u> verbal correction, marking behavior chart, loss of privileges, etc.</p> <p><u>Step 2: Office Referral:</u> Administrator will assign a plan of discipline outlined under minor infraction consequences:</p> <ul style="list-style-type: none"><li>• Warning</li><li>• Loss of privilege</li><li>• Parent contact</li></ul> <p><u>Step 3: 2<sup>nd</sup> Office Referral:</u> Administrator will assign a plan of discipline outlined under minor infraction consequences:</p> <ul style="list-style-type: none"><li>• Time out in office</li><li>• Conference with student</li><li>• Loss of privilege</li></ul> <p><b>*Parent will be notified.</b></p> <p><u>Step 4: 3<sup>rd</sup> Office Referral:</u> Administrator will assign a plan of discipline outlined under major infraction consequences:</p> <ul style="list-style-type: none"><li>• Sent home</li><li>• Detention</li><li>• Out of school suspension</li><li>• Other as determined by administrator</li></ul> <p><u>Step 5: 4<sup>th</sup> Office Referral:</u> Administrator will assign a plan of discipline outlined under major infraction consequences:</p> <ul style="list-style-type: none"><li>• Out of school suspension</li><li>• Other as determined by administrator</li></ul> <p><b>* In the event a student receives a major infraction and already has a minor infraction, a step will be skipped on the consequence chart. For example: Student is on step 2 + major infraction = step 4 consequence Student is on step 3 + major infraction = step 5 consequence</b></p>
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**DISCIPLINE ELEMENTARY K3-5**

<p><b>Major Infractions:</b></p> <ul style="list-style-type: none"> <li>• Disrespect to adults</li> <li>• Willful disobedience</li> <li>• Disruptive behavior (Major)*</li> <li>• Lying/cheating/stealing</li> <li>• Profanity or inappropriate gestures</li> <li>• Fighting/shoving</li> <li>• Bullying/Harassment</li> <li>• Aggressive verbal behavior</li> <li>• Assault/battery on another student</li> <li>• Assault/battery on faculty or staff</li> <li>• Instigating conflict/disruption</li> <li>• Inappropriate use of internet/computer</li> <li>• Misuse/defacing/destruction of school property (+ restitution)</li> <li>• Threats of violence/intimidating other students or faculty</li> <li>• Gambling</li> <li>• Indecent acts</li> <li>• Possession, distribution/sharing of obscene or inappropriate/illegal materials</li> <li>• Possession of any dangerous object</li> </ul>	<p><b>Major Violation Consequences:</b></p> <p><u>Step 1: Office Referral:</u> Administrator will assign a plan of discipline outlined under infraction consequences:</p> <ul style="list-style-type: none"> <li>• Time out in office</li> <li>• Conference with student</li> <li>• Loss of privilege</li> <li>• Sent home</li> <li>• Detention</li> <li>• Out of school suspension</li> <li>• Expulsion/other as determined by administrator</li> </ul> <p><b>*The consequence will depend on the seriousness of the violation. No warning will be given for a major infraction. Parent will be notified.</b></p> <p><u>Step 2: 2<sup>nd</sup> Office Referral:</u> Administrator will assign a plan of discipline outlined under major infraction consequences:</p> <ul style="list-style-type: none"> <li>• Sent home</li> <li>• Detention</li> <li>• Out of school suspension</li> <li>• Expulsion/other as determined by administrator</li> <li>• </li> </ul> <p><u>Step 3: 3<sup>rd</sup> Office Referral:</u> Administrator will assign a plan of discipline outlined under major infraction consequences:</p> <ul style="list-style-type: none"> <li>• Out of school suspension</li> <li>• Expulsion/other as determined by administrator</li> </ul>
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**HIGH SCHOOL/MIDDLE SCHOOL**

- **Grades 6-12**

Middle and high school faculty are expected to handle routine classroom discipline in accordance with an approved plan of rules for their individual classrooms. Classroom rules and penalties should be included in the course syllabus and made available to students and parents on the first day of school. Faculty members are expected to refer students whose infractions merit detention or more severe consequences, in accordance with the discipline level violations chart.

**DISCIPLINE LEVELS (1, 2, 3, 4) Grades 6-12**

Behavior which is considered inappropriate and the corresponding disciplinary action for each behavior are as follows:

<p><b><u>Level 1 Violation Examples</u></b>          Dress code violation          Disruptive behavior (in or out of classroom)          Facial hair          Gum chewing or eating/drinking in class          Misuse of school property (littering, lockers, desks, wall, etc.)          Parking Violation          Participating in verbal/push-shove confrontation with another student          Possession/use of cell phone (+ confiscation/fine)          Profanity or inappropriate gesture(s)          Public display of affection          Rule Violation          Sleeping in class          Tardy (4 per class)          Unauthorized area</p>	<p><b><u>Level 1 Consequences</u></b>          1<sup>st</sup> Offense – Detention or corporal punishment          2<sup>nd</sup> Offense – Detention          3<sup>rd</sup> Offense – 1 day In-School Suspension          4<sup>th</sup> Offense – 3 day In-School Suspension          5<sup>th</sup> Offense – 1 day At-Home Suspension</p>
<p><b><u>Level 2 Violation Examples</u></b>          Attempting to forge, deceive or misrepresent the truth (lying, forgery)          Cheating/Plagiarism          Disruptive behavior at school function/activity          Gambling          Inappropriate graffiti on clothing or school materials          Harassing, bullying, threatening or intimidating other students          Improper use of internet/computer          Improper use of vehicle          Indecent acts          Instigating or participating in a fight          Possession, distribution/sharing of obscene or inappropriate materials          Skipping class/leaving school without permission          Theft (+ restitution)          Willful disobedience</p>	<p><b><u>Level 2 Consequences</u></b>          1<sup>st</sup> Offense – 1 day In-School Suspension          2<sup>nd</sup> Offense – 2 day At-Home Suspension          3<sup>rd</sup> Offense – 3 day At-Home Suspension          4<sup>th</sup> Offense – 5 day At-Home Suspension          5<sup>th</sup> Offense – Expulsion</p>
<p><b><u>Level 3 Violation Examples</u></b>          Assault/battery on another student          Defacing/destruction of school property (+ restitution)          Possession, use, sale, or transfer of alcohol or tobacco/electronic vaping device products          Possession, use, or attempted use of any dangerous object          Possession of drug paraphernalia          Sexual misconduct          Threats of violence to faculty or staff</p>	<p><b><u>Level 3 Consequences</u></b>          1<sup>st</sup> Offense – 5 day At-Home Suspension          2<sup>nd</sup> Offense – Range of 5-10 Days At-Home Suspension w/possible recommendation for expulsion</p>
<p><b><u>Level 4 Violation Examples</u></b>          Assault/battery on faculty or staff          Possession, use, sale, or transfer of drugs          Possession, distribution or use of fireworks          Possession or use of a weapon</p>	<p><b><u>Level 4 Consequences</u></b>          1<sup>st</sup> Offense – Expulsion and referral to appropriate authorities</p>

NOTE: Any situation/incident not covered in *Levels 1-4* will be handled on an individual basis by the principal/superintendent or his/her designee at his/her discretion.

***DETENTION***

Detention will be held on campus one Saturday per month + from 7:00 A.M. until 9:00 A.M. Parents will be emailed immediately when a student is written up to serve detention. Students assigned detention receive a form to be signed by the parent and returned to school the following day informing the parent(s) why and when the student has detention. Any student who is assigned a Saturday detention must be present for the entire time. Any student who is late to or absent from detention will be suspended beginning on the next possible school day. A student can also be suspended for failure to comply with the rules of participation and conduct during Saturday detention.

In the process of serving a detention, the detention supervisor may require the student to engage in work related tasks that may include janitorial duties.

Detention is assigned from Wednesday to Wednesday, i.e. a detention assigned by Wednesday will be served on Saturday of the same week; a detention assigned after Wednesday will be served on Saturday of the following week unless the parent requests the nearest Saturday. A detention may be excused by the principal/superintendent or his/her designee only in case of extreme family emergency or for sickness documented with a physician's note, but must be rescheduled for the next regularly scheduled Saturday detention.

- **Elementary Grades**

Teacher discretion will be used to determine what merits an elementary student receiving detention. Students in grades 3-5 will receive detention for six (6) or more conduct marks or incompletes in a week. After a student receives three (3) detentions in a semester, a conference will be scheduled with the parents to outline progressive disciplinary measures. Elementary students are given a one-hour written assignment to be completed before they are allowed to leave. If a child does not complete the assignment or misbehaves during detention, he/she will be reassigned to detention for the next regularly scheduled 2-hour Saturday detention.

- **Grades 6-12**

Middle and high school students are given at least two hours of work to be finished before they are allowed to leave detention. The work will be finished before leaving. Note: Maintenance work could be assigned to students in detention. The alternative is a one-day suspension. Parents will receive a notice from the detention teacher concerning the matter, and the notice must be signed and returned to the detention teacher.

### ***IN-SCHOOL SUSPENSION***

In school suspension is held in an on-campus site exempt from a classroom setting between 7:41 A.M. and 2:45 P.M. Each ISS student receives a 5-minute restroom break in the morning and in the afternoon and a 30-minute lunch break at a time other than when his/her grade is at lunch.

While serving an in-school suspension, the supervisor may require the student to complete a learning packet designed to help the student understand why the detention has been enforced with suggested alternative behavior.

During a student's removal from the school community, he/she must complete assigned class work activities and/or additional assignments to be determined by the principal/superintendent or his/her designee for the duration of the entire school day. Students are allowed to take previously assigned tests during ISS; tests and graded work may be accepted by the teacher for credit. Students in ISS are marked absent from class but are not counted absent from campus.

### ***AT-HOME SUSPENSION***

Short-term suspension from school or a class may be for a period from one (1) to five (5) days or more and will be imposed by the principal/superintendent. Long-term suspension may be for an indefinite length of time and is imposed by the principal/superintendent according to the severity of the offense. In the event of a suspension, an immediate email notification will be sent to the parents informing them of the incident. Students who are suspended out-of-school must serve the suspension within 48 hours of receiving the take-home copy of the suspension assignment. A student who is suspended out-of-school for more than one (1) day must be accompanied by a parent/guardian upon his/her return and participate in a conference with the principal/superintendent or his/her designee.

Students who are suspended out-of-school are not allowed to make up tests or receive credit for graded work collected during his/her absence. Students on home suspension are counted absent from both class and campus.

Students suspended out-of-school are not allowed to participate in any extra-curricular activities on the day(s) of suspension nor are suspended students allowed on campus for any reason/activity without administrative approval.

### ***EXPULSION***

Any student who has been expelled or forced to withdraw from Central Private School will not be allowed to attend any Central Private School-sponsored event or activity.

### ***ACTIVITY/EVENT VIOLATIONS***

- Students are encouraged to attend after-hours events and activities. Whether as participants or spectators, students are expected to follow the rules of common courtesy and good sportsmanship:
- Offensive language/gestures toward players, coaches, officials, visitors, or anyone else in attendance at athletic events may result in the student's removal from the game.
- When visiting another campus, consider CPS rules of conduct applicable to all behavior.
- Use of tobacco, alcohol, and/or drugs is not permitted at school functions/activities.
- Clothing with vulgar or suggestive messages will not be permitted. Certain other types of clothing may not be permitted, including immodest apparel. The Board and administration will rule on possible infractions as the situation arises.
- Bodily contact will not be permitted between students on campus, school bus trips, field trips, or while in attendance at any school-related activity.

### ***CELL PHONE/SMART DEVICE POLICY: GRADES 6-12***

Students will be allowed to use phones before 7:30 am, during morning break and during students assigned lunch period. Cell phone/Smart Device use during any other time is prohibited. Students who violate this policy will have phones/devices confiscated with the following consequences:

- 1<sup>st</sup> offense – Phone is kept in Main Office till end of day. In addition, student will turn Phone into office the next day for full school day. Parent notified.
- 2<sup>nd</sup> offense – Phone is kept in the office till end of day and student will serve one (1) Day detention of Saturday school. Parent notified.
- 3<sup>rd</sup> offense – Suspension

**Elementary grades K3-5 are not allowed to have cell phones/smart devices at any time during the school day.**

***Continued willful disobedience of the cell phone policy may result in further consequences***

## **COMPUTER/TECHNOLOGY VIOLATIONS**

All students are required to read and sign the school's technology use policy before using any Central Private School computer. Failure to abide by the technology use policy will result in loss of computer privileges and may result in other disciplinary measures.

## **UNAUTHORIZED AREAS**

An unauthorized area is any location on campus where a student is present without permission or without the direct supervision of a teacher or administrator at any time during the day, including before/after school hours. Any student on campus after school hours will be directed to Aftercare.

## **VANDALISM/PROPERTY DAMAGE**

School buildings and equipment are expensive to construct, purchase, and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages and may be reported to the appropriate law enforcement agencies. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If something should be damaged by accident, the damage should be reported to a teacher or administrator immediately.

## **GUM /CANDY/FOOD Grades 6-12**

NO food, gum, drinks, cups or gallon jugs will be allowed during school hours. Students may only eat or drink during specified break/lunch times. Class projects/parties that required food items will be the only exception.

## **LIBRARY POLICY**

The mission of the Central Private School library system is to help our students to become active and effective users of ideas and information, promote a lifelong love of reading and learning, and to provide materials that support the academic goals of Central Private School.

### **MS/HS Library**

Student Rules:

- All rules in the *CPS Student Handbook* must be followed in the library.
- Students who enter the library during class are required to have a pass unless they are with a scheduled library class.
- It is the students' responsibility to pick up their signed pass and have it signed before leaving the library.
- Students not working on their designated tasks will be sent back to class and may lose their library privilege for a period of time.
- The copy machine in the library is for student use. Students may copy school related materials only.
- No food or drink in the Computer Area
- No backpacks or sports bags in the Computer Area.
- Students must sign in to use the computers even during break. All work on the computers must be for academic purposes.
- No computer may be used for recreation (games, personal email, listening to music, etc.).
- MP3 players, iPods, Smart watches and assorted listening devices are not allowed.

Check Outs:

- Up to two (2) books from the regular collection may be checked-out at a time unless special requests are made.
- Materials from the regular collection may be kept for 4 weeks. Checkouts may be renewed once.
- Reference materials do not check out, but may be photocopied.

#### Returns, Overdues, and Fines:

- Students are expected to return books on time and in the same condition as when they were checked out. It is the students' responsibility to return materials on time.
- If a book is lost or damaged, the student is responsible for the cost of its replacement. Payment for a lost book is reimbursed if the book is found and returned in good condition.
- Overdue notices will be emailed to students and parents at the middle and end of each semester.
- Overdue fines are updated at the rate of 5 cents per day.
- Debts remaining at the end of each semester will be turned in to the finance office.
- If a student withdraws from school, any checked out items time must be returned to the library. Students will be charged for any lost books.

### **Elementary Library**

#### Student Rules:

- All rules in the *CPS Student Handbook* must be followed in the library.

#### Check Outs:

- Students in grades 1-2 may check out one (1) book at a time. Students in grades 3-5 may check out two (2) books at a time.
- Materials from the regular collection may be kept for 2 weeks. Checkouts may be renewed.
- Reference materials do not check out, but may be photocopied.

#### Returns, Overdues, and Fines:

- Students are expected to return books on time and in the same condition as when they were checked out. It is the students' responsibility to return materials on time.
- If a book is lost or damaged, the student is responsible for the cost of its replacement. Payment for a lost book is reimbursed if the book is found and returned in good condition.
- Overdue notices will be sent to students and parents periodically.
- Elementary students are not charged overdue fines.
- Debts remaining at the end of each semester will be turned in to the finance office.
- If a student withdraws from school, any checked out items time must be returned to the library. Students will be charged for any lost books.

### **CAFETERIA PROGRAM**

Students may purchase food in the cafeteria daily at break and lunch. A positive balance must be maintained in the students account at all times. If the account becomes negative, an email message will be sent through RenWeb to alert you of the balance. If payment is not received and the cafeteria account becomes negative \$20.00, the child will not be allowed to eat until the account becomes current. Prices are as follows:

Break	\$2.75
Lunch K3 - 12	\$4.50

Additional items are available for purchase and are priced on an individual basis.

Students may bring their lunch from home or purchase lunch from the school cafeteria. Students who forget their lunch from home will be required to purchase their meal from the cafeteria. Students may not check out to purchase meals off campus.



## **CARPOOL PROCEDURES**

### **Arrival/Dismissal Schedule – Loading and Unloading Procedures**

#### **Arrival**

- **Grades K3 - 5: Morning Carpool is 7:00 A.M. to 7:30 A.M.**

**Lower Elementary (PreK3 – 1<sup>st</sup> Grade):** Students are to be dropped off at the awning at the lower elementary building. Please have your child unbuckled and ready to exit the car. For your child's safety, children must exit from the passenger side.

**Upper Elementary (2<sup>nd</sup> – 5<sup>th</sup> Grade):** Students are to be dropped off at the upper elementary building.

#### **Multi-grade carpool**

If you have **lower/upper elementary, middle/high** school or both students, please drop off the lower elementary students first, upper elementary second and drop off the older students in the middle/high school carpool drop off point on the way out of the school. This will help eliminate traffic backup.

- **Grades 6- 12:** In the circle drive in front of the High school buildings under the remaining awning.

Parents entering the south parking lot must abide by the Entrance/Exit signs. DO NOT block the driveway.

**Multi-grade carpool:** If you have elementary and middle/high school students together, PLEASE drop the elementary students off first and drop the older students off on your way out of the campus. This will help eliminate traffic backup.

#### ***Dismissal:***

For their safety, students in grades K3 - 12 will NOT be allowed to remain on the Central Private School campus after carpool/school unless they are under the supervision of the aftercare program or under the direct supervision of an adult (teacher, coach, club sponsor). **PLEASE PICK YOUR CHILD UP ON TIME.**

Elementary students (K3 - 5) not enrolled in the aftercare who are not picked up by **2:45 P.M.** will be taken to the aftercare by the duty teacher. Parents will be charged a drop-in rate of \$15.00 per child per incident if child is not picked up by **3:00 P.M.** Un-enrolled aftercare students who remain in aftercare after **3:00 P.M.** are charged according to the regular drop in schedule.

Students in grades 6-12 remaining on campus after **3:10 P.M.** who are not supervised are escorted by a teacher to the aftercare at the elementary school. Parents will be charged a drop-in rate of \$15.00 per incident. Unenrolled students who remain in aftercare after **3:10 P.M.** are charged according to the regular drop in schedule. Students in unauthorized areas after **3:10 P.M.** are subject to Level 1 consequences.

- **Grades Pre-school through 5 are dismissed at 2:30 P.M.**  
**ALL** elementary car riders must be picked up at the **ELEMENTARY** end of the campus.

When picking up students in the upper and lower elementary, parents are required to have the last name of students visible in the front windshield of their vehicles. This will help eliminate problems when loading students. If someone different is picking up a child the respective office must be notified. If someone different is picking up a child, he/she should also have a sign displayed in the car window.

Parents are to remain in their cars and drive through the circle at the elementary end of campus to pick up students even if the parent is also picking up a middle or high school student.

**Multi-grade carpool:** If you have elementary and middle/high school students together, PLEASE pick up the elementary students at 2:35 P.M. Those parents may use the circle drive IN THE AFTERNOONS to pick up high school students. They are to pull over on the right-hand side, leaving room for traffic to flow on the left.

Parents are NOT allowed to park their cars and walk to the elementary area to pick up their children. Children MUST be picked up by car through the carpool line.

Parents are NEVER to use the Faculty Parking lot for parking or drive-through to drop off or pick up students of any age except for those who must use the handicapped reserve parking.

Parents are NOT allowed to remain in cars in the parking lot and expect students to be released by the duty teacher to report to the car without proper supervision. Please do not request teachers to release students this way; this is too dangerous.

Elementary students who ride with high school students will be picked up from aftercare. High school students will drive to this area to pick up younger students at the end of the high school day without charge if picked up from aftercare by **3:00pm**.

Elementary students **ARE NOT** allowed to go to the high school building or student parking area to be picked up.

Every family will be issued two (2) Central Private carpool tags free of charge. You must have the school issued carpool tag in your car to pick up your child. If you do not have your Central Private issued carpool tag, you will be asked to park and come inside to show ID before being allowed to pick up your child. This process allows us to ensure that every child is going home with the right person. The safety of our students is always our first priority. Please hang your school issued carpool tag on the passenger visor.

If you need replacement tags or would like to purchase additional tags, please contact the front office. Additional tags will cost \$2 each.

- **Grades 6 through 12 are dismissed at 2:45 P.M.**

Middle and high school students are to be picked up at the awning in the circle drive. They are to pull over on the right-hand side, leaving room for traffic to flow on the left.

Parents are never to use the Faculty Parking lot for parking or drive-through to drop off or pick up students of any age except for those who must use the handicapped reserve parking.

For obvious safety precaution, parents who pick up both elementary and MS/HS students must not allow the elementary students to play outside of their vehicles while waiting for MS/HS dismissal.

High school students who drive are to exit the building(s) at **2:45 P.M.** and go immediately to the student parking lot if they have no after-school extra-curricular activity.

High school students who pick up elementary students drive to the elementary Aftercare area to pick up younger students at the end of the high school day.

- **ALL DRIVERS** “No Parking” signs along entrance streets help to eliminate traffic problems. Please abide by all parking rules and do not block traffic when loading/unloading students, whether elementary, middle, or high school. For safety purposes, parents are required to keep younger siblings in vehicles while waiting for middle/high school students to dismiss at 2:55.

### **ELEMENTARY CARPOOL TAGS**

Every family will be issued two (2) Central Private carpool tags free of charge. You must have the school issued carpool tag in your car to pick up your child. If you do not have your Central Private issued carpool tag, you will be asked to park and come inside to show ID before being allowed to pick up your child. This process allows us to ensure that every child is going home with the right person. The safety of our students is always our first priority. Please hang your school issued carpool tag on the passenger visor.

If you need replacement tags or would like to purchase additional tags, please contact the front office. Additional tags will cost \$2 each.

### **AFTERCARE**

#### **2018-2019 Weekly Rate for Aftercare:**

	ONE Student	TWO Students	THREE Students
2:35 – 4:30 P.M.	35.00	50.00	65.00
2:35 – 5:30 P.M.	40.00	55.00	70.00

The above rates are for full weeks only. No rates are offered for partial weeks. You will be pre-billed for the month on the first date of each month.

On half-days, the aftercare program will be open.

The aftercare program is closed on school holidays.

Drop in rates will be \$15.00 per day per child to a maximum of the weekly rate for each child.

Late Fees: Any child picked up after 5:35 P.M. = \$10.00 late fee per child  
Any child picked up after 6:00 P.M. = \$20.00 late fee per child

**THIS FEE IS DUE AT THE TIME OF PICK-UP.**

**Cancellation Notice:** Once your child is registered for aftercare, if for some reason you need to end this care, please notify the aftercare supervisor AND the finance office one week in advance of the student(s)'s last day.

Elementary students who are not picked up by 3:00pm will be taken to the after-care program by the duty teacher. There will be a charge of \$15.00 per child per incident.

**\*\*Any aftercare account delinquent by one (1) month will be subject to dismissal from aftercare.**

## ***ATHLETICS***

### **ELIGIBILITY & TRYOUTS**

To participate in athletics or spirit groups, a student must meet the eligibility requirements of (1) academics, (2) attendance, and (3) enrollment.

### **ATHLETIC ACADEMIC ELIGIBILITY**

Eligibility is determined at the end of each nine-weeks grading period. All eligibility changes go into effect on the first school day following the closing date of the grading period, regardless of when tests are given or reports are issued.

At the beginning of each school year, eligibility will again be determined to include summer school grades, and the procedures outlined herein will continue to be followed.

At the beginning of freshman year, all students are automatically eligible for athletics and extra-curricular activities.

### **INELIGIBILITY FOR STUDENT ATHLETES**

The academic/activity standard is: **2.0 GPA and/or no more than one (1) F.**

Any student who falls below a 2.0 GPA and/or has earned more than one failing grade at the end of a nine week grading period will be placed on academic/athletic probation and will not be eligible to participate in activities until the following nine-week grading period. An ineligible student athlete may, at the sponsor's discretion, attend practice; but cannot travel with the team/group to away games, compete, or participate in group functions.

NOTE: The school policy concerning student participation in extra-curricular activities (athletics, spirit groups, clubs, and school-sponsored dances/events) requires school attendance for at least four (4) periods on the day of participation. \*\*The principal may assign student for tutoring.

### **SPIRIT GROUP ELIGIBILITY**

Spirit Group eligibility is the same as with any other sport. Refer to the eligibility requirements above. Ineligible students cannot try out for spirit group.

### ***ATHLETIC, ACTIVITY, & SPIRIT GROUP ELIGIBILITY & TRYOUTS***

- **Try-outs must take place 4 weeks after open enrollment.**

Any student wishing to try out for varsity or junior varsity cheerleader, dance team, etc., must be registered at Central Private School for the next school year at the time of spirit group try-outs, and must meet academic requirements. All fees must be up to date prior to try-outs.

It is the coach's/sponsor's responsibility to verify registration with the finance office and GPA with the school counselor.

### ***ENROLLMENT ELIGIBILITY***

Athletes must be **fully registered** for the next school year to participate in summer athletic workouts, practice or school-funded camps.

### **ATHLETIC JACKET ELIGIBILITY**

Athletics: Football, Baseball, Basketball, Soccer, Track, Softball, Golf, Tennis

The following criteria must be met for a student-athlete to receive or be awarded a letter jacket and/or letter in a varsity sport as established by the Athletic Committee, the Athletic Director, and the coaching staff.

- The athlete must remain academically eligible for the entire season.
- The athlete must complete the entire season without any exceptions, other than injury.
- The athlete must participate in a given sport as follows:

Softball	40 innings
Football	16 quarters
Basketball	40 quarters
Baseball	75 innings
Track	6 points in District, South State, or State Meets
Golf	Top 12 in the District, South State, or State Tournaments
Tennis	By placing 1 <sup>st</sup> in District
Soccer	50% of matches

Central Private School will purchase only the letter for the letter jacket.

### **ATHLETIC/ACTIVITY CONDUCT**

1. Students are encouraged to attend after-hours events and activities. Whether as participants or spectators, students are expected to follow the rules of common courtesy and good sportsmanship.
2. Students are to be courteous and attentive to speakers and guests in general assemblies.
3. For athletic competitions, we consider all opponents and officials as guests of Central Private.
4. Students and fans must show compassion for injured opponents.
5. Students and fans must accept all decisions of the officials without complaint.
6. Students and fans must never boo or use offensive language/gestures toward players, coaches, officials, visitors, or anyone else in attendance at athletic events.
7. Athletes are to play fairly and according to the rules of the game. **CPS WILL BE KNOWN FOR ITS GOOD SPORTSMANSHIP.**
8. When visiting another campus, consider CPS rules of conduct applicable to all behavior.
9. Use of tobacco, Electronic vaping devices, alcohol, and/or drugs is not permitted at school functions/activities.
10. Clothing with vulgar or suggestive messages will not be permitted. Certain other types of clothing may not be permitted, including immodest apparel. The Board and administration will rule on possible infractions as the situation arises.

### **CONDUCT OF ATHLETES AND FANS**

Persons exhibiting inappropriate behavior will be asked to leave the premises and may be asked not to return for the remainder of the year.

### **AWARDS DAY PROGRAM**

The Awards Day program recognizes student achievement and academic excellence during the school year. Separate programs are held for elementary and middle/high school grade levels. Parents and family members are encouraged to attend and will be notified if their student(s) is receiving recognition.

Elementary awards **may** include, but are not limited to:

- Honor Roll Recognition ("Straight A" and "A/B" Honor Rolls)
- Achievement Award (all A's per subject)
- Highest Overall GPA
- Good Citizenship
- Most Improved
- Perfect Attendance
- Computer Award
- P.E. Award
- Reading Award (4th-6th - highest A/R points)

Among the Middle and High School awards presented are:

- Subject Awards  
Presented to the highest achieving student in each course
- Merit Awards  
Presented to a selected boy and girl at each grade level 6 – 11.  
Recipients cannot repeat a Merit Award in a grade division, i.e. 6-8; 9-11.  
The following guidelines used in the selection of Merit Award recipients:
  1. Ethics
    - a. Honesty
    - b. Pride in good principles and moral behavior
  2. Attitude
    - a. Cooperative spirit
    - b. Accepts and follows rules without complaint
    - c. Self-disciplined
    - d. Prompt
  3. Courtesy
    - a. Recognizes and respects authority
    - b. Well-mannered with a pleasant demeanor
    - c. Relates positively to classmates
  4. Academics
    - a. Hard-working
    - b. Working to potential (C- average or better)
- Honor Roll  
For the purposes of Awards Day, Honor Roll recognition is calculated from the 1<sup>st</sup> semester and the 4<sup>th</sup> nine week grading period. See Honor Roll under "Academics".

Elementary academic awards are determined by calculating the four 9-week grades (note - the cut-off for grades prior to Awards Day will be the Friday before the Awards Program).

## **HONOR CLUBS**

## **MEMBERSHIP BY INVITATION**

### **▪ Junior Beta Club**

Students enrolled in grades 6-8 with a cumulative grade point average of at least 3.0 and who meet the qualifications below are eligible for membership in the National Junior Beta Club. The qualifications for membership on the part of the student shall be (a) worthy character; (b) good mentality; (c) creditable achievements; and (d) commendable attitude.

Grade requirements for Beta members are: no more than two (2) C's per semester (no Ds or Fs). Community service hours are required of Beta members.

Students who do not maintain a 3.0 GPA will be placed on probation for a semester and subject to dismissal thereafter. Students dismissed from Beta Club are not eligible to wear the Beta honor cord at graduation.

### **• Beta Club**

Students enrolled in grades 9-12 with a cumulative grade point average of at least 3.0 and who meet the qualifications below are eligible for membership in the National Beta Club. The qualifications for membership on the part of the student shall be (a) worthy character; (b) good mentality; (c) creditable achievement; and (d) commendable attitude. Students who do not maintain a 3.0 GPA will be placed on probation for a semester and subject to dismissal thereafter.

### **• National Honor Society**

The selection process for membership into the National Honor Society is as follows:

Juniors, seniors, and 2<sup>nd</sup> semester sophomores who have been enrolled at Central Private School for a minimum of one semester, and who have a minimum cumulative grade point average of 3.5 (on a 4.0 scale) for three (3) consecutive semesters will then be considered for membership by the sponsor on the basis of service, leadership, and character. Grade point average is a qualifier for NHS, but GPA alone does not insure invitation to membership.

- Each member must complete a minimum of twenty (20) service hours per semester. If he/she does not, the member is put on probation for one semester during which he/she must earn the deficit service hours or be subject to dismissal.
- Students who fall below the minimum GPA are placed on probation for one semester, during which time the student must achieve minimum GPA or be subject to dismissal. Students dismissed from NHS are not eligible to wear the NHS honor cord at graduation.

## ***MEDICATION POLICY***

The administering of medication to students must be in compliance with the requirements of LA Rev. Statute Ann. 17:436:1 and the policy established by the Louisiana Board of Elementary and Secondary Education (BESE). As used in this policy, the term *medication* must include all prescription and non-prescription drugs. **The only school personnel with permission to dispense approved drugs are:**

- Elementary Office Staff**
- Business Secretary**
- Principal/Superintendent**

1. As a general principle, medication shall NOT be given at school unless the attending physician certifies that such medication cannot be administered before or after school hours.
2. Possible exceptions to the general principle:

- a. Medications for asthmatic conditions
  - b. Medication for insect sting allergy
  - c. Anticonvulsant medications
  - d. Medications for behavioral disorders
  - e. Medications needed in extenuating circumstances. These will be assessed on an individual basis, for example chronic disorders (i.e. migraine headaches, arthritis, sickle cell anemia, travel with school functions that may last longer than the usual school day).
3. Antibiotics and other short-term medications, including non-prescription medication, shall not be given at school until the conditions outlined in #5 below are met.
  4. Students shall not be allowed to have medications in their possession on the school grounds. The principal/superintendent, teachers, and school staff have the right to take the medication from the child and contact the parents for appropriate information. Exception: See Self Administration of Medication.
  5. Prior to the administration of medications during school hours, the following will be required:
    - a. An order from a physician licensed in the states of Louisiana and/or Mississippi and written parental consent .
    - b. Medication must be brought to the school by the parent or guardian in the prescription bottle/container with the child's name, dosage, etc. on the bottle/container.
    - c. Both the consent letter from the parent/guardian and the medication container shall contain clear instructions identifying the student's name, prescription numbers, date, frequency, name of the medication, dosage, route, and physician's name
    - d. No more than one month's supply (twenty-five days for a "school" month) of the medication shall be kept at school. As soon as the bottle is empty, it will be sent home with the student so that a new prescription can be brought back by the parent/guardian.
    - e. If the student is to receive a fraction of a tablet, for example  $\frac{1}{2}$  tablet, the parent is responsible for breaking the tablets. Fractional dosages are not exact; therefore, school personnel will not be responsible for breaking the tablets.
    - f. At the beginning of each school year and anytime there is a change in the medication (dose, time, etc.), a new form from the physician must accompany the new prescription.
    - g. All medication must be recorded daily on the Medication Log. The Parental Consent and the Physician's Order Form will be kept with the Medication Log. A copy of each form will be placed in the student's cumulative folder.
    - h. Because of potential problems, medications will be kept under lock and key in a secure central location.
    - i. The principal/superintendent shall designate an employee(s) to administer medications.
  6. Self-Administration of Medication.  
Self-administration of medication by a student may be permitted under the following conditions:
    - a. The completed Parental Consent and Physician's Order forms have been brought to the school.
    - b. The principal/superintendent and appropriate staff are informed in writing that the student is self-administering the prescribed medication.
    - c. The medication is handled in a safe, appropriate manner.
    - d. Self-administration is restricted to inhalers or Epi-pens in case of life-threatening problems. No pills of any kind should be self-administered.
    - e. Inhalers or Epi-pens need to be kept with other medication. An authorized adult needs to be present when self-medication is administered with documentation.



7. The Board of Directors of Central Private School, Inc., and its employees are not responsible for any unintentional mistakes or oversight in keeping or giving the student's medication.

## **SAFETY PROCEDURES**

### **Accidents**

Every accident in a school building, on school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge of the event and to the school office. An Accident Report form must be completed and turned in to the principal/superintendent. Parents will be notified of the accident as soon as possible.

### **Emergency Drills**

Emergency procedures are practiced as necessary for building evacuation (fire), severe weather (tornado), and shelter-in-place (lockdown).

- **Fire Drill**

The signal for a building evacuation is a series of short bell rings over a long interval. Both site and sound alarms have been installed. Emergency evacuation procedures will be practiced as necessary. Each classroom will have a diagram on display of the proper evacuation routes to follow and students are encouraged to be familiar with these plans. The teacher will escort the students to an assigned area and take roll. Designated office personnel will ensure evacuation of the buildings. Under the instructions of the teacher students must move quickly, quietly, and in an orderly fashion to the assigned location. The teacher will inform the students of the appropriate time to return to the building. The all-clear signal is one long, continuous bell ring.

- **Severe Weather Drill**

A severe weather drill will be signaled by one long, continuous ring of the bell. All students in the upper elementary building and middle/high school building will proceed to the hallway. In areas where there is no hallway (lower elementary, and MS/HS rooms 17, 18, 19, 20, & 21) students will sit or kneel against the center/common wall in the classroom. All students will sit or kneel against the wall with their head between their knees, covered with their hands. The all-clear signal is a consequent long, continuous bell ring.

- **Shelter in Place Drill**

In the event of a disturbance or unsafe situation being anticipated or occurring, the school will follow a lock-down procedure. The secretaries will immediately lock all office doors, announce the emergency code "Code Red" over the PA system, and remain in the office to monitor the telephones.

The counselor will immediately lock the records room door. Designated administrative staff will secure all outside doors and direct any students found outside their classrooms to return immediately to their classrooms. All classroom teachers will immediately lock the doors to their classrooms. Door windows will immediately be covered. Teachers who are in planning period are to report to their classroom and lock the door. Students will be kept in the classroom until the principal/superintendent announces an all-clear.

## **EMERGENCY SCHOOL CLOSURE**

When Central Private School must be closed due to an emergency, information is available from

- Radio stations WJBO-AM (1150), WRVE-FM 98.1 The River; WYNK-FM (101.5)
- TV stations WBRZ (2; cable 5); WAFB (9; cable 7); WBTR (33; cable 3); FOX44 (cable 6)
- The school's website at [www.centralprivate.org](http://www.centralprivate.org) and/or ParentsWeb

The following agencies will also be notified of the emergency closing as necessary:

Central Community School District  
Central Fire Department  
East Baton Rouge Sheriff's Department  
Office of Emergency Preparedness  
The *Advocate*

### **STUDENT VEHICLES**

**All student vehicles must be registered in the main office during the first two (2) weeks of school and the registration sticker visible at all times the vehicle is on campus. Students may lose their driving privileges for failing to have a parking permit. The cost of registering a vehicle is \$35.00.**

Allowing students to drive vehicles to campus is a privilege extended by the school, not a right. Students are expected to drive responsibly not only on school property but also on the public roads in the vicinity of the school. Reckless and irresponsible driving reported to the school may result in a loss of driving privileges.

Rules for operation of a motor vehicle on campus are:

- Student drivers waive their right to vehicular privacy. School personnel may search student vehicles at any time.
- Students are expected to purchase a vehicle parking permit within the first two (2) weeks of school.
- Parking tags must be hung from the rearview mirror and remain visible while the vehicle is on campus.
- The speed limit on campus is 20 MPH at ALL TIMES of the day or night.
- Parking is designated student-parking areas ONLY.
- The "Seniors Only" parking lot is south of the high school building, in front of the weight room.
- Parking spaces in the front parking lot are reserved for faculty, staff, and guests. Students are NOT allowed to use the faculty parking lot at any time.
- Underclassmen are allowed to park in the lot next the softball field.
- Students are to exit their vehicles immediately upon parking in their designated areas. At no time will a student be allowed to play a radio or other audio device in a parked vehicle.
- No student may return to his vehicle after the school day begins without a pass from the duty teacher or permission from office personnel or administration.
- There will be no loud music from vehicles while on campus.
- No vehicle is to be driven off the roadway. Shortcuts through the shallow ditches or either side of the front parking lot are prohibited, and vehicles in violation of this rule will be removed from campus.
- Weaving in and out of traffic is not allowed.
- Spinning tires or driving recklessly will result in a loss of driving privileges for a period to be determined by the principal/superintendent.
- Students may also be fined a monetary penalty, suspended, or expelled for repeated violations of vehicle rules and privileges.

### **Penalties for Vehicle Violations**

1<sup>st</sup> Offense – Warning issued; if violation is severe, loss of driving privileges may result on a first offense

2<sup>nd</sup> Offense – Student will not be allowed to bring vehicle to school for five (5) to ten (10) days

3<sup>rd</sup> Offense – Loss of privilege of bringing vehicle to school for remainder of school year

(at principal/superintendent's discretion)

## **DANCES**

We believe that the majority of our students are cooperative and law abiding, and their behavior at school dances is appropriate and safe. However, for the small number of students and/or their dates who are intent on jeopardizing the well-being and safety of everyone else, it has become necessary to include the following guidelines:

1. If a student's date does not attend CPS, contact information for that person must be given to the dance sponsor. If the date changes, the name and contact information must be changed with the dance sponsor no later than 3:00 P.M. on the day preceding the dance.
2. In addition, students attending Homecoming/Prom must submit a signed Homecoming/Prom Contract for themselves and a signed Guest Registration Form for their dates by the deadline set for the Homecoming/Prom Committee, or they will not be admitted to Homecoming/Prom.
3. Students who are under multi-day suspension from CPS and students who have been expelled or forced to withdraw from CPS may not attend school dances as anyone's date.
4. Students must arrive at the dance no later than thirty (30) minutes after the beginning time of the dance or they will not be admitted.
5. Once a student is admitted to the dance, he/she will NOT be allowed to exit until the appropriate time.
6. Lewd dancing is prohibited.
7. Illegal acts will be reported to law enforcement.
8. All attendees, whether CPS students or non-CPS dates, are subject to the rules of conduct set forth in the *CPS Student & Parent Handbook*, particularly those of school dance behavior and dress, as well as the directives of the dance chaperones. Those who do not comply will be removed from the dance and subject to further disciplinary action.
9. Students are responsible for the behavior of their dates and for informing them of the dress and behavior code for school-sponsored dances.
10. Absolutely no alcohol, tobacco, electronic vaping devices or drugs of any nature are permitted at any CPS-sponsored dance. Any student OR date under suspicion of use or possession of prohibited substances will be removed from the dance, the parent(s)/guardian(s) will be contacted, and disciplinary action will result, in accordance with the Discipline Policy. The school reserves the right to determine admission/participation through the use of a Breathalyzer.

## **DANCE DRESS CODE**

### **Ladies:**

- NO two-piece dresses or dresses that have the appearance of being two pieces. This includes dresses that are one piece but have mesh or flesh colored fabric at the midriff.
- If a two-piece dress is altered to make it a one-piece dress, the pieces MUST be sewn together. Hooks, snaps, pins, etc. are not acceptable ways to connect the pieces.
- Spaghetti straps and strapless styles are permitted so long as they are modest and unrevealing
- Laces, cutouts, or "notches" on the side or midriff of the dress must be backed or filled with opaque fabric that is NOT flesh toned. Colored mesh or netting, regardless of the number of layers, are not acceptable fill-ins.
- Dresses may not be see-through or "illusion" type fabric.
- Low back styles should not be lower than approximately mid-way between the shoulder blades and the natural waistline.
- Hemlines and slits on dresses should be no higher than 3 inches above the knee from the kneeling position). Lace extensions or sheer overlays are NOT considered the hemline. Slits may not be pinned.

- Dresses that become revealing while dancing are NOT allowed.
- No visible undergarments
- Dresses may not be overly tight or fitted

### **Gentlemen:**

- Dress shirts must remain on and buttoned
- Dress pants that fit appropriately and do not hang below the waistline.
- No jeans or cargo-style pants
- Dress shoes with socks
- For Prom Only – Either a tuxedo or full suit (with jacket) must be worn. Gentlemen may remove their jacket and tie during the dance; however, all other articles of clothing must always remain on and properly fastened.

### **Dress Approvals:**

All female CP students will be required to have dresses pre-approved at least two weeks prior to the date of the dance by the school's "designated person." Dates from other schools are not required to have dresses pre-approved; however, it is highly suggested. Gentlemen are responsible for making sure that their dates are aware of these guidelines and procedures when inviting them. Dress approvals will utilize the following guidelines:

- Photos of the student wearing the dress must show all necessary angles (i.e. slit height, length, back, front, sides, etc.). Make sure that the photos are TRUTHFUL in their depiction and are not taken at angles to make a dress look more modest. Submitted photos will be printed and on hand at the dance. If the dress you are wearing when you arrive at the dance does not match the depiction presented in the photos (i.e. taking photos that hide or downplay a slit and showing up with a much larger slit, etc.), you will not be admitted to the dance. No refunds or repayment for expenses will be given.
- If the photos of a dress are not clear enough to make an appropriate decision, the "designated person" may ask the student to physically bring the dress to school for approval. Refusal to do so if asked is an immediate non-approval of said dress.
- Photos MUST be emailed to the school's designated person. Photos sent by text or shown on a student or parent's phone will not be accepted. The "designated person" for the 2018-2019 school year is Mrs. Brandi Juneau, and her email is [bjuneau@centralprivate.org](mailto:bjuneau@centralprivate.org).
- If a student is told that a dress must be altered or modified to be approved, the student must resubmit the dress for approval once said alterations or modifications are made.
- If you arrive at a dance in clothing that is deemed inappropriate by the dance chaperones, you will not be allowed to enter the facility until appropriate modifications or changes have been made. This may include, but is not limited to, having a new garment brought to you or consulting with dance chaperones for an appropriate and acceptable "quick fix." If an appropriate fix is not found, you will not be admitted to the dance. In this case or if you choose to leave the dance instead of making changes, you will NOT receive a refund for admission or any expenses from the evening.
- In the event a student does not agree with the pre-approval decision of the designated person, the student may ask the dance sponsor for an appeal. The dance sponsor will arrange a time for the student to bring the dress to school and try it on for a panel of 3 faculty/staff members. The "designated person" and the dance sponsor may be present, but they may not serve as members of the panel. The decision of the panel is final.

**Those eligible to attend Prom are:**

Central Private students enrolled in grades 11 and 12 and their dates  
Dates may not be below 9<sup>th</sup> grade or above the age of twenty (20)

- **Spring Fling**

A Sweetheart Dance for grades 6-8 may be scheduled at the discretion of the dance sponsors and will be held on campus. The hours shall be determined by the sponsor(s) and approved by the principal/superintendent.

Those eligible to attend the dance are:

Central Private students enrolled in grades 7 and 8 and their dates  
Dates may not be below 7<sup>th</sup> grade or above 9<sup>th</sup> grade

***HOMECOMING COURT***

To be eligible for homecoming court a female student must be a student of Central Private School for one complete semester.

1. Each grade 9-11 shall nominate two (2) female candidates to represent their class for homecoming court.
2. Grade 12 shall nominate three (3) female candidates to represent their class for homecoming court.
3. The three (3) senior nominees will be prepared for balloting by the high school classes on the following day.
4. Votes will be tabulated by members of the office staff. In the event a member of the staff has a family member on the ballot, an alternate tabulator will be selected by the principal/superintendent.
5. The court will be announced at the pep rally on the Friday of election week.
6. The senior receiving the most votes from the student body will reign as Homecoming Queen and will be crowned homecoming night.

**Criteria for Selection of Homecoming Legacy Pages**

1. The student must be currently enrolled in Central Private School Kindergarten with all fees up-to-date.
2. The student must be the child of a Central Private School graduate.

**Special Circumstances**

1. In the event that there are multiple candidates for selection, no more than four (4) will be chosen by lot. The names will be drawn by a non-interested party.
2. In the event that both parents are Central Private graduates, this child will be preferentially treated.
3. In the event that a candidate is also the grandchild of one or more Central Private graduates, the child will be given preferential treatment.

***GENERAL INFORMATION*****ALMA MATER**

*'Neath the oaks and trailing moss  
There stands a place so fair.*

*Central Private sons and daughters  
Long shall gather there.  
Red and Gray, how we extol thee,  
Proud, strong, and free.  
'Naught shall ever dim our mem'ry:  
Faithful we will always be.*

### **FIGHT SONG**

*CP Rebels are the best  
CPS will beat the rest,  
So come on Rebel fans and team unite,  
And we will win tonight!*

### **CLASS PARTIES**

All class parties are to be scheduled on an actual holiday, or on the last day prior to a holiday when school is closed for the holiday; the parties are to be scheduled within the last two hours of the school day.

Elementary end-of-the-year parties are to be scheduled during the last week of school (exam week for junior high and high school).

Class parties in the elementary grades are for the benefit of the children in each teacher's classroom. **Younger and older siblings are not invited to class parties.** Parents who do not abide by this policy may be requested by the teacher to leave.

Party foods are provided for the children in the class and should be appropriate in kind and quantity to the age level. Please check with the teacher concerning any student's with food allergies.

**Elementary** students may wear appropriate holiday t-shirts for the following holidays: Halloween, Thanksgiving, Christmas, Valentine's Day, St. Patrick's Day, Mardi Gras, and Easter. The holiday t-shirts must be worn w/long blue jeans or uniform shorts/pants.

### **DELIVERIES**

Deliveries of flowers, balloon bouquets, cookie bouquets, etc. to students should be made to the student's home and **not** to the school. In the event of such a delivery, the item will be kept in the front office and given to the student at school dismissal.

### **FORMS**

Most commonly used printable school forms can be located on our school website, i.e. handbook acknowledgement form, medication form, spirit shirt order form, aftercare sign-up form, vehicle registration/parking permit form, bus sign-up form, etc.

### **FUND RAISING**

The following are guidelines for fund raising projects:

- All fund raising activities must be approved by the principal/superintendent prior to beginning the activity.
- All monies raised through school-sponsored fund raising events must be deposited into the school's accounts and credited to the individual club accounts maintained in the finance office.

### **HALL PASSES**

Teachers will issue a hall pass when releasing a student during class time. Students out of class without a proper hall pass will be subject to disciplinary action.

### **LOCKERS**

A locker is made available for each student in grades 3-5 and 6-12. Teachers keep locker assignments on file for their homeroom students. Students may not use locks on lockers.

Each student is responsible for keeping all belongings inside his/her assigned locker, with the exception of athletic bags, which may be kept on top of the locker. At no time should any personal items—book sacks, jackets, books, etc.—be on the hall floor. NO rolling book sacks are allowed.

Students should never enter another student's locker without permission from that individual.

All lockers and desks are the property of Central Private School and their contents are subject to inspection by the administration at any time. Lockers should always be kept neat and free from trash or partially consumed food.

### **PARENT-TEACHER CONFERENCES**

In the event that any parent/guardian needs to contact a teacher or administrator, the parent may do so by:

- Emailing the individual (individual email addresses are available on the school website and on ParentsWeb)
- Calling the school office and leaving a message
- If a multi-teacher conference is requested, please schedule the conference through the school counselor
- The school counselor may attend conferences as needed

Because it is difficult for teachers to return phone calls during the school day, parents are encouraged to use email as the preferred method of communication. Conferences are scheduled during a teacher's planning period or before/after school.

For appointments with the administrator or school counselor, please schedule through the main office (261-3341). Due to multiple meetings with new family applicants, current students, faculty, staff, etc. unscheduled visits are strongly discouraged.

### **SCHOOL COLORS**

The following school colors have been adopted by the Central Private School Board of Directors. All athletic uniforms as well as those of all extra-curricular groups MUST conform to the color code:

- Scarlet Red, Confederate Gray, and White (Accent Color: Black)

### **SCHOOL SUPPLIES**

The school supply lists for grades pre-school - 12 are available on our school website under the "academics" tab. These lists are updated in June before the start of each school year.

### **STUDENT HELPERS**

Students who serve in the school office must have satisfactory academic records and must meet with the approval of the person(s) they will assist. They are under the supervision of the administrative assistant. Student helpers do **NOT** earn credit for this activity.

## **SUMMER READING**

The summer reading lists for grades 1-12 are available on our school website under the "academic" tab. The lists are updated in June before the start of each school year.

## **TEAM NAMES**

The official names of all Central Private School Athletic Teams: Rebels and Lady Rebels.

## **TELEPHONE MESSAGES**

The best way to contact a teacher is via email. Classes are not interrupted for phone messages to teachers or students except for emergencies.

## **TEXTBOOKS**

All textbooks are loaned to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully. Payment is required for lost or damaged books.

Each student should verify that his/her name, grade, and school are entered on the book label in case the book is misplaced.

## **TUTORING/PRIVATE INSTRUCTION**

Tutoring is encouraged for all students. Please contact the school counselor for a list of available tutors.

Teachers tutoring CPS students for compensation during the school year is strictly limited to those students not currently enrolled in their classes, unless approved by the principal/superintendent.

## **VISITORS ON CAMPUS**

Visitors are required to sign in at the main office or elementary office and receive a visitor's pass. This includes parents, room mothers, teacher helpers, alumni, and students from other schools.

## **WITHDRAWAL OF STUDENT/TRANSFER OF RECORDS**

If a student transfers from CPS to another school or decides to drop out of school for any reason, he/she MUST first report to the principal/superintendent's office.

All supplies, materials, and textbooks must be returned and all financial obligations satisfied before school records will be released. Written requests for school records must be received from the school the student will be attending before school records are released. School records are mailed by CPS directly to the school the student will be attending. A clearance slip must be obtained from the main office to be initialized by all teachers as textbooks, etc., are turned in. The initialed clearance slip is then returned to the Finance Office.

## **WORK PERMITS**

Under Louisiana Law, ALL students under the age of 18 must obtain a work permit in order to seek employment, including summer jobs. Students may obtain a work permit from the main office.

## **STUDENT CONTRACTS**

**\*\*The following contractual policies are followed by an acknowledgement form. Central Private students in grades 4-12 must sign and return the Student/Parent Handbook Acknowledgement Contract Form (see insert at back of handbook) by August 24<sup>th</sup>, 2018.**



## **ALCOHOL AND DRUG POLICY**

Central Private School (CPS) believes that one of the greatest obstacles to our students' fulfilling their God-given potential is illegal drug use or abuse of alcohol and other drugs. Educational efforts, counseling, and disciplinary action constitute the threefold approach that we use to confront this obstacle. As an educational institution, Central Private School provides a comprehensive no-use zero tolerance drug policy. As part of our holistic approach to education, faculty and staff received training in drug-use recognition and prevention. They also learn interdisciplinary methods for teaching about the physical, physiological, and relational effects of drug use.

Central Private School remains dedicated to the concept of a drug-free campus. Private vehicles on CPS property are included in this policy. Drug tests are conducted on a random selection basis, and any other time deemed appropriate by the administration of CPS, without prior announcement. A student subjects himself/herself to disciplinary action, including immediate dismissal, in the following situation(s):

--Possessing, using, or purchasing alcohol or other drugs or drug paraphernalia on campus or at a school-sanctioned event.

--Selling or otherwise distributing or intending to distribute alcohol or other drugs regardless of time or place.

--A positive identification of alcohol or other drug use

CPS may require drug testing of any individual who, in the professional opinion of the administration and/or faculty, exhibits behaviors consistent with use of alcohol or illegal drugs. Should a student have a positive drug test, or return a test that has been adulterated, that student will be dismissed immediately from CPS. If a student admits to administration (including faculty) that he/she is using alcohol or drugs prior to being subjected to a drug screen, he/she will be required to take random drug tests, at the parents' expense, for the remainder of his/her CPS career. When a student admits use of drugs or alcohol, his/her parents will be consulted, and in most cases, the student will be screened and, if necessary, referred for treatment in the community at the parents' expense. Once a student has been referred for drug or alcohol treatment, he/she and his/her parents must continue the treatment process until released by the professional providing the services. If the student refuses or prematurely terminates treatment, he/she may be asked to withdraw from CPS.

### **Legal Drugs:**

Any student taking a drug or medication, whether or not prescribed by a physician, which is known or advertised as possibly affecting or impairing judgment, coordination, or other senses, or which may adversely affect ability to perform school activities in a safe and productive manner, must notify school administration prior to beginning class. The school administration will determine if the student can remain on campus at that time. Any student violating this policy is subject to disciplinary action which may include immediate dismissal from CPS.

### **Searches and Inspection:**

Central Private School may conduct searches and inspections of students and their personal effects, lockers, lunch boxes, purses, book bags, vehicles, etc., located on the CPS property. The selection of a person or object for search requires no explanation from the administration as to why that person or object was selected. The purpose of such searches and inspection under this policy is to determine whether any person is in possession of alcohol, drugs, or controlled substances, or other contraband items. Entry onto the CPS campus constitutes consent to such searches or inspections. When appropriate, any items discovered through such searches or

inspections may be taken into custody and may be turned over to the proper law enforcement authorities.

## **COMPUTER/INTERNET POLICY**

Central Private School's information technology resources, including Internet access, are provided for educational purposes. The school's network facilities are to be used in a responsible, efficient, ethical, and legal manner in accordance with the school's mission and purpose.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Central Private School has taken available precautions to restrict access to inappropriate materials using CIPA compliant programs. However, on a global network it is impossible to control all material, and an industrious user may discover inappropriate information. Because the Internet contains an unregulated collection of resources, the school cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter.

The smooth operation of the network is dependent upon the proper conduct of the users who must adhere to strict guidelines, rules, and regulations which are provided so that student users are aware of the responsibilities they are about to accept. In general, their responsibilities necessitate acceptable, ethical, and appropriate utilization of the electronic network resources.

Therefore, before using the school's on-line resources, each student and his/her parent/guardian shall sign and return a **CPS Acceptable Use Agreement**. This agreement shall specify user obligations and responsibilities and shall indemnify the school for any damages. The parent/guardian shall agree not to hold the school responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes or negligence, or any costs incurred by users.

### **Terms and Conditions**

Central Private School reserves the right to access any file or information communicated through or on its property and will do so if a compelling reason arises.

Central Private School retains the right to monitor network activity in any manner it sees fit. The individual has no reasonable expectation of privacy.

Students using Central Private School's computers or Internet access, or using personal devices with Internet/email capability on campus during school hours in violation of school policy, are expected to act in a manner consistent with the school's values. Communications on the Internet reflect on Central Private School and must not damage the school's reputation.

The use of any Central Private School computer which provides access to the Internet is a privilege which may be revoked by the school at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer or system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.

As a security measure for the school's network, Central Private School does not provide for individual student accounts for storage or e-mail. Therefore, students are not allowed to save files or download any materials to any school computer. Students are required to purchase a flash drive from the school and save all work to the flash drive. The school reserves the right to

inspect any material stored on such devices and will edit or remove any material which the administration, in its sole discretion, believes may be objectionable, illegal, or inappropriate in the school setting.

Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.

Commercial software is placed on the computer for the use and convenience of students and staff. Any unlawful use such as the copying of copyrighted material without the express written permission of the owner or the proper license is prohibited.

Hand-held devices with Internet and/or email capability, including cell phones, "smart phones," etc., are not allowed in use on the school campus. Such devices in use in violation of the school's policies are then subject to **all** aspects of the school's Computer/Internet Acceptable Use Policy, in addition to the specific consequences for illegal cell phone usage.

The school does not warrant that the functions of the system will meet any specific requirements that a student may have, or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data or information) sustained or incurred in connection with the use, operation, or inability to use the system. Central Private School specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

### **Acceptable Use**

Acceptable use means that a student uses the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations as described in this agreement. Students who "publish" on the Internet must abide by the approved publishing procedure, which includes informing and involving a content sponsoring teacher.

### **Unacceptable Network Use**

Transmission or intentional receipt of any inappropriate material or material in violation of city, state or federal law is prohibited. This includes, but is not limited to: copyrighted material; threatening, bullying, harassing, or obscene material; posting/sending personal photos or videos which are inappropriate; material protected by trade secrets; commercial activities by for-profit institutions; use of product advertisement or political lobbying; the design or detailed information pertaining to explosive devices, criminal activities or terrorist acts; sexism or sexual harassment; pornography; gambling; illegal solicitation; racism; and inappropriate language. Illegal or inappropriate activities, including games, use of the network in any way that would disrupt network use by others, or activities of any kind that do not conform to the rules, regulations, and policies of Central Private School are forbidden.

Students are prohibited from using the school's technology resources to share school-related files when the project, activity, or assignment is to be done independently; using the computer to copy another person's work, or plagiarizing the work of another person and presenting it as the student's own.

Vandalism is defined as any unauthorized, deliberate action or malicious attempt to harm which damages or disrupts a computing system (including the willful introduction of computer "viruses" or other disruptive/destructive programs), alters its normal performance, or causes it to malfunction is prohibited. Intentional attempts to "crash" network systems or programs are punishable disciplinary offenses. Seeking or gaining unauthorized access to network resources or resources on the Internet or attempting to breach security mechanisms is strictly prohibited. Any engagement in computer and/or network vandalism constitutes unacceptable use and will

subject the student to appropriate disciplinary action, including but not limited to loss of student's technology privileges, suspension or expulsion, monetary restitution for damages, and/or criminal prosecution.

### ***Consequences for Violation***

The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources and/or violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources, possibility of suspension or expulsion, and/or referral to legal authorities. The principal/superintendent may limit, suspend, or revoke access to electronic resources at any time.

### **Social Networking Sites**

Central Private School does not provide access to social networking sites such as myspace.com, facebook.com, xanga.com, twitter, etc. through school computers. Students and employees who use such sites on their personal computers are reminded that communications on the Internet reflect on Central Private School and must not damage the school's reputation. Students and employees are encouraged to employ site-available limits on who is allowed to view personal information, photos, or videos, **particularly any visual or written communication that identifies the student's association with Central Private School in a negative or inappropriate manner.**

For their own protection, students and employees are also cautioned against revealing personal information such as home address, phone numbers, password, credit card numbers or social security number, etc., as well as the personal information of others.

### **Supervision and Monitoring**

The principal/superintendent, teachers, and supervising authorities monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The administration reserves the right to examine, use and disclose any data found on the schools' information network in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The administration may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

## ***ANTI-BULLYING POLICY***

Central Private School recognizes that a school that is physically and emotionally safe and secure for all students promotes good citizenship, increases student attendance and engagement, and supports academic achievement. To protect the rights of all students and groups for a safe and secure learning environment, Central Private School prohibits acts of bullying, harassment, and other forms of aggression and violence. Bullying or harassment, like other forms of aggressive and violent behaviors, interferes with both a school's ability to educate its students and a student's ability to learn. All administrators, faculty, staff, parents, volunteers, and students are expected to refuse to tolerate bullying and harassment and to demonstrate behavior that is respectful and civil. Central Private School believes that standards for student behavior must be set through interaction among the students, parents and guardians, and staff, producing an atmosphere that encourages students to grow in self-discipline and their ability to respect the rights of others.

The scope of this policy includes the prohibition of every form of bullying, harassment, and cyber bullying/harassment, whether in the classroom, on school premises, immediately adjacent to school premises, when a student is traveling to or from school (portal to portal), or at a school-sponsored event, whether or not held on school premises. Bullying or harassment, including cyber bullying/harassment, that is not initiated at a location defined above is covered by this policy if the incident results in a potentially material or substantial disruption of the school learning

environment for one or more students and/or the orderly day-to-day operations of the school or any school program.

## I. Definitions

- **“Bullying”** is conduct that meets all of the following criteria:
- Any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts, i.e. cyber bullying, through the use of internet, cell phone, personal digital assistant (PDA), computer, or wireless handheld device, currently in use or later developed and used by students
- Systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees and is carried out repeatedly and is often characterized by an imbalance of power.
- Is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- Is directed at one or more students, employees, or applicants for admissions;
- Is conveyed through physical, verbal, technological or emotional means;
- Substantially interferes with educational opportunities, benefits, or programs of one or more students, employees, or applicants for admissions;
- Adversely affects the ability of a student to participate in or benefit from the school’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing emotional distress; and,
- Is based on a student or employee’s actual or perceived distinguishing characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic or is based on an association with another person who has or is perceived to have any of these characteristics.

Bullying may involve, but is not limited to:

1. Unwanted teasing
2. Threatening and/or Intimidating
3. Stalking
4. Cyber stalking and/or Cyber bullying
5. Physical violence
6. Theft
7. Sexual, religious, or racial harassment
8. Public humiliation
9. Destruction of school or personal property
10. Social exclusion, including incitement and/or coercion
11. Rumor of spreading of falsehoods

- **“Harassment”** is conduct that meets all of the following criteria:
- Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee
- Is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
- Has the effect of substantially interfering with a student’s educational performance, or employee’s work performance, or has the effect of substantially negatively impacting a student’s or employee’s emotional or mental well-being or has the effect of substantially disrupting the orderly operation of the school and/or school work environment.
- Is directed at one or more students, employees, or applicants for admission;

- Is conveyed through physical, verbal, technological or emotional means;
  - Substantially interferes with educational opportunities, benefits, or programs of one or more students;
  - Adversely affects the ability of a student or employee to participate in or benefit from the school's educational programs or activities because the conduct, as reasonably perceived by the student or employee is so severe, pervasive, and objectively offensive as to have this effect; and
  - Is based on a student or employee's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.
- **Cyber stalking** is conduct that meets all of the following criteria:
    - Is to engage in a course of conduct to communicate or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication
    - Is directed at or about a specific person, causing emotional distress to that person and serving no legitimate purpose.
  - **Cyber bullying** is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to, email, blogs, rooms, "sexting," instant messaging, or video voyeurism. Note: Voyeurism, which may be utilized in cyber bullying, in and of itself, is a criminal offense in the State of Louisiana.

**"Bullying," "Cyber bullying," and/or "Harassment"** also encompass:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
2. Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith
3. Perpetuation of conduct listed in the definition of bullying, harassment, and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by: (a) incitement or coercion; (b) accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of the school; or (c) acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

**"Bullying," "Cyber bullying," "Harassment," and/or "Discrimination"** (hereinafter referred to as bullying, as defined on page 1, Section A for the purpose of this Policy) also encompass, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived: sex, race, color, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee by any Board member, school employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school vehicles, and at training programs sponsored by the school.

- **"Accused"** is defined as any school employee, contractor, visitor, volunteer, student or other person in the school and outside the school at school-sponsored events, on school vehicles, and at training programs sponsored by the school who is reported to have

committed an act of bullying, whether formally or informally, verbally or in writing, of bullying.

- **“Complainant”** is defined as any school employee, contractor, visitor, volunteer, student, or other person who formally or informally makes a report of bullying, orally or in writing.
- **“Victim”** is defined as any school employee, contractor, visitor, volunteer, student or other person in the school or outside the school at school sponsored events, on school vehicles, and at training programs sponsored by the school, who is reported to have been the target of an act of bullying during any educational program or activity conducted by Central Private School.

## **II. Expectations**

Central Private School expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Central Private School prohibits the bullying of any student or school employee:

- during any educational program or activity conducted by Central Private School;
- during any school-related or school-sponsored program or activity on a Central Private school bus or designated vehicle;
- through the use of any electronic device or data while on school grounds or on a Central Private school bus or designated vehicle, computer software that is access through a computer, computer system, or computer network of Central Private School. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this Policy.
- through threats using the above to be carried out on school grounds. This includes threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a Central Private School bus or designated vehicle.
- while the school does not assume any liability for incidences that occur in route to and from school, a student or witness may file a complaint following the same procedures for bullying against a student and the school will investigate and/or provide assistance and intervention as the principal/superintendent or his/her designee deems appropriate. However, if a student’s ability to receive an education or a school’s ability to provide an education is significantly impaired, as determined by the school administration, disciplinary sanctions may be issued.
- though an incident of alleged bullying (cyber bullying or other) may occur off campus and may not entail threats of acts to occur during school hours, if a student’s ability to receive an education or the school’s ability to provide an education is significantly impaired, as determined by the school administration, disciplinary sanctions may be issued.

## **III. Training**

Central Private School requires school officials to disseminate annually the policy to all school staff, students, and parents, along with a statement explaining that it applies to all applicable acts of harassment and bullying that occur on school property, at school-sponsored functions, or on a school bus. The principal/superintendent shall develop an annual process for discussing the school’s policy on harassment and bullying with students and staff.

#### **IV. Disciplinary Consequences**

Central Private School believes that the best discipline for aggressive behavior is designed to (1) support students in taking responsibility for their actions, (2) develop empathy, and (3) teach alternative ways to achieve the goals and solve the problems that motivated the aggressive behavior.

Central Private School prohibits both active and passive support for acts of harassment or bullying. Periodic classroom meetings should be conducted to teach bystanders how and when to respond to bullying and harassment incidents. Informal classroom discussions and activities designed to provide awareness and increase student connectedness promote a positive shift in peer norms that will support empowered bystanders.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances, followed by the determination of disciplinary sanctions appropriate to the perpetrator's position. Central Private School requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of bullying and harassment. The following factors, at a minimum, shall be given full consideration by school administrators for determining appropriate consequences for each act of harassment or bullying.

##### *Factors for Determining Consequences*

- Age, development, and maturity levels of the parties involved
- Degree of harm (physical and/or emotional distress)
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

*Note:* In order to ensure students' perception of fair and impartial treatment, a student's academic or athletic status is not a legitimate factor for determining consequences. Consequences must be perceived as fair and impartial.

School employees will also be held accountable for bullying or harassing behavior directed toward school employees, volunteers, parents, or students. Consequences for a student who commits an act of bullying and harassment shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance, and must be consistent with the school's approved code of student conduct. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act. The consequences and remedial measures may include, but are not limited to, the examples listed below:

##### *Examples of Consequences*

- Admonishment
- Participation in a guided reflection process designed to teach alternative behavior
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Referral to disciplinarian
- In-school suspension during the school week or the weekend, for students
- Out-of-school suspension



- Legal action
- Expulsion or termination

## **V. Reporting an Act of Bullying**

The investigation of a reported act of bullying of a student, school-based employee, parent/guardian, or other persons providing service to the school is deemed to be a school-related activity and begins with the report of such an act. Central Private School requires the principal/superintendent and/or designee to be responsible for receiving oral or written complaints alleging violations of this policy.

Any student (and/or the parent on that complainant's behalf if the complainant is a minor) who believes he/she is a victim of bullying (or any individual, including any student who has knowledge of any incident(s) involving bullying of students) is strongly encouraged to report the incident(s) *in writing* to a school official. Complaints should be filed as soon as possible after the alleged incident and noted on the specified data system, but must be filed within ninety (90) days after the alleged incident (i.e. within 90 school days of the last act of alleged bullying). Failure on the part of the victim to initiate and/or follow up on the complaint within this period may result in the complaint being deemed abandoned.

All school employees are required to report alleged violations of this policy to the principal/superintendent designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Reports may be made anonymously, but formal disciplinary action *may not* be based solely on the basis of an anonymous report.

Central Private School requires the principal/superintendent and/or designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the principal/superintendent and/or designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. The investigation is to be completed within five school days after a report or complaint is made. The parents of the students involved shall receive written notice from the school on the outcome of the investigation (in compliance with current privacy laws and regulations). All reports on instances of bullying and/or harassment must be recorded for annual data review.

## **VI. False Accusation(s)**

Central Private School prohibits any person from falsely accusing another as a means of bullying or harassment. The consequences and appropriate remedial action for a *person* found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a *school employee* found to have falsely accused another as a means of bullying or harassment shall be in accordance with school policies, procedures, and agreements.

## **VII. Retaliation Prohibited**

Central Private School prohibits reprisal or retaliation against any person who reports an act of bullying or harassment or cooperates in an investigation. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this Policy. Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is

specifically prohibited and as detailed in this Policy shall be treated as another incidence of bullying.

### **VIII. Confidentiality**

To the greatest extent possible, all complaints will be treated as confidential and in accordance with the Family Educational Rights and Privacy Act ("FERPA"). Limited disclosure may be necessary to complete a thorough investigation. The school's obligation to investigate and take corrective action may supersede an individual's right to privacy. The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed. The identity of the victim of the reported act shall be protected to the extent possible.

### **IX. Referral for External Investigation**

If the act is outside the scope of Central Private School, and determined a criminal act, referral to appropriate law enforcement shall be made immediately, the parent will be notified, and the referral documented by the principal/superintendent and/ or designee in the specified data system.

While the school does not assume any liability for incidences that must be referred for external investigation, it encourages the provision of assistance and intervention as the principal/superintendent and/or designee deems appropriate.

### **X. Additional Referral**

In all cases, Central Private School reserves the right to refer the results of its own investigation to the appropriate law enforcement authorities for possible criminal charges, whether or not the school takes any other action.

This policy should not be interpreted as to prevent a victim or accused from seeking redress under any other available law either civil or criminal.

### **XI. Severability**

If a provision of this policy is or becomes illegal, invalid, or unenforceable in any jurisdiction, that shall not affect the validity or enforceability in this jurisdiction of any other provision of this policy.

## ***STUDENT PREGNANCY POLICY***

Should pregnancy occur, every possible measure should be taken to encourage counseling, healthcare, continued education and direction to help each student make a mature decision.

The following guidelines must be adhered to:

1. The school will work on an individual basis with any student who becomes pregnant, and with her family. Likewise, the school will work on an individual basis with any student who fathers a child, and with his family.
2. School counseling will be directed to respect life.
3. Neither the student mother nor the student father will be allowed to participate in extracurricular activities during the pregnancy.
4. While all reasonable attempts will be made to ensure that the pregnant student and student father will continue her/his education during pregnancy and after the baby is born, the continuation of her/his education in Central Private School depends upon:
  - a. Developing an educational plan for online coursework during pregnancy.
  - b. The psychological well-being of the student.
  - c. The student's previous academic status in school.
  - d. Continued counseling of the student during pregnancy and after the birth.
  - e. The educational plan will be developed by the student, administrator, the student's parents/guardians, and the Central Private School counselor

## **OBLIGATION TO REPORT CHILD ABUSE/NEGLECT POLICY**

All Central Private staff has a legal obligation to report any acts of suspected abuse or neglect of children to the appropriate state agency. Central Private School will cooperate with any state official(s) conducting such an investigation.

## **CHEATING/PLAGIARISM**

Cheating is stealing, and a first offense will result in a zero (0) grade on the test and/or assignment. Parents will be notified and the appropriate consequence assigned. A second offense will result in a zero (0) grade and an automatic out-of-school suspension. Further offenses will put the student at risk of being dismissed from the school.

Plagiarism is stealing by presenting another's words as one's own. It is a serious offense, and it is the student's responsibility to avoid plagiarizing by proper use of quotation marks and source citation to give credit to the original write. In general, three or more consecutive words copied from a source MUST be given credit. Teachers are expected to assist students in understanding correct use of internet and print materials, when too-close paraphrasing becomes plagiarism, and the correct method of source citation.

## **STUDENT/PARENT HANDBOOK ACKNOWLEDGEMENT CONTRACT FORM**

*I, the undersigned, have read and acknowledged each of the following contractual policies included in the 2018-2019 Central Private Student/Parent Handbook. I understand that continued enrollment at CPS is conditional on acceptance of and compliance with the provisions of the policy and that violation of the policy may result in immediate termination from CPS.*

**Please initial by each main policy.**

- Alcohol & Drug Policy \_\_\_\_\_
- Tobacco & Electronic Vaping Devices Policy \_\_\_\_\_
- Cell Phone & Smart watch policy \_\_\_\_\_
- Computer/Internet Policy \_\_\_\_\_
- Anti-Bullying Policy \_\_\_\_\_
- Student Pregnancy Policy \_\_\_\_\_
- Obligation to Report Child Abuse/Neglect Policy \_\_\_\_\_
- Cheating/Plagiarism Policy \_\_\_\_\_
- Academic & Athletic Eligibility Policy \_\_\_\_\_
- MS/HS & Elementary Behavior policy \_\_\_\_\_

\_\_\_\_\_  
**Parent/Guardian Signature & Printed Name (Pre-School - 12<sup>th</sup> grade) Date**

**All Central Private parents, and their student(s) in grades K3-12, must sign and return this acknowledgement form by August 24<sup>th</sup>, 2018 - (Attn: Main Office)**

Please print student name for K3-K5 beside signatures.

\_\_\_\_\_  
Student #1 Signature & **Printed** Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student #2 Signature & **Printed** Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student #3 Signature & **Printed** Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student #4 Signature & **Printed** Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student #5 Signature & **Printed** Name

\_\_\_\_\_  
Grade

.....  
**\*\*Refusal of "Permission-to-Publish":**

\_\_\_\_\_ Please check (✓) here **ONLY** if you wish to **REFUSE** parental permission for Central Private School to publish your child's name/picture on our school website and in school articles that are submitted to our community newspapers.