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ADMISSION

ADMISSION REQUIREMENTS

Students are accepted at Center Place Restoration School on the basis of an interview with each family and the administration. All prospective students must be present during the interview.

Final acceptance is based on the interview, previous records, testing results, administrative approval, and financial approval. Students who have been expelled from any school must wait a minimum of one semester after expulsion before CPRS will consider enrollment. The family will be notified as to acceptance of the student. The parents and students must agree to uphold the programs of the school, and show support for school policies.

(Notice of Nondiscriminatory Policy: Center Place Restoration School admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.)

AGE REQUIREMENTS

To enter kindergarten, a student must be 5 years old on or before July 31 of the school year. To enter 1st grade, a student must be 6 years old on or before July 31 of the school year.

RE-ENROLLMENT

A two-week enrollment period will be announced each year, for current CPRS students to re-enroll for the following year. Following this two week period, enrollment will be opened to the general public. Only families with all accounts paid will be allowed to re-enroll. If any student has 25 or more demerits, 10 or more tardies or absences for the year, and/or a GPA below 2.0, admission will be determined by the School Administrator.

ATTENDANCE PROCEDURES

School begins at 8:25 a.m. Students may enter the building at 7:30 a.m., and go to the sanctuary. They will be released to their classrooms at 8:10 a.m. They will be counted tardy if not in class by 8:25 a.m. The school day ends at 3:15 p.m. All students are to collect the items they are taking home, and are to exit the building at 3:15 p.m.

Students in grades 1 through 5 are to exit the EAST door and proceed to the east parking lot waiting area. Students in grades 6 through 12 are to exit by the north door (by the office) and proceed to the east parking lot waiting area. The only exceptions are student drivers, who are to exit by the west door near the gym. Students are not to re-enter the building unless approved by the school staff on duty. Students must be picked up by 3:30 p.m. If there is an emergency, call the school office to make arrangements.

Students involved in an extra-curricular activity are to report to that activity immediately, and are to remain with the sponsor of that activity until dismissed. They are not to go to other areas of the building when dismissed; rather, they are to exit the building immediately or wait with their sponsor until they are picked up. Late pick up is a privilege; students who do not comply with the rules may lose that privilege as determined by the School Administrator.

ABSENCES

Attendance is a strong character-building quality which we want to strive to develop at Center Place Restoration School. It is important that a student be regular in attendance to gain the most from school. A student may not participate in school activities on a day when he is not in attendance.

Absences from school are considered unexcused unless a parent contacts the school — in person, by telephone, or by note, on the day of the absence. On the high school level, students who miss 10 or more days per semester in any one class will not receive credit for that class. Exceptions are for unavoidable crises, such as extended medical problems (with doctor's certification), death in the immediate family, etc., or for school sponsored

activities. Families who wish to appeal may schedule a meeting with the School Administrator.

Excused Absences: If the parent has contacted the school, upon returning to class, students will have one day for each day absent to make up work missed. Work must be turned in daily – i.e., a student missing Thursday, Friday, and Monday would have work due on Tuesday (from Thursday), Wednesday, (from Friday), and Thursday (from Monday). Special arrangements may be made between the student, parent, teacher, and administrator for make-up work from extended absences.

Unexcused Absences: If the parent does not notify the office of an absence on the day it occurs, all make up work will be due on the day the student returns to school. If work has been previously assigned and is due on the day of the absence, it is the responsibility of the student to see that the work is brought to school on that day, before the end of the class period from which the work was assigned. Emergency situations will be taken into consideration.

Remember, it is the student's responsibility to talk with the teacher regarding making up work from absences. In the primary grades, we ask parents to work with the teachers.

CHECK OUTS

Students leaving during the school day for birthdays or other special occasions will be excused only if they are in the company of their parent or guardian. It is unacceptable for other students to leave on such occasions during school time for any reason.

EARLY CHECK OUTS

No student is allowed to leave school early without permission from the School Administrator. If your child needs to leave school early, please send a note with your child (or contact the office) stating the reason and time of check out. A custodial parent must give permission each time a student needs to be checked out early. Students will not be waiting in the office for the

parent to arrive; they will be called down from class when the parent arrives in the building to pick them up. Any early check out must sign out through the office prior to leaving the building. Parents are requested to keep the number of early check outs to a minimum.

Students should participate fully with their academic course work. When students desire to be absent from school in order to support CPRS athletic events during the school day, or activities are at such a distance that the students must miss school to attend, they must seek prior approval from the school administration. If students attend the event without written permission from the CPRS administration, consequences can include no makeup work, demerits, and expulsion. Consequences are at the discretion of the administration.

EARLY DISMISSAL

Seniors who qualify may participate in the early dismissal program. Information is available in the Counselor's office. Students must meet all criteria in order to participate.

TARDINESS

Although there are occasions when we cannot avoid being late, good planning should allow most students to arrive on time throughout the school year. Students may pass to their classes at 8:10 a.m., and are to be seated in class by 8:25 a.m. Anyone who is not in class at the appointed time is recorded as tardy, so it is important to note that if a student has an emergency reason for leaving class before 8:25 a.m., he or she should report to the teacher prior to leaving the room. It is important for students to arrive on time; coming into the classroom late results in missing announcements or instructions. Late arrivals can also cause disruptions among the students themselves. TARDINESS AFFECTS EVERYONE.

Accumulation of more than five tardies in a semester will result in administrative action, including demerits, and possible suspension or expulsion.

VACATION/EXTENDED ABSENCE

If a student will be absent from school for personal reasons, the parent should send a signed and dated note to the School Administrator at least one week in advance.

Families should make every effort to schedule their vacations when school is not in session.

The teacher, in consultation with the administration, will determine the method and timing for homework makeup. One day per day's absence will be allowed for the homework to be completed. Failure to turn in homework at the designated time will result in no credit given.

WITHDRAWAL

We ask that when considering withdrawal from school, the parent contact the School Administrator before a final decision is reached. If a decision is made to withdraw, a withdrawal form will need to be signed by the parent; also, all books will need to be returned before a student is considered officially withdrawn. Business arrangements for withdrawal of students must be made in the office by the parent.

AUDIO/VISUAL & LITERATURE

All such materials will relate to class work, be included in lesson plans, and be approved by the School Administrator. Audio/Visual materials and literature must reflect the standards and expectations of CPRS and must contain nothing that would be in contradiction to those standards. Materials must be 100% free of unacceptable language, vulgarity, violence, and bloodshed (within reason). Any exceptions must be approved by the School Administrator, and parents will be notified. No video should have a rating more than "G" (General Audiences), and even those must be previewed and carefully screened.

BALLOONS, FLOWERS, & GIFTS

We have several ways of recognizing students on special occasions; therefore, balloons, flowers and gifts are not to be sent to school. Items received for students will be kept in the office until the end of the day.

BOARD MEETINGS

All individuals are welcome to attend the regularly scheduled CPRS Board meetings. These meetings are held on the second Monday of each month, at 7:00 p.m. in the Staff Lounge.

In the event that a Board meeting is rescheduled during the school year, notice will be given via notes home with students. During the summer, a notice will be placed on the door, and a message on the answering machine. Visitors may wish to call first to insure that the meeting is being held as scheduled.

Individuals are free to express concerns or questions during the Public Inquiry and Comment portion of the meetings. The amount of time given to the individual to address the Board will be limited. Anyone wishing to participate must submit the request, outlining the nature of the issue, to the school office or the Board President at least one week prior to the meeting. In case of an emergency situation, the individual should contact the Board President as early as possible prior to the meeting. Some items may be placed on the agenda, as deemed necessary by the Board President. The Board's discussion of the issue will be deferred until later in the meeting, or until a subsequent meeting.

Everyone is encouraged to follow the line of Parental Appeal Process as outlined in this handbook before bringing a grievance to a Board meeting.

COMMERCIALISM

Commercial characters featured on personal items (backpacks, lunch boxes, school supplies, etc.) must be of a positive nature associated with Christian living. If you have questions, please check with the School Administrators prior to purchasing an item.

COMPUTER USE

There are strict rules regarding use of the school computers. Rules are posted in the computer rooms and library. Any student who wishes to print from a disk must have the computer instructor check for viruses and give approval for use. Failure to have the disk cleared in advance may result in demerits for disregarding instruction. If a virus is introduced from the use of a disk, demerits may be issued for vandalism.

EMERGENCY PROCEDURES

Each classroom has posted the route to follow in case of a fire or tornado emergency. Students in each class will be assigned to turn out the lights and close the doors. NO talking in the halls will be allowed. Students should go quickly to areas designated and remain quiet. Special procedures will be followed in the case of severe weather. The tornado warning sounds like an air raid siren. The fire warning sounds like an ambulance.

EXTRACURRICULAR ACTIVITIES

ATHLETICS

Issues regarding rules, guidelines, behavior, etc., for athletic events are covered in the CPRS Athletic Handbook. Any issues which remain unanswered may be directed to the Athletic Director or School Administrator.

ATTENDANCE AT EXTRA-CURRICULAR ACTIVITIES

During after school activities and programs, all children are to stay with a parent or sponsor where the activity is being held. Elementary aged children (K-5) are not to attend these events without a parent or responsible adult. Proper behavior is expected at all times. The gym, even after an activity, is not a playhouse and children are to be well-behaved.

CPRS reserves the right to exclude any non-CPRS student from any school-sponsored activity, or from the facility.

HOLDING OFFICE

Students must have a 2.5 or better GPA, no letter grade of D or F, a satisfactory conduct grade, and less than 25 total demerits issued throughout the year in order to run or serve as class officers, student body officers, or officers in any school organization. A check will be performed prior to elections to insure that candidates are in compliance; after the term begins, checks will be performed at 12, 18, and 24 weeks during the school year to determine whether current officers are in compliance.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Students are required to maintain a satisfactory academic average with not more than one D and no F in any subject in order to participate in athletics or other extra-curricular activities, although they may still participate in practices or rehearsals until the grade average is rehabilitated.

Grades will be checked on a weekly basis during athletic seasons. For a subject to be considered for student eligibility, students must have sufficient opportunity to improve their grade in that subject on a weekly basis.

If a student accumulates more than five demerits in a week, this is unsatisfactory, and he or she is ineligible to participate in extra-curricular activities for the following week.

TRANSPORTATION TO AND FROM EXTRA-CURRICULAR ACTIVITIES

All transportation to and from activities outside the school building must be coordinated by a CPRS faculty or staff member. Parents who assist in transporting students must complete an auto liability insurance form, stating that they have the following minimum coverage: bodily injury per person (\$50,000); bodily injury per vehicle (\$100,000); property damage per vehicle (\$50,000). *Students are not allowed to transport other students to any school related activity.*

FUND RAISING

Any fund raising not approved by the Board of Trustees may not be implemented in or through the school, students, staff, nor any club, organization, or parent.

HEALTH CARE

Parents will be contacted to pick up their child if he or she exhibits acute symptoms of illness (e.g., vomiting, fever) or contagious disease. This will always be in accordance with guidelines from the Missouri Health Department. Please notify the office immediately if your family contracts any contagious disease such as hepatitis, meningitis, rubella, measles, mumps, or chicken pox.

Children who appear ill, having a temperature of 100 degrees Fahrenheit or higher, must be sent home. Temperature must be normal for 24 hours before returning to school. It is not uncommon for fever to be absent in the morning and recur later in the day.

Any child with head lice or nits is not allowed to attend school. Our policy requires treatment and removal of ALL nits before the student may return to school.

Center Place Restoration School cannot be responsible for injuries incurred on school property, or during school-related functions.

IMMUNIZATIONS

Students must be in compliance with all immunization requirements for school attendance according to Missouri State Health Laws. There is no grace period. Children can be exempt only for medical or religious reasons. The medical exemption must be signed by a physician. The religious exemption must be signed by a parent.

MEDICATIONS

Medication should be given at home if at all possible; however, if the physician's orders indicate that it must be given during school hours, the medication may be administered at school by parental compliance (as per Health Department requirements for private schools) with the following:

Prescription Medications: A parent or guardian must provide the medication in the original prescription bottle, plainly marked with the student's name, physician's name and phone number, date, name of medication, dosage, and time of administration; a completed Medication Consent Form must accompany this. (Medication Consent Forms are available as needed in the school office.)

Non-Prescription Medications: School personnel will not provide any non-prescription medications (including aspirin) at any time. Medications

for colds, coughs, headaches, etc., will be given when sent to school in the original containers and accompanied by a Medication Consent Form.

Please do not send any medications in envelopes, plastic wrap, lunch boxes, etc. All medicine must be in original containers. Your pharmacist will provide extra, properly marked containers if you need. ALL MEDICATION MUST BE KEPT IN THE HEALTH CLINIC.

LOCKERS

It is the responsibility of each student to take care of his own locker. Lockers should be kept clean and orderly. Periodic locker checks are made.

Students should use a combination lock, and should never give their combination to other students, nor should a student open someone else's locker. All personal items should be kept in the locker. The number of trips to the locker should be limited, to minimize the congestion in the hallway areas.

LOST & FOUND ITEMS

All articles found at the school are sent to "Lost and Found" in the Sorensen Room, where they may be reclaimed during the school day. Any items remaining after several weeks will be disposed of or will be donated. Students are encouraged to mark all personal items that are brought to school.

LUNCH

Students may purchase the school lunch, or may bring their own. If a student brings lunch, please make sure that all items included are such that the student does not need assistance. 'Fast food' or commercial food may not be brought in for lunch in the Sorensen Room. *No caffeinated drinks will be served or sold in this building.*

Parent Visitors: Please let us know at least one day in advance if you plan on visiting your child at lunch. If you join us, please eat the school lunch rather than bringing food in. Grandparents are welcome also.

MOTOR VEHICLES

Students are not allowed to sit in vehicles on the premises before or after school, during the school day, or at any school function. A student must secure permission from the teacher and the office before going to his or her vehicle during the school day.

Any erratic driving observed on or near school grounds or at CPRS activities will forfeit student's rights for driving to and from school.

MUSIC

Center Place Restoration School encourages our students to listen to music which lifts their spiritual, moral, and academic life. We request the support of our parents in this policy.

OFF CAMPUS ACTIVITIES

If a CPRS student is involved in a non-CPRS activity which compromises the integrity of the school, or conflicts with the Holy Scriptures or with the Student Covenant set forth in this handbook, the following procedures will be enacted:

- 1) Any individual, including school personnel, wishing to prayerfully bring charges against a student must be willing to be identified. If a crime has been committed and charges have been brought by a civil authority, this would be recognized as sufficient cause for action.
- 2) Charges brought by an individual, which must be significant enough to warrant action, should be addressed to the attention of the School Administrator or a member of the Board of Trustees. This would include charges which involve events or activities of a parent/guardian, and would indicate difficulty in the student continuing peaceably at school.
- 3) If the accusations are firm or investigation is requested, the School Administrator may ask for a special meeting of the Board of Trustees. After discussion, the Board of Trustees, with the School Administrator, will determine the need for investigation.
- 4) In the event that an investigation is authorized, the School Administrator is empowered to seek out information from any and all sources to present to a special Disciplinary Committee of the Board of Trustees. This committee will review the administrative recommendation before it is announced to those involved. If the committee does not agree with the proposed administrative action, it will be presented to the entire Board of Trustees for discussion.
- 5) After the School Administrator and the Board of Trustees reach an agreement upon action to be taken, it will be presented to the individual and parent/guardian charged.

PARENT/TEACHER CONFERENCES

Parents are urged to seek a conference with a teacher at any time it is deemed necessary. TEACHERS WELCOME OPPORTUNITIES TO TALK WITH PARENTS; HOWEVER, APPOINTMENTS SHOULD BE MADE SO AS NOT TO CONFLICT WITH REGULARLY SCHEDULED DUTIES. Attempts should NOT be made to confer with teachers during school programs, or at unscheduled times before and after school. We do ask that parents call or write for a conference with the teacher before coming. Teachers are willing to work with parents in scheduling conferences at mutually convenient times.

We do have scheduled Parent/Teacher conferences. This is an excellent time to meet with teachers to discuss a student's progress.

Barring unusual circumstances, appointments with the administration regarding classroom problems should not be made unless a conference with the teacher is attempted first. Problems are to be discussed with teachers and others directly involved. Please remember that it is the desire of all the staff of Center Place Restoration School to solve problems and work toward solutions of any situations involving your children.

PARENTAL APPEAL PROCESS

When a parent has difficulty at CPRS he or she should, in this order:

- 1) Contact the appropriate person (faculty or staff member) depending on the situation; if there is a problem with a volunteer worker, contact the School Administrator.
- 2) Contact the School Administrator.
- 3) Contact the appropriate Board of Trustees Committee (Policy, Curriculum, Personnel, or Financial).

PARTIES

NON-SPONSORED PARTIES

CPRS cannot be responsible for any party or social event that is not officially approved or sponsored by Center Place Restoration School. All continued group functions following CPRS activities are to be in harmony with the policies governing CPRS. Families who sponsor activities in their homes following a CPRS event are encouraged to have those events be in harmony with school policy. Parents should check with the administration as to the official status of an activity as an approved CPRS event. Disregard for this procedure may result in corrective action, or in the case of blatant disregard, expulsion.

SPONSORED PARTIES

There will be no planned or surprise classroom parties, except those approved by the administration. Students are not to bring treats to school without prior approval by the administration.

PHYSICAL RELATIONSHIPS / ACTIVITY

Sexual abstinence will be taught, as contained in the Scriptures, as an ongoing principle of CPRS. Inappropriate physical contact is unacceptable behavior on school property, or at any school function or extra-curricular activity.

Any student who is proven to be sexually active and/or becomes pregnant or causes another to become pregnant will be automatically suspended from CPRS for at least one year. After one year, the School Administrator will be empowered to review the case, if requested, and would only react in a favorable fashion when convinced of deep and sincere repentance, and a commitment to abstinence. A positive administrative recommendation must be presented to the Board for final approval.

If a student persists in discussing improprieties of sexuality in and around the school, he or she will be severely reprimanded, and if such conduct does not cease, will be suspended from school with no opportunity to ask for readmission for one semester.

Sexual harassment will not be tolerated. Any proven advance, action, or request which is suggestive or explicit in nature will result in discipline of the offending student, which may include demerits, suspension, or expulsion. Inappropriate advances through any means – verbal statements (person-to-person or by messenger), written messages (notes, phone texts, email, etc.), gestures, or physical actions – will be dealt with immediately and to the full extent of school policy.

PICK UP ARRANGEMENTS

Please have after school pick up arrangements taken care of before your child leaves home; however, if the arrangements change during the day, you may contact the school office.

SCHOOL OFFICE

The school office, located inside the main school entrance, is open Monday through Friday, and is closed when school is not in session.

All parents and visitors are welcome, and must report to the office upon entering the school. **NO PARENT IS TO GO DIRECTLY TO THE CLASSROOM.** If a parent wishes to speak with a teacher, arrangements should be made for a private conference with that teacher.

Lunches, homework, books, and other items may be left in the office to be delivered to students.

SOLICITATIONS PROHIBITED

Solicitation is prohibited at Center Place Restoration School without the specific approval of the School Administrator. This includes the selling of tickets, candy, distribution of political material, or circulation of petitions.

TELEPHONE

School phones are intended for use by school personnel regarding school business. Parents, please do not call and ask to speak to your student unless it is an emergency. USE OF THE OFFICE TELEPHONE BY STUDENTS IS FOR EMERGENCY ONLY. Any student who brings a cell phone or pager into the building must leave the device in his/her locker or bag, and the device *must be turned off*. No students are allowed to use or have cell phones or pagers in their immediate possession during the school day.

TUITION

The yearly tuition amount for your family will be divided into either ten monthly payments (due August 1 through May 1) or into twelve monthly payments (due June 1 through May 1). Please note that all payments are due in the school office on the first day of each month. If you wish, payment for the entire year may be paid in full at the beginning of the payment period. Checks should be made out to "Center Place Restoration School" or "CPRS." Any checks which are returned are subject to an additional fee being added to your tuition account. We cannot postdate or hold checks.

Any account which becomes 60 days delinquent will result in the student being prohibited from attending class until the account is made current. Students with delinquent accounts may not submit applications for admission for the following year. If a student attends any portion of a month, payment is required for the entire month's tuition. No deduction is

made from tuition costs for absences. Contact the office if you have any financial difficulties.

FINANCING

Center Place Restoration School is a private, not-for-profit corporation. No state or federal funds are received by the school. Income from tuition is insufficient to fully cover the cost of operating the school. Interested individuals are invited to contribute to the operation of the school via gifts for general expenses or by providing financial aid for deserving students who would otherwise be unable to afford such training. Fund raising projects will be planned to assist with the ongoing financial needs of the school.

TUITION ASSISTANCE

A limited amount of financial assistance is available yearly to those who are in need. Please contact the school office for information on applying for such assistance.

In order to be good stewards of the monies which the Lord has entrusted to us, it is important that the following guidelines be carefully adhered to. To be eligible for continuing tuition assistance:

- 1) A student must not be disruptive to the educational process in any classroom environment, and must demonstrate respect for school property.
- 2) A student must maintain a C academic average, and have no grade of F in any subject.
- 3) A secondary student receiving 25 or more demerits in one semester would give cause for non-continuance in the Tuition Assistance program, until such time as he or she falls into acceptable conduct parameters of the program.

Eligibility for tuition assistance will be determined on a semester basis by the School Administrator, and students may be placed on academic or conduct probation at the end of the school semester. A student placed on such probation will have one semester to restore his or her academic or conduct record, or tuition assistance will be forfeited.

Parental notification throughout the process will be the responsibility of the School Administrator. Further administrative action may be needed if problems are not resolved; such action may include students being asked to withdraw from CPRS.

VISITORS

The School Administrator reserves the right to determine who may visit the school at any time. As much as possible, visitors must adhere to the standard dress code, rules, etc. Visitors should stop at the school office and sign in prior to going anywhere else in the building.

To enter the CPRS facility, visitors must come to the main entrance of the building where they will be recognized via our security monitors; after pressing the buzzer, the magnetic door lock will be released.

PARENTS / GRANDPARENTS

Family members are welcome to visit the school during lunch hour (please notify the office the day before if you plan to eat). If you wish to sit in on a class, please contact the office to clear this request with the administration and teacher.

STUDENTS

Any visiting student must acquire permission from the School Administrator 24 hours in advance, and must bring written permission from a parent before visiting the school. The student visitor must follow the required dress code outlined by the School Administrator, and must either eat

the regular school lunch or bring a sack lunch from home. Fast food will not be allowed.

WEATHER-RELATED SCHOOL CLOSING

At different times, there is a possibility of school being canceled due to the weather. During those times, the entire facility will be closed. The decision to close school will be made as early as possible. We ask your patience and cooperation. The announcement will be broadcast on ABC, CBS, NBC and FOX television. The school answering machine and website will have a message as soon as possible when the decision to close school is made.

In the rare event that school is dismissed early, parents will be notified at the earliest convenience. School personnel will remain in the building with students until they are picked up.