



***CENTRAL  
PRIVATE***

**STUDENT & PARENT  
HANDBOOK**

2022-2023



## **Student & Parent Handbook**

### **2022-2023**

School Office: 225-261-3341

Business Office: 225-261-6770

[www.centralprivate.org](http://www.centralprivate.org)

Upper School/Middle School

Gurney Road Campus

12650 Gurney Road

Central, LA 70818



[/centralprivate](https://www.facebook.com/centralprivate)

Lower School

Centerra Court Campus

12801 Centerra Court

Central, LA 70714



[@centralprivate](https://twitter.com/centralprivate)



[/centralprivateschool](https://www.instagram.com/centralprivateschool)

Approved by the Louisiana Department of Education  
Accredited by the Southern Association of Colleges and Schools (SACS), AdvancED, and the  
Mississippi Association of Independent Schools (MAIS).

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Welcome to the 2022-2023 school year!  
We are grateful you have chosen to be part of the Redhawk family!  
We are looking forward to a great year!!



# Mission & Vision Statements

## Mission

To cultivate college-ready graduates in a safe, nurturing, and faith-based environment.

## Vision

To offer an exceptional K-12th college-preparatory education for the children in the northern region of EBR parish and surrounding parishes in a safe, nurturing, faith-based environment. Central Private supports our mission by maintaining high academic expectations, inspiring leadership through community service, and funding dedicated faculty & staff committed to excellence. Students are encouraged to pursue individual interests beyond the classroom so that they will excel as productive leaders of the community.

## The Redhawk Way

### The Redhawk Way

#### **Redhawks are respectful**

*1 Peter 2:17 - "Respect everyone, and love the family of believers.  
Fear God, and respect the king."*

#### **Redhawks are responsible**

*Colossians 3:23 - "And whatever you do, do it heartily, as to the Lord and not to men."*

#### **Redhawks are safe**

*Psalms 37:3 - "Trust in the Lord and do good; dwell in the land and enjoy safe pasture."*

#### **Redhawks embrace integrity**

*Psalms 25:21 - "May integrity and honesty protect me, for I put my hope in you."*

#### **Redhawks pursue excellence**

*2 Corinthians 8:7 - "But since you excel in everything—in faith, in speech, in knowledge, in complete earnestness and in the love we have kindled in you - see that you also excel in this grace of giving."*

The Redhawk Way is the behavior expectation standard for our students and is a direct reflection of the mission of Central Private School. We believe our students deserve to be in a school environment in which their peers follow the Redhawk Way.



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

## Statement of Faith

Central Private School is a non-denominational, faith-based school. We offer families the opportunity to have their children educated from a Christian worldview and nurtured in an environment that promotes prayer and daily devotion with God. While we do not require students to adhere to a certain faith, we do teach from the Bible. When properly integrated into a curriculum, we believe that the Bible provides the students with competencies which are vital to the process of coping in the world today.

*Central Private is dedicated to and operates according to the following statement of faith:*

- We believe the Bible is the inspired word of God and final authority in faith and life.
- We believe in the one God revealed in the Bible, who is manifested as the Father in creation, the Son in redemption, and the Holy Spirit in regeneration.
- We believe in loving the Lord with all our heart, soul, mind, and strength.
- We believe in a saving grace which compels us to love others as Christ so loved us.

This statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God, that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

# Handbook 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 Administration 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.

Both the student and his/her parents must acknowledge that they have read and do understand the contractionary policies included in the Student and Parent Handbook and agree to be accountable for and supportive of the rules and regulations contained herein. An electronic signature will be required by both the student and his/her parents during the online enrollment process.

The handbook is on the school website and may be downloaded if desired.

## **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 bases of race, color, national and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

# Section 1

## Standards for Lower School

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# Admissions

## PROCEDURES

Admissions applications and tuition information are available on the Admissions section of the school website, [www.centralprivate.org](http://www.centralprivate.org), or through the Admissions Department, 225.261.3341.

## CRITERIA

- Pre-Kindergarten 3 students must be 3 years old by September 30th .
- Pre-Kindergarten 4 students must be 4 years old by September 30th .
- Kindergarten students must be 5 years old by September 30th .
- Students must be fully potty trained (See Fully Potty Training in the Lower School General Information section).
- Students must be able to function in a classroom setting without one-to-one supervision (See Readiness Policy in the Lower School General Information section).

## PROBATIONARY ENROLLMENT

A student's enrollment will be considered probationary for any of the following reasons:

- There is an outstanding balance on the student's financial account.
- Attendance of summer school due to failure of math, reading, or language arts.
- A student receiving required tutoring over the summer or during the school year for academic concerns.
- Disciplinary problems from previous school years.
- Habitual tardiness or absences.

## RE-ADMISSION

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

# Academics

CPS offers a college preparatory curriculum that challenges students to excel in all grade levels. All subjects are taught from a Christian perspective. CPS uses a variety of resources carefully selected to provide students with a solid academic foundation and to develop their critical thinking, creativity and communication skills.

The pre-kindergarten curriculum is developmentally appropriate and incorporates hands-on activities and field trip experiences. Abeka materials are the primary resource used to teach phonetics, writing, and number skills. Students attend weekly enrichment classes which include physical education, art, music, computer, and library.


Kindergarten through second grade classes are self-contained. They primarily use Abeka materials to provide students with a strong phonics and math background. Hands-on activities and field trips are incorporated to enhance student learning. Core subjects include reading/phonics, language arts (spelling, grammar, and writing), math, science, and social studies. Students attend weekly enrichment classes which include physical education, art, music, computer, and library.

Third through fifth grade students transition from self-contained classrooms to departmentalization and all students are assigned lockers. The curriculum focuses on core subjects and uses Abeka materials along with other excellent resources. Hands-on activities and field trips are incorporated to enhance student learning. Core subjects include reading, language arts (spelling, grammar, and writing), math, science, and social studies. Students attend weekly enrichment classes which include physical education, art, music, computer, and library.

## **ELECTRONIC GRADEBOOK**

CPS uses an electronic grade book program called FACTS (formerly RenWeb) which teachers update on a regular basis. Parents/guardians can access such information on their own child using Family Portal (formerly ParentsWeb). Family Portal gives a parent/guardian access to their student(s) grades, attendance records, class assignments, and teachers' email addresses.

To activate your Family Portal account:

- Go to the school website, [www.centralprivate.org](http://www.centralprivate.org).
- Go to "Parent Resource" tab at the top of the page, select "Parent Portal" from the drop-down menu, and click on the "Parents Web Login" or click on the  icon at the top of the page. Both will take you to Family Portal Login.
- The District Code (CPS-LA) will automatically be displayed.
- Enter your Username. (Each person's email address is given upon school enrollment.)
- Password (Returning families use the same password used in previous years.)

**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, EVALUATIONS AND STUDENT PROGRESS

### 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

### K – 5th Grading Scale:

<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)

Note: Kindergarten students do not receive grades for the first nine weeks. Beginning with the second nine weeks, students receive grades in phonics, numbers, and handwriting. A reading grade and a spelling grade are added for the third nine weeks.

**Progress Reports:** Progress Reports are issued/posted at the midpoint of each nine-week period. K-5th grade students will not receive a printed progress report; a progress report note will go home in the Tuesday folder. The progress report note requires a signature from a parent/guardian, indicating that you have viewed the student's grades on FACTS (formerly RenWeb), and must be returned the following school day.

**Report Cards:** First and third term report cards are sent home in Tuesday folders. These report cards require a signature from a parent/guardian and must be returned the following school day. Second and fourth term report cards are mailed at the end of each semester. This is an official grade report which may be kept for your records. No signature is required.

### GRADING PERIOD DATES

Grading periods are posted on the Family Portal (formerly ParentsWeb) calendar at the beginning of the school year. Please refer to the calendar for specific dates for progress reports and report card mailing dates.

## **PROMOTIONS**

### **K3/K4/Kindergarten**

K3/K4/Kindergarten student promotion will be based on cumulative student evaluations, readiness test, grades, and teacher recommendations which include observations of social, emotional, and physical maturity levels. Parents will be consulted if promotion is doubtful.

### **Grades 1-5**

If a student has a failing grade in two of the core subject areas at the end of the academic year, he/she will not be promoted to the next grade and will be retained. Core subjects are language arts, mathematics, science, social studies, and reading. Language arts is composed of writing, grammar, and spelling.

For retention purposes, failing grades are determined by averaging the four 9-week grades per core subject. The Administration and/or his/her designee will make the final determination in all promotions and retention.

## **CONFERENCES**

Conferences are designed to strengthen the partnership between home and school so the student can be a successful learner. Annual parent-teacher conference days will be held each fall and spring. Additional conferences may be scheduled at any time during the school year by the parent, teacher, administrator, or counselor if concerns arise about a student's academic progression.

**Appointments** may be scheduled by emailing the teacher directly or through the Lower School's administrative office.

## **CLASSROOM ACCOMMODATIONS**

Central Private does not support any evaluations/IEP/504 plan accommodations. CPS reserves the right to make the final determination if CPS will be able to effectively provide or meet the physical, academic, social, and emotional needs or services of a student.

## **STANFORD ACHIEVEMENT TEST (SAT)**

All students in 3rd -5th grade are tested each spring using the Stanford Achievement Test 10 which compares our students with students on a national basis. On average, CPS students consistently score 1-3 grade levels above their national median grade level.

## **AWARDS DAY**

The Awards Day program recognizes 1st – 5th grade students' achievements and academic excellence during the school year at an annual awards ceremony.

## **ACADEMIC PROBATION**

Grades are evaluated at each nine-week term. Any student who has earned more than one failing grade at the end of a nine-week grading term is placed on academic probation until the following nine weeks grading term. A letter advising of the student's status will be mailed home. Students and parents must meet with the Administration and/or his/her designee following the probation letter to establish a plan for student achievement. The Administration and/or his/her designee may require the student to obtain tutoring. If goals are not achieved, the student may not be allowed to enroll at Central Private the following school year.

## **TUTORING**

CPS 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 are outside of normal school hours. There is no tutoring between 7:00 a.m. - 3:00 p.m. Teachers are free to negotiate a rate with students and parents for this service during non-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 their class for tutoring services as this practice could be construed as a conflict of interest. An exception to this rule could be made by the Administration 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 tutoring service.

# Attendance

**Central Private School adheres to all Louisiana attendance laws for nonpublic schools.** Lower School students shall be in attendance a minimum of 160 days a school year.

## **ABSENCES**

In accordance with Louisiana Revised Statutes 17:226, elementary students are excused from compulsory attendance for twenty (20) days during the school year.

### **Excused absences:**

- Children who are personally ill and whose attendance in school would endanger their own health or that of their classmates;
- 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;
- 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
- Children whose religious faith requires absence for the observance of special and recognized holidays of the child's own faith.

### **Procedure to report back to school following an absence:**

- 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** necessarily mean that an absence is excused; it is only an explanation for the absence that allows the student back into school.
- An excused absence will only be granted in accordance with the LA DOE Bulletin 741. The administration will determine if the absence meets the criteria for an excused absence according to LA DOE Bulletin 741.
- A doctor note or excuse for funeral/religious absence must be turned in within 48 (forty-eight) hours of the student returning to school.
- **EXCUSED** absences will not be granted after the 48-hour period.

**IMPORTANT: A student must be fever, vomit and/or diarrhea free for a minimum of 24 hours before returning to school. A student who is diagnosed with a contagious illness or condition must be cleared by an official doctor's note to return to school.**

**NOTE: K3, K4 and Kindergarten students – Excess absences (more than 20) could hinder a student's mastery of the necessary skills for promotion. Attendance will be included in the final assessment for promotion.**

## **TARDY**

Promptness and regular attendance are necessary for academic success at CPS. Teachers and students have the right not to have instruction time interrupted by students who are tardy to school.

- Students not in their classroom by 7:35 a.m are considered tardy. **Parents/guardians must accompany the student to the Lower School administrative office to sign in and obtain admit slip.** All students must have an admit slip before entering the classroom.
- Excused tardies will include doctor/dental visits, illness and traffic conditions that cause many students to arrive at school late. All other tardies will be considered unexcused.
- All tardies are counted against a student's attendance record. To receive perfect attendance, a student must be in attendance from the first morning bell until the afternoon dismissal bell.
- The school administration will be the final authority in determining whether tardiness is excused or unexcused.

## **Excessive Tardies**

- Each Lower School student (PK3 – 5 grade) is allowed three tardies in each nine-week term. Upon every fourth tardy in a nine-week term, the student will receive an unexcused absence.
- Upon the eighth tardy in a nine-week term, parents will be contacted by the Administration and/or his/her designee .
- If excessive tardies continue after parents are contacted, a parent conference, or other consequences, as determined by the Administration, will result.

## **CHECKING IN AND OUT OF SCHOOL**

Regular attendance is necessary for academic success at CPS. Teachers and students have the right to not have instruction time interrupted by students who excessively check in or check out of school. Check-in or check-out are excused in the same manner as absences. The Administration and/or his/her designee will be the final authority in determining whether late check-ins are excused or unexcused. A student must be present for at least 4 hours to not receive an absence for the day. All check-ins/check-outs are counted against a student's attendance record.

### **Check-Ins**

Students arriving at school after 7:35 a.m. are considered late. **Parents/guardians must accompany the student to the Lower School administrative office to sign in and obtain an admit slip.**

- Students must have an admit slip before entering the classroom.
- An explanatory note for the late check-in from the parent/guardian or doctor/dentist is necessary. Notes are required even if the parent is present or has called the office.
- Students who check in late on the day of a previously scheduled test or assignment will take the test or submit the work due immediately after checking in and before attending the remaining classes of the day.

### **Check-Outs**

**Parents/guardians are not allowed to go directly to the classroom to retrieve their children.**

The procedures outlined below are for the child's protection and safety:

- The parent/guardian must sign a check-out form in the Lower School administrative office.
- Students will be picked up from the Lower School administrative office.
- 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.
- Students who leave early are responsible for all work missed.

### **Excessive Check-ins or Check-outs**

- PK3 – 5 grade students are allowed three check-ins or check-outs in each nine-week term.
- Upon the fourth check-in/check-out in a nine-week term, a conference with the parents and Administration and/or his/her designee will be held.
- If excessive check-ins/check-outs continue after the conference, assigned absence(s) or other consequences as determined by the administration will result.

### **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. A student who is kept home for reasons other than those outlined by law will be marked absent-unexcused. Field trip privileges may be lost by individual students due to disciplinary action. 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.

### **MAKE-UP WORK**

When a student is absent, he/she may access homework assignments from Family Portal (formerly ParentsWeb). For extended absences, parents may call the respective office and request to pick up schoolwork. Make-up work for full credit is permitted only for excused absences. For excused absences students have one (1) day for each day missed to make-up all work and tests. Make-up work for unexcused absences is at the discretion of the teacher.

Immediately upon return from an absence, the student must make arrangements with the instructors to complete missed assignments/tests.

### **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 Lower School administrative 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.

# Dress Code

The purpose of the 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.


## DAILY DRESS CODE – K3-5th grade

- Only the approved daily uniforms items may be worn as part of the daily uniform.
- All students attending CPS will conform to the daily uniform dress code except when notified in advance; then, they must follow the dress code for non-uniform occasions, e.g. Dollar/Spirit Dress Day. The uniform dress code applies to each student from the time he/she enters the campus until he/she leaves the campus, including to and from the parking lots and carpool drop off/pickup areas.
- Uniforms must be purchased from an approved vendor and may not be altered in any fashion except to ensure proper fit.
- T-shirts and other undergarments worn under the uniform shirt or approved spirit shirts must be solid white with no visible writing or graphic design. Thermal tops and/or bottoms are not permitted to be worn under short or under short sleeve shirts.
- Athletic shoes must be worn at all times.
- All hair accessories worn must be a solid uniform color (red, white, gray), combination of uniform colors (black may be part of the combination of colors), or plaid uniform material and non-distracting or disruptive.
- Sunglasses, hats, caps, knit hats, and gloves are not allowed inside the building.
- Hoodies are not allowed.
- All non-banded shirrtails must be tucked in at all times including spirit shirts, team shirts, etc.
- Students are required to wear the uniform for all field trips or activities unless prior approval is given by the Administration and/or his/her designee because of the specific activities involved.

## UNIFORMS

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 outerwear. Please note at this time, Cross Threads Central LLC does not carry any plaid items.

The approved school logo (  ) must be used on all uniform items which require a logo.

## LOWER SCHOOL UNIFORMS - DAILY

Girls K3 - 5 <sup>th</sup> Grade		Boys K3 - 5 <sup>th</sup> Grade	
Shirt	White or red polo shirt with logo (long or short-sleeved, banded or non-banded). Non-banded shirts must be tucked in. Dri-fit allowed.	Shirt	White or red polo shirt with a logo, long or short-sleeved, must be tucked in. Dri-fit allowed.
Shorts/Skort/ Skirts	Plaid walking shorts, skorts, or skirts, front and back, should be 3" from the kneecap and modestly loose fitting. K3/K4 elastic waist pull on style required. K5 elastic waist optional but suggested.	Shorts	Gray walking shorts, front and back, should be no higher than 3" from the kneecap or must not be shorter than fingertip length .. K3/K4 elastic waist pull up required. K5 elastic waist optional but suggested.
Pants	Gray long pants. K3/K4 elastic waist pull up required. K5 elastic waist optional but suggested.	Pants	Gray long pants. K3/K4 elastic waist pull up required. K5 elastic waist optional but suggested.
Jumper	Plaid jumper, front and back, should be 3" from the kneecap and modestly loose fitting. Plaid pull-on shorts required for wear under the jumper.	N/A	
Plaid Peter Pan Collared Dress (PK only)	Plaid Peter Pan collared dress, front and back, should be 3" from the kneecap. Plaid pull-on shorts required for wear under the dress.	N/A	
Shoes	Athletic shoes only. No writing, characters (cartoon, animal, etc.), light up shoes, or wheels are permitted. ALL PK3/PK4 & any student who cannot fasten shoes independently MUST have Velcro type closures.	Shoes	Athletic shoes only. No writing, characters (cartoon, animal, etc.), light up shoes, or wheels are permitted. ALL PK3/PK4 & any student who cannot fasten shoes independently MUST have Velcro type closures.
Socks	Solid red, gray, black, or white socks, with a small unobtrusive logo (must be visible above the shoe).	Socks	Solid white, black, gray, or red socks, with a small unobtrusive logo (must be visible above the shoe).
Leggings	Solid red, gray, black, or white leggings may be worn with jumpers, skorts, or shorts in cold weather (footed or ankle length only).	N/A	
Belt	Solid black, gray or brown belts are required for any garment with belt loops.	Belt	Solid black, gray , or brown belts are required for any garment with belt loops.
Sweatpants	Red sweatpants only w/ logo purchased from an approved vendor. (logo required)	Sweatpants	Red sweatpants only w/ logo purchased from an approved vendor. (logo required)
Wind Suit (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. The school uniform shirt must be worn under the wind suit jacket. Non-banded shirts must be tucked in.	Wind Suit (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. The school uniform shirt must be worn under the wind suit jacket. Non-banded shirts must be tucked in.
Outerwear			
Sweatshirts	Charcoal gray or red sweatshirt (no hoods) with school approved small left chest logo (logo required) . The school uniform shirt must be worn under the sweatshirt. (*NOTE: The old large logo has been phased out and no longer allowed). <u>This is the only school approved sweatshirt/pull-over shirt allowed on a daily basis.</u> *	Sweatshirts	Charcoal gray or red sweatshirt (no hoods) with school approved small left chest logo (logo required) . The school uniform shirt must be worn under the sweatshirt. (*NOTE: The old large logo has been phased out and no longer allowed). <u>This is the only school approved sweatshirt/pull-over shirt allowed on a daily basis.</u> *
V-neck Sweater/ Button-Down Cardigan - Red Only	Red v-neck sweater and red button-down cardigan with approved logo (small left chest logo required). The school uniform shirt must be worn under the sweater.	V-neck Sweater/ Button-Down Cardigan - Red Only	Red v-neck sweater and red button-down cardigan with approved logo (small left chest logo required). The school uniform shirt must be worn under the sweater.
Fleece Jacket	Charcoal Gray fleece jacket with approved school logo (logo required).	Fleece Jacket	Charcoal Gray fleece jacket with approved school logo (logo required).
Athletic Windbreaker	Athletic windbreaker with approved school logo (logo required) .	Athletic Windbreaker	Athletic windbreaker with approved school logo (logo required) .
Heavy Coat	Any non-fleece heavy coat to be worn outside only. May not be worn in the classroom.	Heavy Coat	Any non-fleece heavy coat to be worn outside only. May not be worn in the classroom..

**NOTE: All shorts, skorts, skirts, jumpers, and dresses should be 3" above the knee. We will allow for growth spurts during the year. However, these items should never be shorter than fingertip length. Sweatshirts with the large logo from Central Cross Threads have been phased out and no longer allowed.**

## **UNIFORMS -PHYSICAL EDUCATION**

K3- 5th grade students wear school uniform and athletic shoes to participate in p.e. The exception is for non-uniform dress days. Participation is at the discretion of the p.e. teacher.

## **UNIFORMS - ATHLETIC AND SPIRIT GROUP**

Athletic uniforms and spirit group uniforms worn by students as they represent Central Private School must be in school-approved colors – predominantly red, gray, or white -- and must have the approved logo. All athletic uniforms and spirit group uniforms must be approved by the Administration and/or his/her designee prior to being ordered.

## **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. Students not participating in non-uniform occasions must wear their daily uniform.

Specific guidelines for approved non-uniform occasions include, but are not limited to, the following:

- Clothing or other articles that include profanity or obscenities, promotes drugs, alcohol, or tobacco, is derogatory to any class or category of people, promotes political opinion, or causes disruption of the educational process are prohibited.
- Tank tops, spaghetti-strap, racer-back, backless clothing, or clothing that exposes the midsection or bare shoulder are not to be worn. Clothing with holes, tears, ravel, and patches are not to be worn.
- No hoodies.
- Shorts are NOT permitted unless they are CPS uniform shorts
- Leggings are NOT permitted to be worn as pants.
- Shoes
  - Must be worn at all times.
  - No flip-flops, slippers, sandals, clogs, mules, high wedge/heel shoes, or rubber boots of any kind can be worn.
  - **Boots: Only 2nd – 5th grade students may wear winter boots, “Uggs”, Cowboy boots, leather boots, fringed boots, etc. For safety reasons, PK3 -1st Grade students are NOT allowed to wear boots of any kind.**
  - Students must have athletic shoes to participate in PE/recess.
- No Sunglasses, hats, caps, knit hats or hoods may be worn during school hours. Accessories of any kind that are disruptive to the educational process are prohibited.

**In addition to the guidelines above, the following apply to specific occasions:**

### **Lower School Holiday Dress Days**

- PK3-5th grade students may wear appropriate holiday t-shirts for the following holidays/party days: Fall, Veterans Day, Thanksgiving, Christmas, Valentine’s Day, St. Patrick’s Day, Mardi Gras, and Easter.
- The holiday/party day t-shirts must be worn with long blue jeans or uniform bottoms.
- **Shoes - only athletic uniform shoes** are permitted on Lower School Holiday Dress Days.

### **Dollar Dress Days**

- Students may wear a shirt and shoes that adhere to the non-uniform guidelines with jeans (NO holes, tears, ravel, and/or patches) or uniform bottoms.
- Students not participating in Dollar Dress Day must wear the regular daily uniform.

### **Spirit Dress Days**

- Students may only wear jeans (NO holes, tears, ravel, and/or patches) or uniform bottoms with a CP/Redhawk spirit shirt.
- **Exceptions during football season only:**
  - **PK3-1st grade girls may wear a CP/Redhawk cheer outfit in school colors only.**
  - **PK3-1st grade boys may wear a CP/Redhawk football jersey in school colors only.**
  - **2nd – 5th grade CP Bidy League cheerleaders and football players may wear their uniform during football season.**
- **Shoes - only daily athletic uniform shoes** are permitted on Spirit Dress Days.
- Students not participating in Spirit Dress Day must wear the regular daily uniform.

### **Homecoming Week Dress Days**

- Students may dress in the designated theme for the day OR they must be in daily uniform.
- The general dress/grooming codes 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 Administration and/or his/her designee.

**For an event not covered above, the dress code will be determined at the discretion of the activity sponsor and approved by the Administration and/or his/her designee.**

### **GROOMING CODE**

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

#### **Hair**

- Hair shall be clean and neat at all times.
- Extreme haircuts, e.g. mohawks, carving, etc., and unnatural hair colors that are deemed outlandish, disruptive, or a distraction to the learning environment by the Administration and/or designee are not acceptable for males and females.
- Male students' hair must not be excessively long as determined by the Administration and/or his/her designee (i.e., in general, hair must be above the collar in the back, above the eyebrows on the forehead, and not below the ear on sides). The entire eye must be visible at all times when the hair is in a normal position without use of clips, bands, or other devices to hold hair in place. Upon receiving a written notice, a student will have 48 hours to bring hair into compliance.

#### **Jewelry/Body Art**

- Male students are not permitted to wear earrings.
- 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 (belly rings, tongue rings, nose rings, etc.) and body art tattoos must not be

visible (must be covered) at any time on the CPS campus or at a school-sponsored function off-campus. Suspension or expulsion may result.

### **DRESS CODE/GROOMING CODE VIOLATIONS**

Parents will be called to bring proper attire for most dress code violations. However, minor violations, such as having no belt or unapproved outerwear, will receive a written warning that must be signed by a parent. Disciplinary actions will be taken for repeated warnings.

***The Administration and/or his/her designee shall be the final interpreter of the dress code and grooming code.***

# Discipline

## **CPS Philosophy**

For learning to take place we must maintain an environment which is conducive for learning. Our goal is for our students to develop self-discipline. When our students do not exercise self-discipline, violate school rules and policies and/or disrupt the education of others, the Administration and/or his/her designee will address the infraction on an individual basis according to his/her discretion.

## **GUIDELINES**

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

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

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

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.

All discipline decisions will be handled by the Administration and/or his/her designee.

## **LOWER SCHOOL INFRACTIONS AND CONSEQUENCES**

### **Minor Infractions:**

Dress code violation, disruptive behavior (Minor), unsafe rough play, uncooperative behavior, failure to complete assignments, failure to follow classroom rules, possession of electronics, name-calling/quarreling, inappropriate language/comments, and other minor infractions as noted by the teacher.

### **Major Infractions:**

Disrespect to adults, willful disobedience, disruptive behavior (Major), lying/cheating/stealing, profanity or inappropriate gestures, fighting/shoving, bullying/harassment, aggressive behavior (physical/verbal), instigating conflict/disruption, inappropriate use of internet/computer, misuse of school property, threats of violence/intimidating others, excessive minor infractions and other major infractions as noted by the teacher.

### **Consequences:**

For minor infractions, consequences are given by classroom teachers according to their age-appropriate classroom discipline plans which may include a warning, time out, loss of privileges, reflective assignment, negative ClassDojo marks, and parental contact/conference.

For major infractions, students will be given a Lower School Office Discipline Referral (pink slip). Consequences may include, but are not limited to, a warning, time out in the office, loss of privilege, parental contact, conference with the student and/or parents, sent home, detention, out of school suspension, or expulsion. The Administration and/or his/her designee may suspend an PK3-5th grade student from school for just cause and with parent notification.

## **DETENTION**

The Administration and/or his/her designee will assign detention to Lower School students in accordance with the Lower School discipline policy. Lower School students are given a 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 detention. After a student receives three (3) detentions, a conference will be scheduled with the parents. Suspensions will be given after the 3rd detention.

Detention will be held on campus. Detention may be held during recess, activity class, before/after school, or on Saturday morning. Parents will be contacted when a student is assigned 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, when, and where the student has detention. Any student who is assigned a 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 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.

A detention may be excused by the Administration and/or his/her designee only in case of extreme family emergency or for sickness documented with a physician's note but must be rescheduled.

## **OUT OF SCHOOL SUSPENSION**

Short-term suspension from school or a class may be for a period of time from one (1) to five (5) days or more and will be imposed by the Administration and/or his/her designee. Long-term suspension may be for an indefinite length of time and is imposed by the Administration and/or his/her designee 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 Administration and/or his/her designee.

Students who are suspended out-of-school for one (1) or two (2) days may receive 75% credit earned for tests and graded work collected during his/her absence. Example: A student who receives a score of 100 on a test will receive a grade of 75. Students who are suspended out-of-school for three (3) or more days may receive 50 % credit earned for tests and graded work collected during his/her absence. Example: A student who receives a score of 100 on a test will receive a grade of 50.

Students on home suspension are counted absent from both class and campus. Students suspended out-of-school are not allowed to participate in any on or off campus extracurricular 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.

## **STANDARD POLICIES:**

### **Activity/Event Violations**

Lower School students are encouraged to attend after-hours events and activities. All rules in the CPS Student and Parent Handbook concerning activities and events must be followed by Lower School students. Lower School students will receive consequences for violation in accordance with the Lower School discipline policy.

### **Cell Phone/Smart Device Policy**

K3-5th grade students 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 and parents 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.

### **Gum and Candy**

Students are NOT allowed to chew gum during school hours. Violators may be disciplined according to the teacher's classroom rules or at the Administration and/or his/her designee prerogative. Candy is only permitted when class parties take place.

### **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.

### **Water Bottles**

Water bottles must have secure tops that do not leak if turned upside down.

# Elementary

## General Information

### AFTERCARE

The [aftercare application](#) and fee information are available on the school website under parent resource tab at the top of the page, [www.centralprivate.org](http://www.centralprivate.org), or by contacting the Business Office. The aftercare application may also be completed during the annual online enrollment process. Aftercare is offered from 2:30 p.m.– 5:30 p.m. On half-days, the aftercare program will be open with no additional charge. The aftercare program is closed on school holidays.

Aftercare is an extension of the school day. All applicable policies in the CP Student & Parent Handbook apply to the aftercare program.

### CARPOOL & PARKING

#### [Carpool Map](#)

#### **Morning Arrival: 7:00am – 7:30am**

- Students must be dropped off at designated drop off locations only.
- Students may not be dropped off before 7:00am or before a duty teacher is present. If arriving before 7:00am, line up at the stop sign located before the first building to ensure that staff is not blocked from their parking areas.
- Morning carpool ends at 7:30 am. The tardy bell rings at 7:35 am. Students arriving after the tardy bell must be signed in by a parent in the elementary office. \*Please see the Lower School tardy policy.
- Have your child ready to exit the car.
- For your child's safety, children must exit from the passenger side.

#### **Afternoon Dismissal: 2:30pm-2:45pm**

- Lower School carpool tag **MUST** be visible on the passenger visor . (See Carpool tags)
- Afternoon carpool ends at 2:45 pm. Any student not picked up by 2:45 pm will be sent to aftercare. Aftercare rates will be charged.
- Lower School students who ride home with an Upper Schoolsibling will be sent to the Lower School administrative office after 2:45 p.m. and must be picked up by 3:00 p.m. If not picked up by 3:00 p.m., the student will be checked into aftercare. Aftercare rates will be charged.

Note: The staff at Bldg. 600 carpool location has permission to begin carpooling 10 minutes early to alleviate carpool congestion.

#### **DESIGNATED CARPOOL DROP OFF/PICK UP LOCATIONS:**

PK3-K : Under the awning at Building 600 on the east side of the campus.

1st – 5th Grade): In front of the upper elementary building on the west side of the campus.

\*Use the same carpool route for pickup as you use for dropping off.

**Multi-grade carpool:** If you have to drop off students at both buildings, drop off PK3-K students first, then carefully merge into the 1st - 5th grade carpool lane to drop off older students.

## **Rules and Reminders:**

- Speed limit on campus is 10 mph.
- Always comply with school signs or staff members directing carpool traffic.
- In compliance with Louisiana law, cell phones in a school zone, which includes the carpool line, may only be used with a hands-free device.
- Carefully watch for vehicles in other carpool lanes.
- Parents are to remain in their vehicles in the carpool line.
- **ALL Lower School students must be picked up by vehicle through the carpool line.**

## **Carpool Tags**

Every family will be issued two (2) CPS Lower School carpool tags. You **MUST** have the school issued carpool tag in your car to pick up your child. If you do not have your CPS issued carpool tag, you will be required to show ID before being allowed to pick up your child. This process allows us to make carpool flow efficiently and 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.

## **CLASS PARTIES**

All class parties are scheduled on or close as possible to the actual holiday. Lower School end-of-the-year parties are scheduled during the last week of school.

Class parties in Pk3-5th 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 provided for the children in the class should be appropriate in kind and quantity to the age level. Please check with the teacher concerning any students with food allergies.

## **FIELD TRIPS**

Field trips are provided for teaching and learning experiences; therefore, students are expected to attend. 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. **NO** siblings are allowed to attend. If additional parents wish to attend and accompany the class in their own transportation, they must obtain permission from 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.

When using bus transportation, all students attending the field trip must ride the bus to and from the destination. Approved chaperones may ride the bus. Parents and students must adhere to the teacher's specific field trip procedures.

Field trip privileges may be lost by individual students. 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.

## **CHROMEBOOKS/TABLETS/COMPUTER**

Central Private School strives to provide the technology tools necessary to succeed academically. Lower School students will have the use of a Chromebook, tablet and/or computer in their classrooms, the computer lab, and the library. Each student is issued a CPS Google account that provides access to Google email, Google classroom, and other Google applications. Google Classroom and other applications will be used in the student's classes, and student communication with teachers should be done through the student's Google email, not their personal email. CPS provides student WiFi access for Chromebooks/Tablets/Computer use during school hours.

## **FULLY POTTY-TRAINED POLICY**

Students enrolled in CPS must be fully potty-trained. We realize that accidents will occur occasionally. Accidents by definition are unusual incidents and should only happen infrequently. Fully potty-trained students:

- No longer wear diapers (disposable or cloth) or disposable underwear (pull-ups).
- Can tell the teacher when they need to go to the bathroom.
- Can attend to their own hygiene.
- Has less than two accidents in a two-week period

## **GRIEVANCES**

In circumstances where there is a disagreement between parents, students and staff, please adhere to the guidelines listed below.

- Seek to resolve the situation with the teacher first. The teacher should be your first line of communication. Keep those lines open and friendly. Email, call, or schedule a conference to discuss your concerns with the teacher.
- If the situation cannot be resolved with the teacher, contact the Lower School Administration.
- If the situation is not resolved satisfactorily with the Lower School Administration and the teacher, contact the Executive Director.
- If the situation is not resolved satisfactorily with the Executive Director, submit a written request to the Board.

## **LEGACY PAGES (Homecoming)**

### **Criteria for Selection of Homecoming Legacy Pages**

- One (1) boy and one (1) girl will be selected as Legacy Pages. Each child with the most parents (step), grandparents (step) and great grandparents (step) who graduated from Central Private School will be selected.
- In cases of multiple siblings in kindergarten with the most parents/grandparents, all siblings from the same household will be allowed to be Legacy Pages.
- If there is a tie, Legacy Pages will be chosen by lot. The names will be drawn by a non-interested party.

## **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 cannot be checked 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.

## **LOCKERS**

Students in grades 1st- 5th are each assigned a hall locker. Teachers keep locker assignments on file for their homeroom students. Placing locks on the lockers is prohibited. Students should never enter another student's locker without permission.

All lockers and desks are the property of Central Private School and their contents are subject to inspection by Central Private staff at any time. Lockers should be kept neat and free from trash or partially consumed food at all times. At no time should any personal items—backpacks, jackets, books, etc.—be on the hall floor. NO rolling backpacks are allowed.

## **READINESS POLICY (PreKindergarten)**

CP's K3 and K4 classes are designed to prepare students for kindergarten. To ensure a student receives the benefits of this preparation and has a positive experience at CP, the K3/K4 student must be ready to function in a school setting. A child is ready to attend CP if he/she can:

- Follow verbal directions
- Sit for 10 minutes, for 3-year olds, or for 15 minutes, for 4-year olds, for a class activity
- Participate cooperatively in group activities
- Do without a morning nap
- Control emotions i.e. doesn't have tantrums or acts aggressively

## **VISITATIONS ON CAMPUS**

- All visitors are required to sign in at the Lower School administrative office and receive a visitor's pass. This includes parents, room mothers, teacher helpers, alumni, and students from other schools.
- Parental visits are not allowed during the school day except for special events or with prior approval from the Administration. Lunchtime visits must be limited to one per nine week term and must be approved by the Lower School Administration in advance.
- Parents should keep office visits brief. Office personnel handle confidential documents, conversations, and phone calls. Loitering interferes with daily business affairs that take place in the office. For confidentiality purposes, an extended visit with the office personnel is prohibited.

## **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 Administration'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 Business Office.

**This concludes the Lower School Section.**

**Next Section:**

**Section 2 | Standards for Middle School/Upper school**

## Section 2

### Standards for Middle School/Upper School

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# Admissions

## PROCEDURES

Admissions applications and tuition information are available on the Admissions section of the school website, [www.centralprivate.org](http://www.centralprivate.org), or through the Admissions Department, 225.261.3341.

## CRITERIA

- 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.

## PROBATIONARY ENROLLMENT

A student's enrollment will be considered probationary for any of the following reasons:

- Outstanding balance on the student's financial account.
- Attendance of summer school due to failure of math, reading, or language art
- A student receiving required tutoring over the summer or during the school year for academic concerns.
- Disciplinary problems from the previous school year.
- Habitual tardiness or absences.

## RE-ADMISSION

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

## FOREIGN EXCHANGE STUDENTS

Admissions applications and tuition information for foreign exchange students are available through the Admissions Department, 225.261.3341.

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 his/her academic, social, and personal needs.

# Academics

Each student has different academic abilities, talents, and education needs. For this reason, CPS offers a curriculum based on the following 4 broad categories:

- College Preparatory courses- For all students
- Honors courses- For all students who meet the following:
  - All prerequisite courses completed.
  - Has a 3.0 or higher GPA in the prerequisite courses.
  - Teacher recommendations.
- Dual Enrollment courses- For 11th and 12th grade students who meet the following:
  - Louisiana Board of Regents' ACT criteria for dual enrollment.
  - A requirement of 3.0 or higher GPA.
  - Obtain the prerequisite teacher's recommendation.

NOTE: The cost of the course/materials/laptop for the course is the responsibility of the student.

- Advanced Placement courses – as determined by the college board.

Placement in the appropriate course for optimum educational results is important for all students. The Administration reserves the right to make the final determination for course placement.

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

## 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 Upper 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.


## 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 Facts (formerly RenWeb) calendar.
- The minimum number of classes taken per year in 6th- 11th grade is seven. Students in 12th grade are required to schedule a minimum of five classes.

## ELECTRONIC GRADEBOOK

CPS uses an electronic grade book program called FACTS (formerly RenWeb) which teachers update on a regular basis. Parents/guardians can access such information on their own child using Family Portal (formerly ParentsWeb). Family Portal gives a parent/guardian access to their student(s) grades, attendance records, class assignments, and teachers' email addresses.

To activate your Family Portal account:

- Go to the school website, [www.centralprivate.org](http://www.centralprivate.org).
- Go to the "Parent Resource" tab at the top of the page, select "Parent Portal" from the drop-down menu, and click on the "Parents Web Login" or click on the  icon at the top of the page. Both will take you to Family Portal Login.
- The District Code (CPS-LA) will automatically be displayed.
- Enter your Username. (Each person's email address is given upon school enrollment.)
- Password = the same password you used last year

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

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

**Progress Reports:** Grades are posted and updated weekly through Facts (formerly RenWeb). Both parents and students are encouraged to check these reports often. Progress Reports are issued/posted at the midpoint of each semester and dates can be found on the school calendar on our website.

**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

$$\frac{\text{Points Earned}}{\text{Points Possible}} = \% \text{ Percentage Grade}$$

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

## 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.

## GRADE CLASSIFICATION

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

<u>Grade</u>	<u>Credits</u>
9	0-4.5
10	5-9.5
11	10-15.5
12	16 or more

## HONOR ROLL

Honor Roll recipients (6th-12th) are determined using the grades from the end of the 1st semester AND the grades from the 4th 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.

## 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.

## **FAILURES**

### **Grades 6-8**

Students in grades 6-8 with a failing grade in two of the core subject areas at the end of the academic year, he/she will not be promoted to the next grade. Core subjects are English, mathematics, science, social studies, and reading. Courses failed must be repeated successfully through credit recovery before the student will be allowed to pass to the next grade level. For students failing any core subject for one semester, summer remediation may be required.

For retention purposes, failing grades are determined by averaging both semester grades per core subject. The Administration will make the final determination in all promotions and retention.

*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 adhere to a credit recovery plan developed and approved by the Administration. Any failure will be included in the student’s GPA.

**NOTE:** Credit recovery is considered an additional semester and the grades 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. No class may be repeated where a student has received a “C” or higher grade.

## **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 Administration and/or his/her designee following the probation letter to establish a plan for student achievement. The Administration and/or his/her designee 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.

## **EXAMS (6th-12th)**

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 Administration and/or his/her designee and teacher of 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.**

### **EXAM EXEMPTIONS (9th-12th)**

Students in grades 9th-12th who have maintained an "A" average, per semester, in a class, and have no at-home suspensions for the year, may be exempt from their final exams only (midterm exams must be taken by all students for all full-year classes). Exemptions will be determined by teachers and approved by the Administration and/or his/her designee .

### **DUAL ENROLLMENT**

Dual Enrollment courses - For 11th and 12th grade students who meet the following:

- Louisiana Board of Regents' ACT criteria for dual enrollment.
- A requirement of 3.0 or higher GPA.
- Obtain the prerequisite teacher's recommendation.

NOTE: The cost of the course/materials/laptop for the course is the responsibility of the student.

### **HONORS GRADUATE PROGRAM**

For a student to successfully complete the Honors Graduate Program and 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 Tops University 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 "B" in any course
  
- Completion of at least 8 Honors core courses from the following:
  - ENGLISH
  - MATHEMATICS
  - SCIENCE
  - SOCIAL STUDIES

Honors courses will be available in certain subjects. Honors courses will be graded 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.)*

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 and/or his/her designee may add courses to, or remove courses 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 certain course, the honors credit remains even if the course is later removed from the Honors Program.

### **ADDITIONAL GPA/CREDIT INFORMATION**

Select Upper School courses may be offered at the 8<sup>th</sup> grade level. These classes will count toward the cumulative Upper School GPA. A student's Upper School GPA is established at the end of the first semester of 9th grade.

A student must receive permission from the administration to pursue credit from any outside source, including correspondence school, summer school, or online coursework. Courses completed online or through correspondence shall be considered non-weighted and shall use the non-honors grading point scale.

### **MAKE-UP WORK**

When a student misses class/school, he/she may access homework assignments from Family Portal (formerly 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 for excused absences. Immediately upon return from an absence, the student must arrange 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. Make-up work for unexcused absences is at the discretion of the teacher.

### **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. 7:00 a.m. until 3:00 p.m. 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 as a conflict of interest. An exception to this rule could be made by the Administration and/or his/her designee 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.

# Seniors & Graduation

## **TWELFTH GRADE EARLY DISMISSAL**

Seniors are only eligible for early dismissal with prior approval from the Administration and/or his/her designee.

## **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.

## **GRADUATION AWARDS**

Central Private offers numerous graduation awards and scholarships for seniors. Specific criteria and information for current awards and scholarships may be obtained through our guidance department.

## **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 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 1st. 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/>.

## **CENTRAL PRIVATE MINIMUM GRADUATION REQUIREMENTS**

CPS follows the Louisiana State Department of Education Revised Minimum Graduation Requirements for Non-Public Schools (Louisiana Bulletin 741 (Nonpublic)):

For incoming freshmen who are completing the Louisiana Tops University 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
  - b. Geometry;
  - c. Algebra II;
  - d. the remaining unit shall come from the following: Advanced Mathematics/Precalculus, pre-calculus, calculus
3. Science—4 units, shall be:
  - a. Biology;
  - b. Chemistry;
  - c. two units from the following courses: physical science, physics I, biology II, chemistry II, earth science, environmental science, anatomy and physiology
4. Social Studies—4 units, shall be:
  - a. 1 unit of civics
  - b. 1 unit of U.S. history;
  - c. 1 unit from the following: world history, world geography, western civilization
  - d. 1 unit from the following: world history, world geography, western civilization, economics, world religions, history of religion
5. Health and Physical Education—2 units;
6. Foreign Language—2 units, shall be 2 units from the same foreign language;
7. Arts—1 unit  
NOTE: Students may satisfy this requirement by earning half credits in two different arts courses.
8. Electives—3 units;

### **Total—24 units**

NOTE: Certain Dual Enrollment courses may be taken to satisfy credit requirements.

## **HONORS DESIGNATIONS**

In order for a senior to graduate with honor designations, he/she must meet all Honors Program requirements.

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

## **VALEDICTORIAN AND SALUTATORIAN REQUIREMENTS**

To qualify for valedictorian or salutatorian, 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 salutatorian. Student GPAs will be calculated to the 4th (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 the Administration and/or his/her designee) occurs.

Note: Upper School credits earned before 9th grade at Central Private School will be included in the student's GPA for valedictorian and salutatorian determination. Upper School credits earned before 9th grade from other schools will not be included in the student's GPA for valedictorian and salutatorian determination.

# Counseling

## **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, 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.

## **CLASSROOM ACCOMMODATIONS**

Central Private does not support any IEP/504 plan accommodations. CPS reserves the right to make the final determination if CPS will be able to effectively provide or meet the physical, academic, social, and emotional needs or services of a student.

## **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.

# Athletics

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

## ELIGIBILITY

### ACADEMICS- ATHLETICS

- **Eligibility**
  - Eligibility is determined at the end of each semester. 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 extracurricular activities.
- **Ineligibility**
  - 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 9-week grading period will be placed on academic/athletic probation and will not be eligible to participate in activities until the following 9-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. The Administration and/or his/her designee may suspend players at any time due to unacceptable academic achievement.

### ACADEMICS- SPIRIT GROUPS

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

## ATTENDANCE

The school policy concerning student participation in extracurricular activities (athletics, spirit groups, clubs, and school-sponsored dances/events) requires school attendance for at least four (4) periods on the day of participation.

## ENROLLMENT

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

## TRYOUTS

- Try-outs must take place 4 weeks after open enrollment.
- Any student participating in extracurricular athletics/activities must be current on ALL financial obligations to the school.
- 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.
- All students participating in extracurricular activities at CP must sign an Activity Code of Honor. Parents will also have to sign.

## **ATHLETIC JACKET CRITERIA**

Athletics: Football, Baseball, Basketball, Soccer, Track, Softball, Golf, Tennis, Volleyball, Cross Country

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 meet the participation requirements for the given sport.

Information on the participation requirements for a specific sport is available through the Athletic Director.

Central Private School will only purchase championship patches for both team and individual sports.

## **ATHLETIC EVENT CONDUCT- STUDENTS**

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. Student athletes participating in an off-campus event may not drive themselves to that event unless prior approval is given by the Administration and/or his/her designee.
3. Students exhibiting inappropriate behavior will be asked to leave the premises and may be asked not to return for the remainder of the year.
4. Students are to be courteous and attentive to speakers and guests in general assemblies.
5. For athletic competitions, we consider all opponents and officials as guests of Central Private.
6. Students and fans must show compassion for injured opponents.
7. Students and fans must accept all decisions of the officials without complaint.
8. Students and fans must never boo or use offensive language/gestures toward players, coaches, officials, visitors, or anyone else in attendance at athletic events.
9. Athletes are to play fairly and according to the rules of the game. **CPS WILL BE KNOWN FOR ITS GOOD SPORTSMANSHIP.**
10. When visiting another campus, consider CPS rules of conduct applicable to all behavior.
11. Use of tobacco, Electronic vaping devices, alcohol, and/or drugs is not permitted at school functions/activities.
12. 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.
13. Bodily contact will not be permitted between students on campus, school bus trips, field trips, or while in attendance at any school-related activity.

## **ATHLETIC EVENT CONDUCT- NON-STUDENT ATTENDEES**

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

# Attendance

**Central Private School adheres to all Louisiana attendance laws including Louisiana State Department of Education Bulletin 741 for nonpublic schools. (Louisiana RS 17:221 and Bulletin 741 (Nonpublic))**

To be eligible to receive grades, Middle School/Upper School students shall be in attendance a minimum of 80 days per course each semester.

## **ABSENCES**

Upper school/Middle School students are excused from compulsory attendance for ten (10) days per semester. This includes both excused and unexcused absences. Students who exceed this attendance requirement will be reported to the proper authorities.

### **Excused Absences (Louisiana Revised Statutes 17:226):**

- Children who are personally ill and whose attendance in school would endanger their own health or that of their classmates
- 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;
- 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
- Children whose religious faith requires absence for the observance of special and recognized holidays of the child's own faith.

### **Procedure to report back to school following an absence:**

- 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** necessarily mean that an absence is excused; it is only an explanation for the absence that allows the student back into school.
- An excused absence will only be granted in accordance with the LA DOE Bulletin 741. The administration will determine if the absence meets the criteria for an excused absence according to LA DOE Bulletin 741.
- A doctor note or excuse for funeral/religious absence must be turned in within 48- (forty-eight) hours of the student returning to school.
- **EXCUSED** absences will not be granted after the 48-hour period.

**Note:** 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 at least four (4) periods of the school day of the activity/event, or have administrative approval.

**IMPORTANT: A student must be fever, vomit and/or diarrhea free for a minimum of 24 hours before returning to school. A student who is diagnosed with a contagious illness or condition must be cleared by an official doctor's note to return to school.**

## **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.

- A student is tardy to school if a US/MS student is not in class by 7:35 a.m. Students must report to the office to check in before going to class. Students will not be allowed in class without a check in slip from the office. Thirty minutes late means that the student is "absent" from the 1st 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**

- 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 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:
  - The student who needs to check out must report to the school office.
  - A call will be placed to the parent to obtain verbal permission for the student to check out.
  - Notes from the parent are not accepted as permission to check out.
  - Parents must call the Upper School office and give verbal permission for a student to check out for medical appointments.
  - Students may check out only between class periods, at break, or at lunch to minimize class disruptions.
  - Class work missed resulting in signing out is the student's responsibility.
  - Extra-curricular activity participants and athletic participants must attend school for at least four (4) periods on the day of the activity/event.

**PLEASE NOTE:** 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. Students will not be allowed to check out during a class period unless he/she is clearly ill, e.g. fever, vomiting, etc.

Any student who wishes to check-out, who 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.

### **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.

### **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. A student who is kept home for reasons other than those outlined by law will be marked absent-unexcused. Field trip privileges may be lost by individual students due to disciplinary action. 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.

NOTE: 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 from 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.

Students may not drive themselves to any off-campus event unless prior approval is given by the Administration and/or his/her designee.

## Dress Code

The purpose of the 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.

### DAILY DRESS CODE

- Only the approved daily uniform items may be worn as part of the daily uniform.
- All students attending CPS 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 or Spirit Dress Days.
- Uniforms must be purchased from an approved vendor and may not be altered in any fashion except to ensure proper fit.
- All accessories worn must be compatible with uniform colors and non-distracting or disruptive.
- Blankets are not to be used in classrooms or hallways.
- T-shirts and other undergarments worn under the uniform shirt or approved spirit shirts must be solid white with no visible writing or graphic design. Thermal tops and/or bottoms are not permitted to be worn under shorts or under short sleeve shirts.
- Shoes must be worn at all times. **Only athletic shoes are allowed on the gym floor.**
- Hats, caps, knit hats, and gloves are not allowed inside the building.
- Sunglasses may not be worn.
- NO hooded sweatshirts are permitted to be worn on campus during the school day for any reason.
- All shirttails must be tucked in at all times.
- Students are required to wear the uniform for all field trips or activities unless prior approval to the contrary is gained by the teacher/sponsor from the Administration and/or his/her designee because of the specific activities involved.
- 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.

### UNIFORMS

**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** (13567 Hooper Road): Daily uniforms and outerwear. Please note at this time, Cross Threads Central LLC does not carry any plaid items.

**\*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. The approved school logo (  ) must be used on all uniform items which require a logo.**

## MIDDLE SCHOOL & UPPER SCHOOL DAILY UNIFORMS

Girls 6th – 12th Grade		Boys 6th – 12 <sup>th</sup> Grade	
<b>Shirt</b>	White or red polo shirt with logo (long or short-sleeved, banded or non-banded). Non-banded shirts must be tucked in. Dri-fit is allowed.	<b>Shirt</b>	White or red polo shirt with a logo, long or short-sleeved, must be tucked in. Dri-fit is allowed.
<b>Shorts/Skort</b>	Plaid walking shorts/skorts, measured front and back, should be 3” from the kneecap and modestly loose fitting.	<b>Shorts</b>	Gray walking shorts.
<b>Skirt/Jumper</b>	<b>Plaid jumper and skirts, front and back, should be 3” from the kneecap in length and modestly loose fitting (must wear solid red, white, gray or black athletic shorts underneath).</b>	<b>N/A</b>	
<b>Long Pants</b>	Charcoal Gray	<b>Long Pants</b>	Charcoal Gray
<b>Shoes</b>	Any closed-toe, closed-heel, rubber-soled shoe with laces. (Note: ONLY athletic shoes are allowed on the gym floor.)	<b>Shoes</b>	Any closed-toe, closed-heel, rubber-soled shoe with laces. (Note: ONLY athletic shoes are allowed on the gym floor.)
<b>Socks</b>	White, black, red, or gray socks, with a small unobtrusive logo (must be visible above the shoe).	<b>Socks</b>	White, black, red, or gray socks, with a small unobtrusive logo (must be visible above the shoe).
<b>Leggings</b>	Solid red, white, black, or gray leggings may be worn with skorts, or shorts in cold weather.	<b>N/A</b>	
<b>Belt</b>	<b>Solid black, gray or brown belts are required for any garment with belt loops.</b>	<b>Belt</b>	<b>Solid black, gray or brown belts are required for any garment with belt loops.</b>
<b>Sweatpants</b>	<b>N/A</b>	<b>Sweatpants</b>	<b>N/A</b>
<b>Wind Suit (optional)</b>	Approved red wind suits (monogrammed on jacket only) may be worn. Leg zippers must be fastened. <b>***These are available only at Cross Threads Central, LLC.</b> A school uniform shirt must be worn under a wind suit jacket. Non-banded shirts must be tucked in.	<b>Wind Suit (optional)</b>	Approved red wind suits (monogrammed on jacket only) may be worn. Leg zippers must be fastened. <b>***These are available only at Cross Threads Central, LLC.</b> A school uniform shirt must be worn under a wind suit jacket. Non-banded shirts must be tucked in.
<b>PE Uniform</b>	Purchased through Cross Threads- Black PE shorts and gray shirt, each with CP Phys. Ed. logo. Athletic shoes required.	<b>PE Uniform</b>	Purchased through Cross Threads- Black PE shorts and gray shirt, each with CP Phys. Ed. logo. Athletic shoes required.
Outerwear			
<b>Sweatshirts</b>	Charcoal gray or red sweatshirt, without hood (small logo required ). A school uniform shirt must be worn under a sweatshirt. <b>This is the only school approved sweatshirt/pull-over shirt allowed on a daily basis. *</b>	<b>Sweatshirts</b>	Charcoal gray or red sweatshirt, without hood (small logo required ). A school uniform shirt must be worn under a sweatshirt. <b>This is the only school approved sweatshirt/pull-over shirt allowed on a daily basis. *</b>
<b>V-neck Sweater/ Button- down Cardigan - Red Only</b>	<b>Red v-neck sweater and red button-down cardigan with approved logo (small left chest logo required). The school uniform shirt must be worn under the sweater.</b>	<b>V-neck Sweater/ Button- down Cardigan - Red Only</b>	<b>Red v-neck sweater and red button-down cardigan with approved logo (small left chest logo required). The school uniform shirt must be worn under the sweater.</b>
<b>Fleece Jacket</b>	Charcoal Gray fleece jacket (logo required ).	<b>Fleece Jacket</b>	Charcoal Gray fleece jacket (logo required ).
<b>Athletic Windbreaker</b>	Athletic windbreaker (logo required ).	<b>Athletic Windbreaker</b>	Athletic windbreaker (logo required ).
<b>Heavy Coat</b>	Red, white, gray or black heavy coat. Heavy coats may not be worn in the classroom.	<b>Heavy Coat</b>	Red, white, gray or black heavy coat. Heavy coats may not be worn in the classroom.
<b>Letterman Jackets/Team Outerwear</b>	CP-issued letterman jackets and team outerwear	<b>Letterman Jackets/Team Outerwear</b>	CP-issued letterman jackets and team outerwear

**\*Note: All shorts, skorts, skirts, jumpers, and dresses should be 3” above the knee. We will allow for growth spurts during the year. However, these items should never be shorter than fingertip length. Sweatshirts with the large logo from Central Cross Threads have been phased out and no longer allowed.**

## **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.

On non-uniform occasions, 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:

- Neat, clean clothes of a conventional, decent, modest style. 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.
- Tank tops, spaghetti-strap, racer-back, backless clothing, or clothing that exposes the midsection or bare shoulder are not to be worn. Clothing with holes, tears, ravel, and patches are not to be worn.
- Shorts ARE NOT permitted unless they are CPS uniform shorts. Split skirts should appear to be skirts and extend to the knee or below.
- Shoes must be worn at all times. No flip-flops, slippers, sandals, clogs, mules, high wedge/heel shoes, or rubber boots of any kind can be worn. NOTE: Only athletic shoes are allowed to be worn on the gym floor.
- No Sunglasses, hats, caps, knit hats or hoods may be worn during school hours. Accessories of any kind that are disruptive to the educational process are prohibited.

**In addition to the guidelines above, the following apply to specific occasions:**

### **Dollar Dress Days**

- Students may wear jeans (NO holes, tears, ravel, and/or patches) or uniform pants/shorts.

### **Spirit Dress Days**

- Students may wear jeans (NO holes, tears, ravel, and/or patches) or uniform pants/shorts with a spirit tee-shirt.
- Students in grades 6-12 can wear approved CPAC spirit shirts.
- Within the student sports's season, student athletes and spirit groups are allowed to wear their game day uniform.
- Out of student sport's athletic season, student athletes and spirit groups are allowed to wear their approved non-uniform team shirt.

### **Homecoming Week**

- 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 Administration.

**For an event not covered above, the dress code will be determined at the discretion of the activity sponsor and approved by the Administration and/or his/her designee.**

## **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**

- Hair shall be clean and neat at all times.
- Extreme haircuts, e.g. mohawks, carving, etc., and unnatural hair colors that are deemed outlandish, disruptive, or a distraction to the learning environment by the Administration and/or designee are not acceptable for males and females.
- Male students' hair must not be excessively long as determined by the Administration and/or designee (i.e., in general, hair must be above the collar in the back, above the eyebrows on the forehead, and not below the mid-ear on sides). The entire eye must be visible at all times when the hair is in a normal position without use of clips, bands, or other devices to hold hair in place. Upon receiving a written notice, a student will have 48 hours to bring hair into compliance.
- 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.

### **Jewelry/Body Art**

- Male students are not permitted to wear earrings.
- 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 (belly rings, tongue rings, nose rings, etc.) and body art tattoos must not be visible (must be covered) at any time on the CPS campus or at a school-sponsored function off-campus. Suspension or expulsion may result.

## **DRESS CODE/GROOMING CODE VIOLATIONS**

Parents may be called to bring proper attire for most dress code violations. Disciplinary actions will be taken for repeated warnings.

**The Administration and/or his/her designee shall be the final interpreter of the dress code and grooming code.**

# Discipline

## **CPS PHILOSOPHY**

For learning to take place we must maintain an environment which is conducive for learning. Our goal is for our students to develop self-discipline. When our students do not exercise self-discipline, violate school rules and policies and/or disrupt the education of others, the Administration and/or his/her designee will address the infraction on an individual basis according to his/her discretion.

## **GUIDELINES**

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

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

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

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.

Middle and Upper 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 to students whose infractions merit detention or more severe consequences, in accordance with the discipline level violations chart.

All discipline decisions will be handled by the Administration and/or his/her designee.

**Behavior which is considered inappropriate and the corresponding disciplinary action for each behavior are as outlined in the following table.**

<p><b>Tier 1 Violation Examples</b></p> <ul style="list-style-type: none"> <li>● Dress code violation</li> <li>● Disruptive behavior (in or out of classroom)</li> <li>● Facial hair</li> <li>● Gum chewing or eating/drinking in class</li> <li>● Misuse of school property (littering, lockers, desks, wall, etc.)</li> <li>● Parking Violation</li> <li>● Participating in verbal/push-shove confrontation with another student</li> <li>● Possession/use of cell phone (+ confiscation/fine)</li> <li>● Profanity or inappropriate gesture(s)</li> <li>● Public display of affection</li> <li>● Rule Violation</li> <li>● Sleeping in class</li> <li>● Tardy (4 per class)</li> <li>● Unauthorized area</li> </ul>	<p><b>Tier 1 Consequences</b></p> <p>Level 1– In-School Detention  Level 2 - Detention  Level 3 - In-School Suspension  Level 4 - 3 day In-School Suspension  Level 5 - 1 day At-Home Suspension</p>
<p><b>Tier 2 Violation Examples</b></p> <ul style="list-style-type: none"> <li>● Attempting to forge, deceive or misrepresent the truth (lying, forgery)</li> <li>● Cheating/Plagiarism</li> <li>● Disruptive behavior at school function/activity</li> <li>● Gambling</li> <li>● Inappropriate graffiti on clothing or school materials</li> <li>● Harassing, bullying, threatening or intimidating other students</li> <li>● Improper use of internet/computer</li> <li>● Improper use of vehicle</li> <li>● Indecent acts</li> <li>● Instigating or participating in a fight</li> <li>● Possession, distribution/sharing of obscene or inappropriate materials</li> <li>● Skipping class/leaving school without permission</li> <li>● Theft (+ restitution)</li> <li>● Willful disobedience</li> </ul>	<p><b>Tier 2 Consequences</b></p> <p>Level 1 – 1 day In-School Suspension  Level 2 – 2 day At-Home Suspension  Level 3 – 3 day At-Home Suspension  Level 4 – 5 day At-Home Suspension  Level 5 – Expulsion</p>
<p><b>Tier 3 Violation Examples</b></p> <ul style="list-style-type: none"> <li>● Assault/battery on another student</li> <li>● Defacing/destruction of school property (+ restitution)</li> <li>● Possession, use, sale, or transfer of alcohol or tobacco/electronic vaping device products</li> <li>● Possession, use, or attempted use of any dangerous object</li> <li>● Possession of drug paraphernalia</li> <li>● Sexual misconduct</li> <li>● Threats of violence to faculty or staff</li> </ul>	<p><b>Tier 3 Consequences</b></p> <p>Level 1 – 2-5 day At-Home Suspension  Level 2 –Range of 5-10 Days At-Home Suspension w/possible recommendation for expulsion</p>
<p><b>Tier 4 Violation Examples</b></p> <ul style="list-style-type: none"> <li>● Assault/battery on faculty or staff</li> <li>● Possession, use, sale, or transfer of drugs</li> <li>● Possession, distribution or use of fireworks</li> <li>● Possession or use of a weapon</li> </ul>	<p><b>Tier 4 Consequences</b></p> <p>Level 1 – Expulsion and referral to appropriate authorities</p>

**NOTE: Discipline consequences can be adjusted by the Administration at his/her discretion. Any situation/incident not covered in Tiers 1-4 will be handled on an individual basis by the Administration and/or his/her designee at his/her discretion.**

## **DETENTION**

Administration will assign detention to Middle and Upper School students as needed in accordance with the discipline policy. Detention may be held at school during break, lunch, after school, or on a Saturday morning. Any student who receives after school detention will be required to stay from 2:45 to 4:15 on the designated day. Any student who receives Saturday detention will be required to be at the school from 8:00 am to 10:00 am on the designated day. The day of detention will be determined by the administration. 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 why and when the student has detention. Any student who is assigned a detention must be present for the entire time. Any student who is late to or absent from detention will receive the next level of discipline 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 detention. A detention may be excused by the Administration and/or his/her designee only in case of extreme family emergency or for sickness documented with a physician's note, but must be rescheduled. Detention takes precedence over all other activities.

Middle and Upper School students are given work to complete during detention. This may include written work and/or janitorial and maintenance tasks.

## **IN-SCHOOL SUSPENSION**

In-school suspension is held in an on-campus site exempt from a classroom setting during their entire school day. 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 written work 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 assignments to be determined by the Administration and/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.

## **OUT OF SCHOOL SUSPENSION**

Short-term suspension from school may be for a period from one (1) to five (5) days or more and will be imposed by the Administration. Long-term suspension may be for an indefinite length of time and is imposed by the Administration 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 two (2) days must be accompanied by a parent/guardian upon his/her return and participate in a conference with the Administration and/or his/her designee.

Students who are suspended out-of-school will receive 50% credit earned for tests and graded work collected during his/her absence. Example: A student who receives a score of 100 on a test will receive a grade of 50.

Students on home suspension are counted absent from both class and campus. Students suspended out-of-school are not allowed to participate in any on or off campus extracurricular 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.

## **CELL PHONE/SMART DEVICE POLICY**

**Cell phones/smart devices include, but are not limited to, mobile phones, tablets, iPods, laptops, smart watches, and any form of earbuds or earphones.**

**Middle School (6-8) students** are to immediately put their cell phones in the designated box as they arrive at school, and these will be stored in a locked area. Phones will be released when the school day is over. If students are caught with their cell phones during the day, they will be written up.

**High school (9-12) students** are to turn off their cell phones/smart devices and put their cell phones/smart devices in their personal book sack. Students will only be allowed use of their cell phones/smart devices during break and lunch, and their devices must be placed back in their personal book sack before re-entering the building. If students are caught with their cell phones/smart devices during the day, except at the designated times, they will be written up.

Students who violate this policy will have phones/devices confiscated with the following consequences:

- 1<sup>st</sup> offense – Cell phone/smart device is kept in the Main Office until the end of day. The student will serve detention and parents will be notified.
- 2<sup>nd</sup> offense – Cell phone/smart device is kept in the office until the end of the day and the Facts account will be charged \$25. The phone will be returned at the end of the day.
- 3<sup>rd</sup> offense – Cell phone/smart device is kept in the office until the end of the day and the Facts account will be charged \$50. The phone must be picked up by a parent only.

Continued willful disobedience of the cell phone/smart device policy will result in further consequences.

Cell phones/smart devices include, but are not limited to, mobile phones, tablets, iPods, laptops, and smart watches.

## **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.

## **PUBLIC DISPLAYS OF AFFECTION (PDA)**

Public displays of affection (PDA) of any kind are not permitted at school or at any time the student is involved in a school activity. PDA includes, but is not limited to, handholding, hugging, embracing, and kissing.

### **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**

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 require food items will be the only exception.

### **WATER BOTTLES**

Water bottles must have secure tops that do not leak if turned upside down.

# Awards Day

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

Among the Middle and Upper 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 are 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 1st semester and the 4th nine-week grading period. More information about Honor Roll can be found in the “Academics” section of this Handbook.

# Honor Clubs

## MEMBERSHIP BY INVITATION

### Junior and Senior Beta Clubs

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 to be considered for membership in the **National Junior 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 to be considered for membership in the **National Beta Club**.

The qualifications for both club memberships 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. Community service hours are required of memberships.

### National Honor Society

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

Juniors, seniors, and 2nd 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 NUS, 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 NUS are not eligible to wear the NUS honor cord at graduation.

# 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.

## **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 any area of the library with the exception of water bottles. Water bottles must have secure tops that do not leak if turned upside down.
- No backpacks or sports bags in the Computer Area.

## **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.

# School Dances

[Homecoming Dance - CP Student & Guest Contracts](#)

[Prom - CP Student & Guest Contracts](#)

## **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:

- 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.
- 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.
- 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.
- 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.
- Once a student is admitted to the dance, he/she will NOT be allowed to exit until the appropriate time.
- Lewd dancing is prohibited.
- Illegal acts will be reported to law enforcement.
- 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.
- Students are responsible for the behavior of their dates and for informing them of the dress and behavior code for school-sponsored dances.
- 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**

The purpose of the Dance 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 Administration and/or his/her designee shall be the final interpreter of the dance dress code.

### **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
- For Prom Only- 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.

**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 4 inches above the knee from the standing 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

**PROM**

Those eligible to attend the Prom dance are:

- Central Private Students enrolled in grades 11 and 12 and their dates.
- Dates may not be below 9th grade or above the age of twenty (20).

**MIDDLE SCHOOL DANCE**

A middle school 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 Administration.

Those eligible to attend the middle school dance are:

- Central Private students enrolled in grades 6-8 and their dates.
- Dates may not be below 6th grade or above 9th grade

**HOMECOMING**

Those eligible to attend the Homecoming dance are:

- Central Private students enrolled in grades 9-12 and their dates.
- Dates may not be below 8th grade or above the age of twenty (20).

**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 Upper 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 Administration and/or his/her designee.
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.

# MS/US General Information

## CARPOOL PROCEDURES

### [Carpool Map](#)

#### ARRIVAL

**Drop off for Middle School and Upper School begins at 7:00 A.M.** All cars will enter the Gurney campus on the limestone drive east of the existing residence. A TWO LANE LINE will form (MS on the left/outer lane, and US on the right/inner lane) and follow the drive around the back of the student parking lot. At the back corner of the gym, carpool will split for grades 6-8 and grades 9-12.

**Grades 6-8 (MS):** Continue on the limestone drive in a single-file line behind the school. Drop off is at the door on the west side of the main building.

**Grades 9-12 (US):** At the split, turn right and drive alongside the gym. Do NOT drop off students at the gym. Drop off is at the door on the east side of the main building.

**Multi-grade carpool:** If you are dropping off both middle AND Upper School students, those students may be dropped off together on the US side.

**Student drivers:** After entering the campus on the limestone drive referenced above, students will turn right into the student parking lot to park.

**NOTE:** Do NOT park in a student or faculty parking lot to drop off students.

#### DISMISSAL

**Dismissal for Middle and Upper School is at 2:45 P.M.** All cars will enter the Gurney campus on the limestone drive east of the existing residence. A TWO LANE LINE will form (MS on the left/outer lane, and US on the right/inner lane) and follow the drive around the back of the student parking lot. At the back corner of the gym, carpool will split for grades 6-8 and grades 9-12.

**Grades 6-8 (MS):** Continue on the limestone drive in a single-file line behind the school. Pick up is at the door on the west side of the main building.

**Grades 9-12 (US):** At the split, turn right and form TWO LINES alongside the gym. Do NOT pick up students at the gym. Continue in TWO LINES around the front of the gym toward the main building. Pick up is at the door on the east side of the main building.

**Multi-grade carpool:** If you are picking up both middle AND Upper School students, those students may be picked up together on the US side.

**Student drivers:** Form a single-file line to exit your parking lot from the front entrance. Turn left towards the gym and main building. A duty teacher will direct student drivers to exit through the faculty parking lot on the east side of the main building to avoid going through the carpool line.

#### Notes:

- Students may NOT enter cars until the bell at 2:45 P.M. Any students waiting at the pick-up point early MUST stay on the covered sidewalk until the bell rings and the duty teachers are in place.
- Any MS or US student not picked up by 3:00 P.M. will be sent to the designated after school area.
- Parents are NEVER to use the Faculty parking lot OR student parking lots for parking or drive-through to drop off or pick up students of any age, except for those who must use the handicapped reserved parking.
- Students may ONLY be picked up from the pick-up point; students will NOT be released to go

to a parking lot to be picked up (exception: a student riding with a student driver will be allowed to cross to the student parking lot with that driver). 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.

- For obvious safety precautions, parents who pick up both Lower School and MS/US students must not allow the Lower School students to play outside of their vehicles while waiting for MS/US dismissal.
- Upper 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.
- Upper School students who pick up Lower School students should drive to the Centerra campus to pick up younger students at the end of the Upper Schoolday.
- 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 upper school.

Note to all drivers: In compliance with Louisiana law, cell phones in a school zone, which includes the carpool line, may only be used with a hands-free device.

## **CHROMEBOOKS**

Central Private School Strives to provide the technology tools necessary to succeed academically. Each middle school and Upper School student (grades 6-12) is issued a chromebook computer to be used in and out of school, and will return the device on a designated date at the end of the school year. To ensure consistent, responsible, and productive technology usage, CPS has developed a Chromebook Policy and Agreement contract which will be signed by all students and parents and can be found on the school website ([Parent Portal](#)). It is our expectation that students, parents, and faculty/staff abide by these rules.

Each student is issued a CPS Google account that provides access to Google email, Google classroom, and other Google applications. Google Classroom and other applications will be used in the student’s classes, and communication with teachers should be done through the student’s Google email, not their personal email.

CPS provides student WiFi access for chromebook use during school hours.

Middle and Upper School students requiring assistance with passwords and/or chromebooks should email their request to Help Desk at [helpdesk@centralprivateschool.org](mailto:helpdesk@centralprivateschool.org) with their name, grade level, and description.

## **LOCKERS**

- A locker is made available for each student in grades 6-12. Teachers keep locker assignments on file for their homeroom students. Students in grades 6-8 may not use locks on lockers. Lockers for students in 9-12 have locks and students will receive a combination code.

- Each student is responsible for keeping all belongings inside his/her assigned locker. At no time should any personal items—backpacks, jackets, books, etc.—be on the hall floor. NO rolling backpacks 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 Family Portal)
- 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 an 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.

## **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.
- Parking tags must be hung from the rear view 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 in designated student-parking areas ONLY.
- Parking spaces in the front and east parking lot are reserved for faculty, staff, and guests.
- Students are NOT allowed to use the faculty parking lots at any time.
- 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. 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 Administration and/or his/her designee.
- Students may also be fined a monetary penalty, suspended, or expelled for repeated violations of vehicle rules and privileges.

### **Penalties for Vehicle Violations**

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

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

**3rd Offense** – Loss of privilege of bringing vehicle to school for remainder of school year (at Administration’s discretion)

### **VISITORS ON CAMPUS**

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

### **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.

**This concludes the Standards for Middle School/Upper School Section.**

**Next Section:**

**Section 3 | Standards for All Students**

## Section 3

### Standards for All Students

#### **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 at any time. 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, 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.

## **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:

- Unwanted teasing.
- Threatening and/or Intimidating.
- Stalking.
- Cyber stalking and/or Cyber bullying.
- Physical violence.
- Theft.
- Sexual, religious, or racial harassment.
- Public humiliation.
- Destruction of school or personal property.
- Social exclusion, including incitement and/or coercion.
- Rumor or 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:

- Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
- Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith
- 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 accessed 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 Administration and/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.

## **II. 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 Administration 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:

- 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:

- 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 Administration and/or his/her 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 Administration and/or his/her 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 Administration and/or his/her designee to be responsible for determining whether an alleged act constitutes a violation of this policy. In so doing, the Administration and/or his/her 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 or is determined to be a criminal act, referral to appropriate law enforcement shall be made immediately, the parent will be notified, and the referral documented by the Administration and/or his/her designee in the specified data system. While the school does not assume any liability for incidents that must be referred for external investigation, it encourages the provision of assistance and intervention as the Administration and/or his/her 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.

## **CHEATING/PLAGIARISM POLICY**

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 writer. 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 the internet and print materials, when too-close paraphrasing becomes plagiarism, and the correct method of source citation.

## **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 the CP Handbook Acknowledgement Contract Form, agreeing to this policy. 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.

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, 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 may 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.

Central Private School provides individual student Google accounts for storage, e-mail, and Classroom purposes.

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.

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 is a violation of school policies.

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. 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, 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 Administration and/or his/her designee 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 through school computers. Students and employees who use such sites on their personal computers are reminded that communications on the Internet reflect Central Private School and must not damage the school’s reputation. Students 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 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.

Anyone receiving financial aid for Central Private tuition is not allowed to post on social media any verbiage that would reflect poorly on the school. If public knowledge through social websites or other means are obtained, financial aid can be reduced and/or eliminated from subjects.

### **Supervision and Monitoring**

The Administration, 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.

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

All Central Private staff have 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.

### **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:

- 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.
- School counseling will be directed to respect life.
- Neither the student mother nor the student father will be allowed to participate in extracurricular activities during the pregnancy.
- 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:
  - Developing an educational plan for online coursework during pregnancy.
  - The psychological well-being of the student.
  - The student's previous academic status in school.
  - Continued counseling of the student during pregnancy and after the birth.
  - The educational plan will be developed by the student, administrator, the student's parents/guardians, and the Central Private School counselor

**This concludes the Standards For All Students Section.**

**Next Section:**

**Section 4 | Standards for Health & Safety**

## Section 4

# Standards for Health & Safety

### ILLNESS POLICY

In order to keep our campus free from contagious illness or conditions, adhere to the following:

- A student must be fever, vomit and/or diarrhea free for a minimum of 24 hours before returning to school.
- A student who is diagnosed with a contagious illness or condition must be cleared by an official doctor's note to return to school.

### LICE POLICY

Any student suspected to have head lice will be checked by CPS staff. If a student is deemed to have lice, it is mandatory that the student is to be immediately checked out from school to be treated. A physician's note must be sent to school stating that the student was treated for lice. Exception: If a student is treated by NitWits (a reputable company who treat head lice with a non-chemical alternative treatment), a confirmation form of this treatment may be sent to school instead of a physician's note.

### MEDICATION POLICY

The administering of medication to students must be in compliance with the requirements of LA Rev. Statutes 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 Administration and/or their designee may dispense approved drugs.

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 Administration, 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 Administration shall designate an employee(s) to administer medications.
  - j. 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.
6. 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 Administration and appropriate staff are informed in writing that the student is self-administering the prescribed medication.
  - c. The medication is handled in a safe and appropriate manner.
  - d. Self-administration is restricted to inhalers or Epi-pens in case of life-threatening problems. No pills of any kind may be self-administered.
  - e. Inhalers or Epi-pens need to be kept with other medication. An authorized adult should be present when self-medication is administered with documentation.

## **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 Administration and/or his/her designee. 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).

## **Emergency School Closures**

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

- Radio stations WJBO-AM (1150), WRVE-FM 98.1 ; 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), social media, and/or Family Portal (formerly 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*

## **Evacuations**

In the event of an emergency situation requiring immediate evacuation from the CPS campus, Zoar Baptist Church, located at 11848 Hooper Road, Baton Rouge, LA 70818, will be the evacuation site. A parent alert will be issued by CPS administration notifying the parent to pick up students at this location.

**This concludes the Health & Safety Section.**

**Next Section:**

**Section 5| General Information for All Families**

## Section 5

### General Information

#### **BUS TRANSPORTATION**

Bus transportation services are available through Central Community School System's (CCSS) First Student. ONLY students who reside in the CCSS may use First Student bus transportation.

- [A Bus Stop Request form](#) must be completed and signed by the parent/guardian and signed by CPS administrator. Forms are available in the main office or on the school website, [www.centralprivate.org](http://www.centralprivate.org), under the Parent Resource tab. Completed forms must be returned to the main office. CPS will fax Bus Stop Request forms to First Student.
- First Student will notify parents/guardians of the bus routes and approximate pick up and drop off times. \*First Student may not have routes finalized for the first week of school. Please be sure to have alternate arrangements, if necessary, for this time.
- Contact Information: First Student, 9432-A Joor Road, Central, LA 70818 Ph: 225.262.7699, Fax: 225.262.7695
- First Student, has the right to enforce necessary rules on the bus. If a student's behavior becomes an issue, he/she may have bus transportation revoked.
- Children PK3-4th grade must have someone visible at the drop off location for the student to be released from the bus. Only students residing in the CCSS may be dropped off at a daycare facility located in the CCSS.

#### **CAFETERIA PROGRAM**

Students may purchase food from the cafeteria daily. Prices for lunch, additional lunch items (4th – 12th grade only), and morning break items (4th – 12th grade only) are available on the school website, [www.centralprivate.org](http://www.centralprivate.org), under the Parent Resource tab.

Students may bring their lunch from home, but it must be in a labeled lunch box. 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 or have restaurant meals delivered to campus.

#### **Lunch Accounts**

- Lunch accounts must be kept up to date. If the account reaches a negative \$50.00, the child will not be allowed to eat until the account becomes current. Also, FACTS (formerly RenWeb) access will be blocked for account balances of \$50 or more.
- Lunch payments may be paid through the office or on-line through FACTS (formerly RenWeb). Please be aware that there is a service charge for this convenience.

#### **CALENDAR**

The official school calendar is located on the school website, [www.centralprivate.org](http://www.centralprivate.org). It is updated on a regular basis.

#### **CORRESPONDENCE/MONEY**

All notes and/or money should be sent in a labeled envelope with the child's name, the teacher's name, and the purpose of the payment.

## **DELIVERIES**

Deliveries of flowers, balloon bouquets, cookie bouquets, etc. are not allowed. In the event of such a delivery, the item will be kept in the administrative office and given to the student at school dismissal.

## **FINANCIAL PAYMENTS**

All payments are enclosed in a sealed and labeled envelope. The student's name and reason for the payment must be included on the envelope. Any payment can be made in the Business Office located at the Gurney Road campus.

- Tuition – Tuition payments are due on the 5th of each month. Facts (formerly RenWeb) access will be blocked for any outstanding balance that is 30 days past due.
- NSF Fees – Returned payments due to non-sufficient funds will be subject to the following fees: 1st NSF Payment - \$35.00, 2nd NSF Payment - \$70.00, 3rd Payment - \$105.00, and 4th NSF Payment is subject to dismissal.
- Funds Required - If payment is remitted 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 remaining will then be applied to fees/payments needed for athletics/clubs/extracurriculars. All students participating in extracurricular activities at CP must have ALL tuition and fees paid and up to date to participate.

## **FORMS**

Common school forms are located on our school website, [www.centralprivate.org](http://www.centralprivate.org). Please call the school office if you need assistance.

## **FUND RAISING**

The following are guidelines for fundraising projects:

- All fundraising activities and related materials must be approved by the marketing committee and the Executive Director or his/her designee prior to beginning the activity.
  - Athletic fundraisers must also have prior approval from the Athletic Director.
- All monies raised through school-sponsored fundraising events must be turned in to the Business Office. The Business Office will deposit into the appropriate school account.

## **SCHOOL COLORS**

The following school colors have been adopted by the CPS Board of Directors: Red, Gray, and White. All athletic uniforms/spirit attire MUST conform to the color code.

## **SCHOOL SUPPLIES**

The school supply lists are available on our school website, [www.centralprivate.org](http://www.centralprivate.org). The lists are updated in June before the start of each school year.

## **SUMMER READING**

The summer reading lists are available on our school website, [www.centralprivate.org](http://www.centralprivate.org). 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 are as follows: Redhawks and Lady Redhawks. The official name of the Central Private School mascot is as follows: Rowdy the Redhawk.

## **TELEPHONE MESSAGES**

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

## **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.

## **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 Administration'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.

**This concludes the Standards Section.**