



**CENTER PLACE**  
**RESTORATION SCHOOL**  
**HOME OF THE GOLDEN EAGLES**

# **Parent/Student Handbook**

819 West Waldo Avenue  
Independence, MO 64050  
(816) 252-1715

Revised August 2021

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**This Parent/Student Handbook  
has been approved by the  
CPRS Board of Trustees and is policy.**

All policies and procedures as stated in this Parent/Student Handbook are intended as guidelines to Center Place Restoration School's general objectives. The Board of Trustees and/or School Administrator retains the right to change, modify, add, or delete policies and procedures in response to changes in the needs of the school or changes in federal, state, or local laws. The members of the CPRS Board of Trustees have authority only when meeting as a body, rather than individually. If you have concerns, please follow the Parental Appeal Process outlined in this handbook rather than directly contacting individual Board members.

**The information as stated in this handbook cannot be all-inclusive or establish procedures for every event in the school.** Any action that is determined to be detrimental to the learning environment will be handled in a manner deemed appropriate by the School Administrator.

**CPRS Board of Trustees 2021-22**

**PRESIDENT:** Brad Hampton  
**VICE PRESIDENT:** Joseph Alaniz  
**TREASURER:** Christy Schrunk  
**SECRETARY:** Judith Faunce  
**MEMBERS:** Stella Bird, James Bullard, Jon Tandy (Waldo Representative)

**Board Committees**

**BUILDING & FINANCE:** Joseph Alaniz (Chair)  
Judith Faunce, Jon Tandy  
**PERSONNEL & CURRICULUM:** Christy Schrunk (Chair)  
Joseph Alaniz, James Bullard  
**POLICY & UNIFORM:** Judith Faunce (Chair)  
Stella Bird, Christy Schrunk  
**MARKETING:** James Bullard (Chair)  
Stella Bird, Joseph Alaniz

(Ex officio members of all committees include Brad Hampton and Dan Schoenemann)

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# **CENTER PLACE RESTORATION SCHOOL**

## **Board of Trustees Disclaimer**

Since our inception, Center Place Restoration School has made our facility available to many Restoration organizations for various uses. CPRS relies upon the revenue generated by the rental of our facility. The school has budgeted these monies as a part of our anticipated operating income. These organizations have included the Conference of Restoration Elders, Pastors of Zion, Book of Mormon Foundation, and various missionary groups. Although CPRS does allow our facility to be used by these and other groups, this does not constitute an endorsement of any of these organizations.

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# INTRODUCTION

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## **INTRODUCTION TO CPRS**

Center Place Restoration School was founded in 1991 by the efforts of Restoration Branches across the country. The goal of our school is to provide quality education, along with teaching the gospel according to the Holy Scriptures, Book of Mormon, and Doctrine & Covenants. We believe that as the staff and school maintain these goals, the Lord will provide the growth and the means as He sees fit.

In the Scriptures, we are told that children are a heritage of the Lord. They belong to Him. Parents are responsible to God for the education of His children. Center Place Restoration School seeks to work cooperatively with our families to produce a righteous generation.

The entire faculty, staff, and school board are dedicated to serving the Lord through the ministry of teaching young people. Our faculty is well-qualified, both spiritually and academically. Each member has been carefully selected and prayerfully chosen by the School Administrator. Please pray for them daily.

The school consists of Preschool (must be 4 years old by July 31), Elementary (K-5), Middle School (6-8), and High School (9-12) levels. We look forward to a profitable year at Center Place Restoration School. We request your prayers as we seek to make our ministry one that is beneficial and truly God-honoring, and a testimony to all those around us.

## **MISSION STATEMENT**

Center Place Restoration School aims to provide an education that instills a desire for Godly character, to lead children to a personal relationship with Jesus Christ, and to equip students with the skills necessary to excel in society and assist in the establishment of Zion.

## **OUR PURPOSE**

We consider children to be a gift and blessing from God and the future of Christ's church. We desire to partner with parents to offer our children a quality education that will prepare them for the challenges and opportunities in their future. Because we value a healthy and effective educational atmosphere, we seek to do the following:

- \* Provide an education that will instill a desire for Godly character and equip students with skills necessary to excel in society
- \* Provide for children a safe and nurturing environment where they can develop positive relationships with their peers
- \* Teach children about God's love for them, our need for redemption, and the wonderful promise of hope in Christ's gospel
- \* Lead children to a personal relationship with Jesus Christ, daily reliance on the Holy Spirit through prayer, and a love of God's word
- \* Teach effective witnessing skills built on commonalities and a love for all people
- \* Instill a servant's heart by encouraging students to participate in service opportunities in the school, church, and community at large

Center Place Restoration School seeks to provide the best education possible by addressing the needs of the whole child. We seek to help each student understand that God loves him; that God has a plan for his life; and that each person is accountable to God to achieve his highest potential.

## EPITOME OF FAITH

We believe in God the Eternal Father, and in His Son Jesus Christ, and in the Holy Ghost.

We believe that men will be punished for their own sins, and not for Adam's transgression.

We believe that through the atonement of Christ, all mankind may be saved by obedience to the laws and ordinances of the gospel.

We believe that these ordinances are: 1<sup>st</sup> - Faith in the Lord Jesus Christ; 2<sup>nd</sup> - Repentance; 3<sup>rd</sup> - Baptism by immersion for the remission of sins; 4<sup>th</sup> - Laying on of hands for the gift of the Holy Ghost.

We believe that a man must be called of God by "prophecy, and by laying on of hands" by those who are in authority to preach the gospel and administer in the ordinances thereof.

We believe in the same organization that existed in the primitive church; viz.: apostles, prophets, pastors, teachers, evangelists, etc.

We believe in the gift of tongues, prophecy, revelation, visions, healing, interpretation of tongues, etc.

We believe the Bible to be the word of God as far as it is translated correctly; we also believe the Book of Mormon to be the word of God.

We believe all that God has revealed, all that He does now reveal, and we believe that He will yet reveal many great and important things pertaining to the kingdom of God.

We believe in the literal gathering of Israel and in the restoration of the Ten Tribes — that Zion will be built upon this continent — that Christ will reign personally upon the earth, and that the earth will be renewed and receive its paradisaic glory.

We claim the privilege of worshiping Almighty God according to the dictates of our conscience and allow all men the same privilege, let them worship how, where, or what they may.

We believe in being subject to kings, presidents, rulers, and magistrates — in obeying, honoring, and sustaining the law.

We believe in being honest, true, chaste, benevolent, virtuous, and in doing good to all men; indeed, we may say that we follow the admonition of Paul, "we believe all things, we hope all things," we have endured many things, and hope to be able to endure all things. If there is anything virtuous, lovely, or of good report or praiseworthy, we seek after these things.

Respectfully, etc.,

Joseph Smith

(Church History, Vol. 2, pp. 569, 570 / Times and Seasons, Vol. 3, pp. 709, 710)

## PARENTS' COVENANT

- \* I will pray for the faculty, staff, and administration of CPRS.
- \* In our home, we will praise our children and encourage them to grow in character as we give credit to God for His blessings in their lives.
- \* I will take an active interest in CPRS and consider it my obligation to share positive input with teachers and the administration. When concerns arise, it is the duty of parents, teachers, and administration to frankly, yet humbly, communicate those concerns directly to the parties involved for the welfare of the children (i.e., Parental Appeal Process).
- \* I will meet all of my financial obligations to the school as prescribed by Board policy. If possible, I will serve as a volunteer and contribute financially beyond my obligations as God directs me in the use of my stewardship.
- \* As a parent, I will support and comply with the rules and guidelines given in the Parent/Student Handbook.
- \* When visiting the school, I will dress appropriately for the situation, will follow all handbook rules, posted rules and regulations, and will conduct myself in a kind and Christ-like manner.

## TEACHERS' COVENANT

- \* I will pray for CPRS students and their families.
- \* In the classroom, I will praise students and encourage them to grow in Godly character as I give credit to God for His blessings in their lives.
- \* I will convey to children a message of love, redemption, and hope through Jesus Christ.
- \* I will help children understand their need for Christ and the need to commit their lives more fully to Him as the Holy Spirit touches their lives in the classroom.
- \* I will teach students to understand that God continues to reveal His will to man and that He answers prayer.
- \* I will teach students to love God's word and that it has a meaningful and practical application to their daily lives.
- \* I will encourage students to view their school experience as preparation for service to others and as an opportunity to develop a more effective witness of Him.
- \* When concerns arise for individual students, I will frankly, yet humbly, communicate those concerns directly to parents and administration when appropriate. It is inappropriate for me to convey a negative image of CPRS or students to others through distortion or an incomplete account of events.
- \* I understand the importance of the rules given in this Parent/Student Handbook and the Faculty Handbook and will comply with the guidelines they contain.

## **STUDENTS' COVENANT**

- \* I have read the CPRS Parent/Student Handbook and will obey and comply with all rules and regulations.
- \* I will show proper respect to administration, faculty, support staff, fellow students, and others. If there are difficulties or disagreements, I will follow scriptural counsel for resolving problems and will follow the directions listed in the Parent/Student Handbook.
- \* I will strive to keep my conduct above reproach by living, as best I can, the example set by Jesus.
- \* I will respect the property of others and the entire CPRS facility to help keep it clean and presentable.
- \* I realize that attending CPRS is a privilege, not a right, and that privilege may be withdrawn if I do not fulfill this Student's Covenant.
- \* My attitude, conduct, and speech will be in harmony with school guidelines.

## CODE OF COVENANT RESULTS

We hope the results of these covenants are:

- \* A people who are concerned about their personal relationship with our Heavenly Father and daily walk with Him
- \* A people who are concerned about the spiritual welfare and development of others
- \* A people whose daily actions and speech reflect a Zioniac life
- \* A people who understand and accept the consequences of their behavior
- \* A people whose personal standards and ideals reflect Zioniac goals

*Since attending CPRS is a privilege, parents, and students who choose not to support the standards, goals, and objectives of CPRS will need to consider an alternative educational program.*

# *“March Onward Zion’s Youth”*

*CPRS School Hymn*

*Today we come before the throne in humble reverence bowed  
to dedicate this Holy place, that it will be endowed  
not only as a testimony of Thy wondrous power,  
but for the sake of Zion’s youth in this, the final hour.*

*Chorus:*

*For the summons has been sounded – can you hear the battle cry?  
God is raising up His army and the victory draweth nigh.  
Rise up and take a stand today for righteousness and truth.  
Lift high the flag of freedom now.  
March onward, Zion’s youth!*

*The Spirit dwells within each room and through each sacred hall,  
for more than simply mortar, stone, and wood – each hallowed wall  
has been erected, built, and placed for this appointed time  
when Zion’s youth would heed the call and enter courts sublime.*

*(Chorus)*

*For the tender lives that come here now, we pray the shield of faith.  
Daily may they walk with God and see Him face to face.  
And for the teachers that will teach them now,  
grant wisdom, truth, and light.  
May they speak with the tongues of angels  
as they teach with power and might.*

*(Words and lyrics to this song were inspired by the Lord.)*



**CENTER PLACE  
RESTORATION SCHOOL**

***SPIRIT SONG***

We are from Center Place Restoration School,  
Our daily walk of faith: "The Golden Rule."  
We have respect for everyone we see.  
We are the GOLDEN EAGLES, so we follow faithfully  
The laws of God and Christ, His Son.  
We want our hearts and minds to be as one.  
Dear Father, help us as we work and play,  
Day by day, to find Your way! HEY!!

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# GENERAL PROCEDURES

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- \* Admission
- \* Attendance Procedures
- \* Audio Visual & Literature
- \* Balloons, Flowers, & Gifts
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# **ADMISSION**

## ***ADMISSION REQUIREMENTS***

Students are accepted at Center Place Restoration School based on 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 the 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, nationality, 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 based on race, color, nationality, and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.)

## ***AGE REQUIREMENTS***

To enter preschool, a student must be 4 years old on or before July 31 of the school year. To enter kindergarten, a student must be 5 years old on or before July 31 of the school year. To enter 1<sup>st</sup> 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 AM. Students may enter the building at 7:30 AM and go to the cafeteria. They will be released to their classrooms at 8:10 AM. They will be counted tardy if not in class by 8:25 AM. The school day ends at 3:15 PM. All students are to collect the items they are taking home and are to exit the building at 3:15 PM. Tutoring is available for secondary students after school until 4:00 PM.

Students in grades 1 through 5 are to exit through the east door and proceed to the east parking lot waiting area. Students in grades 6 through 12 are to exit through the north door (by the office) and proceed to the east parking lot waiting area. The only exceptions are student drivers and their passengers, who are to exit through 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 PM. If there is an emergency that affects the pick-up of your child, call the school office to make arrangements. If participating in after-school tutoring, students are to go from classroom to locker, to tutoring room and are to be picked up by 4:00 PM.

Students involved in an extracurricular 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***

Many off-campus scholarships and programs (MPI, Summit Tech, Herndon, A+ Program, Fort Osage Career Center, etc.) require a minimum attendance percentage for a student to be eligible and accepted. All absences are counted against the absence percentage. Attendance is a strong character-building quality that we want to strive to develop at Center Place Restoration School. A student must be regular in attendance to gain the most from school. A student may not participate in school activities on a day when he or she is not in attendance unless in compliance with the extracurricular rules for that activity, or unless administrative approval is given. The parent must have contact with the school office (telephone, note, or email) on the date of the absence(s).

The following absence policy is for the secondary grades:

### Teacher Responsibilities:

- Should maintain attendance records for their class and notify the office when a student reaches 5/7/9/10 absences.
- Communicate with students/parents if homework involved pickup of items/books, etc.

### Office Responsibilities:

- Create a weekly absence report on all students with 5 or more absences per semester.
- Notify Study Skills for student monitoring.
- Issue letter and email to parents when 5/7/9/10 absences are reached. Notification will remind parents if 10 absences are reached and that high school students will not receive credit for their class in which 10 absences are recorded.

### Study Skills Responsibilities:

- Place designated students on a list to monitor. Maintain contact with students, parents, administration, and teachers regarding homework and attendance.

**If a student accumulates 10 absences, they will not receive credit for that class. Parents must appeal to the Absence Committee (made up of 2 teachers, an administrator, and a school board policy committee member) with documentation supporting their appeal.**

### ***COLLEGE VISITS***

Seniors shall be allowed two college visit days without being counted absent. The senior must submit, to CPRS, written confirmation of college visit attendance from the corresponding college.

### ***CHECKOUTS***

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 checkout. 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 checkout must sign out through the office before leaving the building. Parents are requested to keep the number of early checkouts to a minimum.

### ***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.

The teacher, in consultation with the administration, will determine the method and timing for homework makeup. Failure to turn in homework at the designated time will result in no credit given.

### ***MAKEUP WORK***

All work that was assigned before the date(s) of absence will be due on the first day a student returns to school unless it can be completed online.

Remember, it is the student's responsibility to talk with the teacher regarding making up work from absences. Each teacher has the option to make slight changes to the CPRS homework policy with administrator approval. In the elementary grades, we ask parents to work with the teachers.

Parents and students are expected to check the CPRS school information system, Gradelink, for information and details concerning homework assignments and due dates. Failure to turn in the homework at the designated time will result in no credit given.

Refer to the CPRS Homework Policy on page 55 of the Parent/Student Handbook.

### ***TARDINESS***

Although there are occasions when students cannot avoid being late, good planning should allow most students to arrive on time throughout the school year. Students may go to their classes at 8:10 AM and are to be seated in class by 8:25 AM. 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 AM, he or she should report to the teacher before leaving the room. Students need to arrive on time; coming into the classroom late results in missing

announcements or instructions. Late arrivals can also cause disruptions among other students.

If a student is tardy due to a medical appointment and brings in a note from the doctor when he/she checks in, the tardy will not be counted toward demerits. Accumulation of more than five tardies in a semester will result in administrative action, including demerits, suspension, or expulsion.

### ***WITHDRAWAL***

We ask that when considering withdrawal from school, the parent contact the School Administrator before a final decision is reached. All books and school-issued materials will need to be returned before a student is considered officially withdrawn. Business arrangements for the withdrawal of students must be made in the financial office by the parent.

### ***WORK-STUDY PROGRAM***

Seniors who qualify may participate in the work-study program. Information is available in the Counselor's office. Students must meet all criteria to participate.

## **AUDIO / VISUAL MATERIALS & LITERATURE**

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. Videos should have an MPAA rating of "G" (General Audiences). Videos with an MPAA rating of "PG" (Parental Guidance Suggested) will be allowed in cases where they adhere to the content

requirements as previously stated. In all cases, videos must be previewed in advance and carefully screened by a faculty member or school employee.

## **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 PM in the library or conference room.

If a Board meeting is rescheduled, notice will be given via email to our families. Visitors may wish to call first to ensure 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 at least one week before the meeting. In case of an emergency, the individual should contact the Board President as early as possible before 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 the 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 Administrator before purchasing an item.

## **COMPUTER USAGE**

There are strict rules regarding the use of school computers. Rules are posted in the computer labs and library. Any student who wishes to print from a flash drive, or any mobile device, must have the computer instructor check for viruses and approve the use. Failure to have the flash drive cleared in advance may result in demerits for disregarding instruction. If a virus is introduced, demerits may be issued for vandalism.

Students must adhere to the Chromebook rules as posted in the classroom and contained in the Chromebook student contract. Chromebooks will be used in the assigned classrooms and are NOT to be removed from the assigned classrooms or the building.

## **ELECTRONIC DEVICES**

The possession and use of electronic devices at school is a privilege, not a right. Use of electronic devices should be used responsibly and should not disrupt

the learning and spiritual environment of any school activity (before, during, or after school), nor should their use degrade the morale or behavior of other students.

Any electronic device, including cell phones brought to school, must be stored in the student's locker (backpack, in the case of an elementary student). Devices will not be allowed or used at lunch. Texting is allowed for communication after school dismissal. Teachers may direct students to bring devices to class for educational purposes, but Chromebooks will be used when possible.

No personal electronic device should be used to print to the school printers. Students should work through a teacher or staff member to have their work printed, following the current procedure to pay for printing.

Taking unapproved videos or photos of people and events at school, and/or the posting of such on any website is strictly forbidden. No photos and/or videos may be taken at school without prior approval from a teacher and/or administrator. No camera or video-capable electronic devices will be allowed to be used in restrooms or locker rooms.

For safety reasons, electronic devices should not be used by students at all during emergency situations or emergency drills.

No electronic gaming system is allowed at school. If a game is played on a student's phone at school after dismissal, it must uphold the audio-visual material guidelines.

Violations of any part of this electronic device policy may result in the loss of privileges, demerits, and/or out-of-school suspension.

If a student has an urgent need during the school day, he or she may always use the office telephone with permission from the classroom teacher.

## **EMERGENCY PROCEDURES**

Each classroom has posted information to follow in case of an emergency. Drills are held during the school year so students are aware of the procedures to follow. In the event of an emergency, students should go quickly to areas designated and follow teacher instructions.

## **EXTRACURRICULAR ACTIVITIES**

### ***ATHLETICS***

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

### ***ATTENDANCE AT EXTRACURRICULAR ACTIVITIES***

During after-school activities and programs, all children are to stay with a parent or sponsor where the activity is held. Elementary-age children (K-5) are not to attend these events without a parent or responsible adult. Proper behavior is expected at all times. Even in the gym, students should not be permitted to run freely after extracurricular activities.

CPRS reserves the right to exclude any person/individual who does not comply with the rules from any school-sponsored activity or the facility.

### ***HOLDING OFFICE***

Students must have a 2.5 or better GPA, no more than one D, no Fs, and fewer than 25 total demerits issued throughout the year to run or serve as class

officers, student body officers, or officers in any school organization. A grade check will be performed before the spring elections to ensure that candidates are in compliance. For elections held in the fall, first and second-semester grade and demerit checks for the previous year will be performed to ensure that candidates are in compliance.

### ***PARTICIPATION IN EXTRACURRICULAR ACTIVITIES***

Students may not have more than one D and no F in any subject to participate in athletics or other extracurricular activities. Students may still participate in practices or rehearsals while they are ineligible for games and performances.

Students will not be considered ineligible if a class in which they have an unsatisfactory grade does not allow them to raise the grade within the next week.

If a student accumulates more than five demerits in a week, he or she is ineligible to participate in extracurricular activities for the following week. If a student accumulates 25 or more demerits for the year, he or she is ineligible to participate in extracurricular activities until the total drops below 25.

Students participating in drama productions will have their eligibility checked only BEFORE play practices begin.

### ***TRANSPORTATION TO AND FROM EXTRACURRICULAR 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.

## **FUNDRAISING**

All fundraising must be approved by the School Administrator to be implemented in or through the school, students, staff, or 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 following guidelines from the Missouri Health Department. Please notify the office immediately if your family contracts any contagious disease such as, but not limited to, hepatitis, meningitis, rubella, measles, mumps, or chickenpox.

Children who appear ill, having a temperature of 100 degrees Fahrenheit or higher, must be sent home. Students must be fever-free without the use of medication for 24 hours before returning to school. It is not uncommon for a 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 comply 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 and submitted to the school clinic. The

religious exemption must be picked up from the Health Department by the parent, signed, and submitted to the school clinic.

## ***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 (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 the medication, dosage, and time of administration; a completed Medication Consent Form must accompany the medication. (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 them. All medication must be kept in the health clinic.

## **LOCKERS**

It is the responsibility of each student to take care of his/her 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 the main office, where they may be reclaimed during office hours. 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 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 cafeteria. No caffeinated drinks will be served or sold in this building, including concession stands.

Parent/Grandparent Visitors: Please let us know at least one day in advance if you plan on visiting your child at lunch. Alumni/Student Visitors: Permission from the School Administrator is required 24 hours in advance, and appropriate attire (girls - pants and blouse OR below-the-knee dress OR below-the-knee skirt and blouse; boys - pants and polo or dress shirt) must be worn. A maximum of one visit per semester is allowed. All visitors are asked to eat the school lunch or bring a sack lunch rather than bringing in commercial food.

## **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. Students must exit and enter only through the front doors during the school day.

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

## **MUSIC**

Center Place Restoration School encourages our students to listen to music that 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 that compromises the integrity of the school or conflicts with the Holy Scriptures or with the Student Covenant outlined in this handbook, the following procedures will be enacted:

- 1) Any individual, including school personnel, wishing to 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, the school has sufficient cause for action.

- 2) Charges that are significant enough to warrant action should be brought to the attention of the School Administrator or a member of the Board of Trustees. Charges which involve events or activities of a parent/guardian may result in the discontinuation of their student at the 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) If an investigation is authorized, the School Administrator is empowered to seek out information from any 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**

Regularly scheduled Parent/Teacher Conferences occur annually in October. This is an excellent time to meet with teachers to discuss a student's progress.

Parents are encouraged to seek a conference with a teacher at any time it is deemed necessary. Please contact the teacher to schedule an appointment at a time that is mutually convenient. Attempts should not be made to confer with teachers during school programs, or at unscheduled times before and after school.

Barring unusual circumstances, appointments with the administration regarding classroom problems should be made only if 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 to 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 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.

## **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, at any school function, or extracurricular 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 favorably 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 that is suggestive or explicit 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, social media, 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 pickup arrangements taken care of before your child leaves home. If the arrangements change during the day, you may contact the school office before 3:15 PM and a message will be delivered to your student(s).

## **RECESS**

According to a 2010-2011 study out of Washington University in St. Louis, children get more exercise when allowed to play outside during recess, as opposed to having to play indoors in a school gym. For the best interest of the children, it is our goal to lean toward “outside recess” when the temperature is borderline. We consider that if a student is well enough to attend school he/she is well enough to play outside.

At 10:15 AM each school day we look at the AccuWeather app to determine the projected weather and temperature for the first recess time, which is at 11:20 AM. The following criteria are considered in determining between inside or outside recess:

- PRECIPITATION
  - Will it be dry enough – free enough from ice and snow for at least activity on the blacktop? Note: There are times when outside recess is called, but it is best to stay out of the pea gravel/playground area.

This is a decision that can be made by the attendants for each recess period.

- If the rain/snow chance is 20% or greater, we decide to have inside recess. There will be times when it may not rain, but we will stick with the decision rather than have the students return to the classroom to change shoes.
- TEMPERATURE
  - If the projected "Real Feel" temperature is 32 degrees by 11:20 AM (or below 95 degrees) a decision is made to have outside recess. According to AccuWeather, the "Real Feel" temperature is calculated by combining wind chill, solar intensity, humidity, precipitation, elevation, and cloudiness.

## **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.

During the summer, office hours are reduced since we operate with a more limited staff. Before the beginning of summer break, families are notified of the summer hours. If the need arises to meet with summer personnel at another time, arrangements may be made by leaving a message on the school voice mail.

## **SOLICITATIONS PROHIBITED**

Solicitation is prohibited at Center Place Restoration School without the specific approval of the School Administrator. This includes, but is not limited to, the selling of tickets, candy, distribution of political material, or circulation of petitions.

## **TUITION**

The yearly tuition amount for your family will be divided into either ten monthly payments (due August 1 through May 1) or 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 that are returned are subject to an additional fee being added to your tuition account. We cannot postdate or hold checks.

Any account that becomes 60 days delinquent may 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 financial 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 a private school education. Fundraising projects are 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 financial office for information on applying for such assistance.

To be good stewards of the monies that the Lord has entrusted to us, the following guidelines must 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 should 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 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 before 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 through our security monitors; after pressing the buzzer, the magnetic door lock will be released.

### ***FAMILY***

Family members are welcome to visit the school during lunch hour and are asked to follow the rules outlined in the "[LUNCH](#)" section of this handbook. If a parent wishes to sit in on a class, the office must be contacted in advance 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. If here during the lunch period, the student should follow the rules outlined in the "[LUNCH](#)" section of this handbook.

## **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, and extracurricular activities will be canceled.

If the decision is made to cancel classes before school starts in the morning, families are notified via email, local tv stations are contacted to include CPRS on their school closing list, and the school website, voice mail, and Facebook page will be updated.

In the rare event that school is dismissed early during the school day, parents will be notified via the email that you provide to the school. School personnel will remain in the building with students until they are picked up. Your patience and cooperation are appreciated.

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# DRESS CODE

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- \* **Scripture Background**
- \* **General Requirements**
- \* **Uniform Requirements**
- \* **Extracurricular Dress Code**

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## SCRIPTURE BACKGROUND

While we realize that the Scriptures do not specifically tell us how we should dress or how our hair should be cut, they do give us some principles to follow. In light of these principles, we must set an institutional standard for our school. Our intention is not to say that a Christian who fails to meet our standards is sinning, but only that our students must meet this standard for us to be consistent in our enforcement. General scriptural guidelines for dress are:

- 1) Modesty of both boys and girls: *“that women adorn themselves in modest apparel, with shamefacedness and sobriety;...”* (I Timothy 2:9). *“Flee also youthful lusts; but follow righteousness, faith, charity, peace, with them that call on the Lord out of a pure heart...”* (II Timothy 1:22).
  
- 2) Identification with the Lord and not with the world: *“...but be thou an example of the believers, in work, in conversation, in charity, in spirit, in faith, in purity”* (I Timothy 4:12). *“...present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world;...”* (Romans 12:1-2). *“Love not the world, neither the things that are of the world. If any man love the world, the love of the Father is not in him...”* (I John 2:15).

## GENERAL REQUIREMENTS

The school dress code is expected to be kept at all school functions, including school-sponsored extracurricular activities on or off-campus, unless otherwise instructed. Parents are expected to cooperate in meeting these standards for their students. Final decisions on any questionable matters will be the responsibility of the School Administrator.

- ❖ *School-sponsored extracurricular activity is defined as activities where students are under the direct supervision of a CPRS representative.*

Rules for students both during the school day and at extracurricular events are:

Boys and Girls:

- 1) Clothes are to be clean and neat at all times.
- 2) Hats and sunglasses may not be worn during school hours or at indoor school activities, exceptions would be special activity days or events in the gymnasium.
- 3) Jackets are not to be worn during the school day.
- 4) Pant cuffs may be rolled up neatly if too long.
- 5) No piercings are allowed, other than earrings for girls as outlined in item 3 below. Students are prohibited from wearing gauges or having tattoos; however, because of the permanent nature of both, the following allowances will be made:
  - \* Students who currently have gauges or tattoos will be allowed to keep them but may not enlarge them, or in the case of tattoos, add more.
  - \* The School Administrator may use discretion for accepting new students who have gauges or tattoos. New students will also not be allowed to enlarge their gauges or add additional tattoos. All tattoos will be covered cosmetically or with clothing at all times when at school or any school function.

- 6) Any graphics/logos/text on extracurricular clothing must adhere to the school standards and must be of a positive nature associated with Christian living.

Girls:

- 1) Girls in grades K-12 must wear dress length below the knee.
- 2) Only moderate makeup may be worn by girls.
- 3) Modest earrings/ear jewelry are permitted in the earlobe only.
- 4) Hairstyles must be kept clean, neat, and combed. No hair paints or multicolor hair. Dyed hair is a matter of parental discretion; however, the School Administrator will have authority to take action on any dyed hair that is deemed to be inappropriate.

Boys:

- 1) Hairstyles must be in good taste. Long hair is not permitted. Hair on or over the ears, shirt collars, or eyebrows is unacceptable. Hair is to be kept clean, combed, and neat at all times. No hair paints or multicolor hair. Dyed hair is a matter of parental discretion; however, the School Administrator will have authority to take action on any dyed hair that is deemed to be inappropriate.
- 2) No beards or mustaches are allowed. No sideburns below the center of the ear are allowed. Students will maintain a clean-shaven face. Any student needing a shave will be given one warning before demerits are issued.
- 3) Boys may not wear earrings.

- ❖ *School Administration will have authority to take action on any hairstyle or color deemed to be inappropriate or disruptive to the learning environment.*

## **UNIFORM REQUIREMENTS**

Students must wear the CPRS uniform to school daily. Uniform pieces need to have been originally purchased from the approved uniform company unless otherwise specified below. If an emergency arises and a student is unable to wear any part of his or her regular uniform, the parent must write a note to the administration requesting approval for the exception. The student must bring the note to the School Administrator before going to class.

If a dress code violation slip is sent home with a student, immediate attention should be given to the problem. Removal from class and/or activities will occur when deemed necessary by the teacher and/or administration. Repeated infractions of the dress code may result in disciplinary action.

- 1) Neat mends are allowed, but patches cannot have text/pictures.
- 2) Shoes for daily school wear may be dress shoes, casual shoes, or tennis shoes. Acceptable shoe colors are black, brown, gray, white, or navy with or without a white accent – mandatory school shoes required for concerts, etc. are to be black, brown, or navy. Laces must coordinate with shoe color and match each other. Sandals, hiking boots, cowboy boots, open-backed shoes, etc., may not be worn at school. All elementary students (and secondary students who are in a P.E. class) must have tennis shoes or athletic shoes to be worn only for P.E. These shoes should have non-marking rubber soles.
- 3) A solid white, navy or red t-shirt with no design or writing may be worn under the uniform shirt. During cold weather, a solid white, blue, or red long sleeve shirt may be worn under the uniform shirt.

## ***MANDATORY UNIFORM***

Mandatory Uniform is to be worn for specific CPRS activities, such as concerts, programs, field trips, picture day, etc. Please note that students who are not in Mandatory Uniform may not be permitted to participate in an activity that requires it.

## ***GIRLS' MANDATORY UNIFORM ITEMS***

All female CPRS students in kindergarten through 12<sup>th</sup> grade must own the following uniform pieces, which are referred to as Mandatory Uniform:

### Kindergarten – 5<sup>th</sup> Grade

\* plaid jumper

### 6<sup>th</sup>-12<sup>th</sup> Grade

\* plaid pleated skirt

### Kindergarten – 12<sup>th</sup> Grade

\* navy short-sleeved monogrammed polo

\* navy socks

Shoes for mandatory uniforms should be black, brown, or navy.

Girls in 5<sup>th</sup> through 8<sup>th</sup> grade, and high school girls who are enrolled in any P.E./fitness class or are members of a CPRS athletic team, must purchase the CPRS logo gym shorts and gym shirt from the Athletic Office.

## ***GIRLS' OPTIONAL UNIFORM ITEMS***

These items may be purchased for variety only; they may not be worn on any Mandatory Uniform day:

\* navy jumper (K-5<sup>th</sup> only)

\* plaid pleated skirt (K-5<sup>th</sup> optional; 6<sup>th</sup>-12<sup>th</sup> mandatory)

\* navy or khaki pleated skirt

\* navy or khaki pants

- \* red monogrammed short-sleeved polo shirt
- \* navy or red monogrammed long-sleeved polo shirt
- \* navy monogrammed fleece jacket
- \* plain, solid color black, white, navy, red, or beige socks
- \* plain, solid color black, white, navy, or red tights or solid color leggings
- \* plain, non-patterned, neutral color nylon hose

Shorts with finished hem edges may be worn under uniforms for modesty.  
Leggings may not be worn on Picture Day.

### ***BOYS' MANDATORY UNIFORM ITEMS***

All male CPRS students in kindergarten through 12<sup>th</sup> grade must own the following uniform pieces, which are referred to as Mandatory Uniform:

#### Kindergarten – 12<sup>th</sup> Grade

- \* khaki pants
- \* navy short-sleeved monogrammed polo shirt
- \* navy socks

Shoes for mandatory uniforms should be black, brown, or navy.

Boys in 5<sup>th</sup> through 8<sup>th</sup> grade, and high school boys who are enrolled in any P.E./fitness class or are members of a CPRS athletic team, must purchase the CPRS logo gym shorts and gym shirt from the Athletic Office.

### ***BOYS' OPTIONAL UNIFORM ITEMS***

These items may be purchased for variety only; they may not be worn on any Mandatory Uniform day:

- \* navy slacks
- \* red monogrammed short-sleeved polo shirt
- \* navy or red monogrammed long-sleeved polo shirt

- \* navy monogrammed fleece jacket
- \* black, navy, beige, white, or red socks

## **EXTRACURRICULAR DRESS CODE**

Students participating in extracurricular activities will wear the clothing or uniform as required by the sponsor in charge. The dress code for field trips will be approved by the School Administrator. Mandatory Uniforms may be required on occasion. Attire should be appropriate and modest in length, style, fit, and neckline. Modesty should be the consideration in the selection of a wardrobe.

### **STUDENT SPECTATORS** (Activities include athletic events, concerts, plays, etc.)

Student spectators must wear clothing that reflects the Christian values of our school.

- 1) Graphics/text on clothing items must be of a positive theme and may not be associated with anything contrary to the teachings and values of CPRS.
- 2) Clothing should fit within the guidelines of Christian modesty. Examples to avoid include, but are not limited to, tight-fitting or see-through apparel, exposed undergarments, or midriffs.

### **CASUAL DRESS DAYS** (Activities include casual dress days unless it is a special theme, or special event day, etc.)

#### Girls and boys:

- 1) Students may wear jeans that are solid color, properly fitted, without holes, rips, or tears. Patches must be a solid color and match the jeans.

Length may not drag the floor. The only other pants to be worn could be uniform pants.

- 2) Plain or positive-themed shirts may be worn.
- 3) Dresses may be worn, but must be at or below the knee. Leggings beneath the skirt do not allow for hemlines above the knee.
- 4) Shoes need to follow the same guidelines as stated in the shoe policy.

**SPECIAL EVENTS** (Special events activities include field trips, field days, last day of school, etc.)

Costumes/Theme Day: (Costumes include: spirit days, reading week, 100<sup>th</sup> day, etc.)

Clothing must follow the approved theme. Modesty must be adhered to in the selection of the costume. For example, leggings or tights are not considered pants. If in doubt, see a school administrator.

Outdoor Activity: ( Activities include field days, last day of school, etc.)

Shorts should be modest, loose-fitting, and the inseam should measure at least 5 inches.

Field Trips:

The sponsor will determine which dress code will apply to the individual activity

**SEMI-FORMAL EVENTS** (Activities include Athletic Banquet, Graduation, Restoration Honors Society, music programs, etc.)

Girls: Dress; or dress skirt and dress blouse; also dress shoes. The length of the dress or skirt must be at or below the knee. Dress pants may also be worn with a dressy top.

Boys: Suit, or dress pants with dress shirt and tie; also dress shoes.

## **FORMAL EVENTS** (Activities include Senior Banquet)

All formal wear must conform to the standards outlined in the Senior Banquet dress code contract that must be signed by students attending, as well as their parents.

Girls: Knee-length or longer 'formal' dress. All dresses must be reviewed and approved by the Senior Banquet dress code committee in advance; custom-made dresses should have the design approved in advance.

Boys: Suit or tux.

Please note: Violators of the extracurricular dress code will be sent home. Re-entry to the activity will be determined by the School Administrator or the faculty member who has taken action.

*A note to parents: Your help is needed in supervising your child's uniform and extracurricular dress code requirements. If you check your children before they come to school or school activities, the teachers can be spared much time. If an item of clothing is in doubt, please check with the School Administrator before it is worn. Violations of the dress code will be handled by contacting the parent to bring the proper clothing to school. The student will not be allowed to attend classes or participate in other activities until the problem is corrected.*

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# ACADEMICS

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- \* **Academic Probation**
- \* **Awards**
- \* **Course Changes**
- \* **Grading**
- \* **Graduation**
- \* **Homework**
- \* **Promotion & Retention**
- \* **Report Cards**
- \* **Summer School Credits**
- \* **Testing**
- \* **Transfer Students**

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## **ACADEMIC PROBATION**

Any secondary student whose grade point average (GPA) falls below 2.0 will be placed on academic probation. The student will have one semester to improve his or her academic record, during which time the School Administrator will do a grade check every two weeks. If the GPA has not improved by the end of the probation period, the School Administrator will determine whether it is in the best interest of the student to continue at CPRS.

## **AWARDS**

Grade point average (GPA) will be used to figure all secondary awards and will be calculated on all secondary courses taken.

### ***HONOR ROLLS (GRADES 3 - 12)***

Honor Rolls recognize academic achievement in each semester. The Honor Roll will be posted at school and submitted to the Independence Examiner newspaper at the end of each semester.

- 1) The Honor Roll is awarded to secondary students with a semester GPA of 3.0 or higher, and elementary students with a B average in academic subjects. The Principal's Honor Roll is awarded to secondary students with a semester GPA of 3.75 or higher, and elementary students with an A average in academic subjects.
- 2) Incomplete grades will disqualify a student from Honor Roll.

## ***LIAHONA AWARD***

The Liahona Award is given to all secondary students who earn a 4.0 GPA or all A's for both semesters.

## ***RESTORATION HONOR SOCIETY***

The Restoration Honor Society will annually recognize 10<sup>th</sup>-12<sup>th</sup> grade students whose citizenship and academic achievements are determined to be outstanding by a faculty panel. A minimum 3.75 GPA is required to be considered for this award. Students who meet the requirements are notified by the first school day of April.

## **COURSE CHANGES**

High school students may request a class change during the first seven days of the semester. Changes must be approved by the parent, School Counselor. Any unusual circumstances will be referred to the School Administrator. Any course dropped after the first seven days in a semester will be recorded as an F unless such a change is recommended by the School Administrator. Any course with fewer than five students may be canceled.

## GRADING

The following grading scale is used in grades 3 through 12 for academics:

A	96-100	C+	77-79
A-	90-95	C	73-76
B+	87-89	C-	70-72
B	83-86	D+	67-69
B-	80-82	D	63-66
		D-	60-62
		F	59 and below

For grades K through 2, students will receive N(eeds improvement), S(atisfactory), or O(utstanding).

Incomplete (I) is given when a student has excessive absences or has missed work that must be done within the classroom setting and a time cannot be coordinated with the teacher. A student is given 2 weeks to make up an incomplete grade, after which the term grade is calculated with zeroes for all missing work.

## GRADUATION

### ***CEREMONY***

Seniors are required to attend graduation services in order to complete graduation requirements at Center Place Restoration School unless prior Board approval is granted.

**DEMERITS**

Any senior who accumulates 25 or more demerits after spring break may lose the privilege of participating in the graduation ceremonies and/or senior trip.

**HONOR GRADUATES**

Students who have earned a cumulative eight-semester high school GPA of 3.0 or higher will be recognized as Honor Graduates.

**REQUIREMENTS**

Center Place Restoration School requires successful completion of an academic program in excess of the requirements of the state of Missouri. Courses which must be taken in four years at CPRS to graduate are:

	<u>CLASS 2020, 2021</u>	<u>CLASS 2022</u>	<u>CLASS 2023+</u>
<u>Course</u>	<u># Credits</u>		
English	4		
History	3		
Religion	4		
Math	3		
Science	3		
Phys Education	1		
Health	½		
Electives	4	5	6
Practical Arts	1		
Fine Arts	1		
Personal Finance	½		
	-----		
Total credits	25	26	27

Students must meet those graduation requirements that are in force during their freshman year. Students entering after their freshman year will be required to meet current requirements.

All off-campus classes, such as Summit Technology Academy, Math & Physics Institute, Herndon, and Fort Osage Career Center, will be offered to senior students only.

### ***VALEDICTORIAN / SALUTATORIAN***

To qualify as a Valedictorian, a student must attend CPRS for a minimum of the last four semesters of high school. All graduating seniors who meet the criteria and earn a cumulative weighted high school GPA of 4.22 or higher or have accumulated 226 high school grade points and a 4.0 unweighted GPA, will earn Valedictorian honors. If no one has met either of these two requirements, the student with the highest GPA will be named Valedictorian. The Salutatorian is the student with the second-highest weighted GPA. In case of a tie for Valedictorian, there will be no Salutatorian.

## **HOMEWORK**

No homework will be assigned on Wednesday evenings so the students can attend prayer meeting. Homework will not be assigned over the holidays. At other times, homework may be assigned to aid the students in advancing their studies. We do request parents' full cooperation in seeing that the assignments are completed.

Homework is given for several reasons:

- 1) For practice to reinforce classroom study.

- 2) For developing study skills.
- 3) For completion of special projects.
- 4) For remedial activity.

### ***HOMEWORK POLICY FOR MIDDLE & HIGH SCHOOL GRADES***

#### Student Responsibilities:

- Take note of the posted assignments each week along with assignment due dates. Assignments will be posted in the classroom, on Gradelink and/or Google Classroom.
- Students are responsible for completing the posted work when they are absent. If they are unsure of what is assigned, they should contact the teacher the day they are absent.
- Every attempt should be made by the student to meet the deadlines even if the student is absent and misses classes. If the student is too ill to meet this requirement, they need to contact the teacher who can adjust the deadline as he/she sees fit.
- Contact teachers or school offices if the student needs to pick up materials for work missed when absent.
- If a test is missed, it must be made up the day the student returns. Missed labs may not be able to be made up. Refer to classroom teacher's lab policies.

#### Parent Responsibilities:

- Ensure your student is checking on the assignments they need to complete on the day(s) they are absent.
- Arrange with the office to pick up materials your student needs to complete their work.
- Contact teachers if you have questions about makeup work.

#### Teacher Responsibilities:

- Post a list of class assignments to Gradelink, Google Classroom, and/or in your classroom weekly.
- Late work will receive a reduction in the grade.

- Due dates will be set by the teacher and will be firm even if students are absent unless a new due date is arranged in advance and is agreed to by the teacher.
- If a test is missed, it must be made up the day the student returns. Missed labs may not be able to be made up. Refer to classroom teacher's lab policies.

## **PROMOTION & RETENTION**

At the end of each school year, students will be promoted or retained as deemed best by the faculty and administration. By mid-May, parents will be notified if their child is being retained. Tutoring and summer school will be the responsibility of the parents.

At the high school level, the credits that a student earns determine his actual grade level: 7+ credits (sophomore), 14+ credits (junior), 20+ credits (senior).

## **REPORT CARDS**

The academic year consists of two semesters.

Grade checks that allow the student and parent to see the academic progress in each class are available continuously through Gradelink. Parents and students are supplied with login information at the beginning of the year and can request it be given at any time throughout the school year. Semester grades are the only grades that are recorded on transcripts and are included from freshman through senior years.

Report cards for Semester 1 are sent home with students on the last school day of the week following the end of the period. Final report cards at the end of

the school year are mailed home. If you have any questions about report cards, contact the teacher for a conference. We encourage communication between the parent and the teacher.

## **SUMMER SCHOOL CREDITS**

Any student who receives a D or F in any subject may be required to successfully complete a summer school/tutoring class in the subject to avoid being retained.

A high school student who receives a D or F in a required class and subsequently takes a summer school course will have his or her summer school grade averaged with the previously earned CPRS grade. The student will earn one-half credit for each semester class unless a credit was previously received. The rehabilitated grade may not be raised higher than a C. Summer school grades will be averaged with previously earned CPRS grades for a rehabilitated grade only if the original grade was a D or lower. It is the responsibility of the student/family to bring in the final grades for any summer school course for them to be recorded on the CPRS transcript.

Any summer school course that is taken for enrichment only and is not taken to make up for a previously failed class will be counted, and an elective credit will be given.

Enrichment classes are defined as a class that is not offered at CPRS. The credit shall count as elective credit only. No more than one class per year for junior year and senior years will be allowed. The class and curriculum must be approved by the administration *before* the class is taken.

## **TESTING**

Center Place Restoration School maintains a thorough testing program to measure students' progress. Results of tests are used to help the administration and faculty work more effectively with each student and make continual improvements in the curriculum.

Students in grades 2 through 9 are given achievement tests. Some high school students take the Pre-ACT at CPRS in the fall. Juniors and seniors are urged to register for the ACT (American College Test) that is held in public high schools on specific Saturdays throughout the school year. Most colleges require such testing for admittance. Information is available in the counselor's office about registration, times, and places of the ACT.

CPRS may require testing for new students without recent achievement test results so we can ensure proper placement in a grade level.

Any grade level testing for incoming students (home school, etc.) will only be done after the student has paid the enrollment fee. The enrollment fee is non-refundable unless we decline admission.

## **TRANSFER STUDENTS**

### ***GRADES***

Academic grades transferred from private or public schools are generally accepted as shown on the incoming transcript. Such grades will be converted to our grading scale, if not already reported on that basis.

## ***GRADUATION REQUIREMENTS***

Students must meet those graduation requirements in force during their freshman year. Students entering after their freshman year will be required to meet current requirements for their grade level. Homeschoolers need to attend CPRS four (4) consecutive semesters to receive a graduation diploma.

## ***HOMESCHOOL TRANSFER***

Homeschool grades will be recorded on a pass-fail basis so that they will not be calculated as part of the GPA at CPRS. Homeschool credits will be awarded on the same basis as if earned at CPRS. Such credits will not be counted in any subsequent GPA calculation.

## ***REQUIRED COURSES***

Students enrolling during the four years of high school (i.e., as a sophomore or junior) would not be required to earn four years of religion; however, the number of electives will be increased proportionately so that the total number of credits required for graduation will be earned. All other academic requirements will need to be met.

## ***WEIGHTED CLASSES***

Certain classes on the high school level have been deemed to be more academically demanding and thus have been assigned a greater point value in the grade point averages that are used to calculate class ranking. Weighted classes are included on the student's transcript, but are used only for determining class rank. The transcript does show that certain classes are weighted. Information on specific classes is available from the school office.

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# DISCIPLINE

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- \* **Guidelines**
- \* **Demerit System**
- \* **General**

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# **DISCIPLINE GUIDELINES**

It is our goal at CPRS to become Christ-like. Discipline is a major area of Christian concern, and the intent of discipline is restoration.

## ***ELEMENTARY DISCIPLINARY PROCEDURES***

Elementary discipline is the responsibility of the classroom teacher and administration in conjunction with the parent. It will be based on the idea of good communication and working with a cooperative spirit. Teachers will provide parents with a specific discipline plan, including rules and consequences.

Teachers will strive to work in a scripturally based, Christ-like manner with students, individually and collectively, and with parents. Students and parents will be expected to work with the teachers and staff in the same manner.

If problems are encountered, follow the channel of appeal as outlined in the "Parental Appeal Process" in this handbook.

## ***SECONDARY DISCIPLINARY PROCEDURES***

The School Administrator has the responsibility to set forth policies and rules to help the students conduct themselves in a Christ-like manner. In addition, the teacher within the classroom may establish certain policies and rules consistent with those established by the administration. The teacher may assign up to 10 demerits. Methods of disciplining students available to the School Administrator include assigning demerits, suspension, and/or expulsion. Any senior accumulating 25 or more demerits after spring break may lose the privilege of participating in the graduation ceremonies and/or senior trip.

# DEMERIT SYSTEM

Discipline on the secondary level includes the use of demerits. If demerits are issued, the student receives a demerit slip to be signed by a parent and returned to the teacher within 3 school days. Failure to do so results in additional demerits. Parents who wish to have a conference with the teacher should check the appropriate box at the bottom of the demerit slip.

## ***DEMERIT CATEGORIES***

The following list shows various behavior infractions and examples of each. This list does not define all demeritable offenses.

BLATANT DISRESPECT - Walking away from a teacher, back-talking, etc.

BLATANT LYING - Telling a deliberate falsehood or conveying a fake image or impression

BULLYING/FIGHTING - Any form of aggressive behavior - verbal or physical - that is deliberately and persistently directed toward a particular victim with intent to intimidate

CHEATING - Any time student is not doing his/her work

DISOBEDIENCE TO CLASSROOM RULES - Talking without permission, chewing gum, etc.

DISOBEDIENCE TO WARNING - Student does not respond willingly to a request to follow rules (example: dispose of gum, place chair on the floor, etc.)

DISORDERLY CONDUCT - Not behaving in a controlled, Christian manner

DISREGARDING VERBAL INSTRUCTION - Student does not follow class instructions (example: not getting out paper and pencil when asked)

DISRESPECT OF PEERS - Name-calling, pushing, shoving, insults

DRESS CODE - Missing uniform items, inappropriate hairstyles, unapproved shoes, etc.

DRUGS/ALCOHOL - Use or possession of drugs/alcohol at a school activity

HALL VIOLATIONS - Being in the hall without a hall pass

PERSONAL CONTACT - Physical contact related to boy/girl relationships (i.e., holding hands, playing with hair, arms around shoulder or waist, hugging, kissing, etc.)

PORNOGRAPHY - Any material of a sexual nature, disrespectful to men or women.

PROFANITY/VULGARITY - Verbal or written words of swearing, inappropriate talk, or inappropriate body language

SEXUAL ACTIVITY - Any proven incident of sexual activity involving a student

SEXUAL HARASSMENT - Any proven advance, action, or request that is suggestive or explicit, whether by verbal, written, or other means

SKIPPING CLASS/CHAPEL - Failure to be present as assigned

SMOKING/CHEWING TOBACCO - Done at a sponsored activity or on school grounds

STEALING - Intentionally taking someone else's property

TARDINESS - Not in the appropriate classroom at the beginning of class time

VANDALISM - Any intentional damage to any property not belonging to the student

***STUDENT CONSEQUENCE***

The following list contains the actions that will be taken as a student accumulates demerits for unacceptable behavior. Action will be taken as the total accumulation of demerits reaches the following levels:

<u>Demerits</u>	<u>Action</u>
25	<u>PARENTAL NOTIFICATION</u> : The student is ineligible to hold office or run for office in any school organization (i.e., Student Council) for the remainder of the school year. Eligibility to participate in extracurricular activities will be determined by administrative review. (Extracurricular activities include sports, drama, activities outside the school during school hours, etc.) Student conferences involving parents, administration, and faculty may be held at the request of the School Administrator, faculty, or parent.
50	<u>AUTOMATIC TWO DAY SUSPENSION*</u> : All extracurricular activity will be suspended for the semester. Eligibility for extracurricular activities the following semester will be determined by administrative review. (Extracurricular activities include sports, drama, activities outside the school during school hours, etc.) Student conferences involving parent(s), School Administrator, and faculty will be held.
75	<u>AUTOMATIC FIVE DAY SUSPENSION*</u> : Disciplinary probation.
100	<u>EXPULSION</u> : Removal from CPRS.

\* Classwork missed during suspensions must be turned in on the student’s first day back at school, or additional penalties may be assigned by the School Administrator.

If action levels (25, 50, 75 demerits) are reached multiple times in a school year, additional disciplinary measures may be taken by the School Administrator.

Students on suspension may not attend any extracurricular CPRS activities unless given permission in advance from the School Administrator.

## ***PARENTAL NOTIFICATION***

This list contains the actions that will occur as a student reaches the following levels of demerit accumulation:

<u>Demerits</u>	<u>Action</u>
25	Parental notification by phone, email, or meeting.
50	Parental conference with School Administrator.
75	Probationary hearing. Loss of implied automatic invitation to return for the following semester. <u>Invitation to return will be made in writing by School Administration.</u>
100	Exit briefing. All options of appeal are exhausted. The student must wait a minimum of one semester before CPRS will consider re-enrollment.

## **GENERAL**

Teachers may assign up to 10 demerits per student for any one school infraction, and if further action is necessary, will recommend that additional demerits be given by the School Administrator. Only the School Administrator will have the authority to give more than 10 demerits per student for any one school infraction.

The School Administrator may elect to pursue other remedies or other courses of action than those described when it is determined that the well-being of the students and/or staff is affected. In any situation, a plan of improvement may be required.

During the school year, if additional demerits have not been incurred for one month, demerits will be deducted at a rate of five per month. The one-month deduction period will reset if additional demerits are incurred. At the end of April, any student with 30 or more demerits will have half of those demerits carried over to the next school year. In addition, any demerits incurred **during May** will all be carried over to the next school year.

### ***CARE OF SCHOOL PROPERTY***

We should consider ourselves as caretakers of CPRS and properly use all areas of the facility. We realize there will always be usual wear and tear during the year. However, any students who intentionally or recklessly damage or destroy school property or equipment will be billed for replacement costs and will be subject to further disciplinary action.

### ***FOOD/DRINK/ETC.***

Students are not to have food, drink, candy, etc., at school except in their lunch, in the gym (with permission), at an organized school activity, or snack shack for secondary students. Food and drink are to remain in the gym cafeteria or designated area when served at meetings, etc. No gum is allowed.

### ***PROHIBITED ARTICLES***

The following items are prohibited on CPRS property and at any school-sponsored activity:

- cigarettes, electronic cigarettes, alcoholic beverages, narcotics, and related paraphernalia
- knives, guns, ammunition, explosives
- can be used for educational purposes or at the discretion of the administration

- laser lights, electronic games (must support the Christian values of CPRS and CPRS administration has complete discretion as to their use)
- live animals (without advance permission from School Administrator)

Any items brought to school or a school function, including games, music, reading materials, etc., must follow the CPRS standards, and be of a positive nature associated with Christian living. If an item is questioned, the School Administrator may deem whether it is appropriate.

It is suggested that students refrain from bringing valuable items to school. Any such items brought to school should be secured in a safe place. CPRS cannot be responsible for items that are lost.

### ***WITHDRAWALS***

Any student who withdraws from CPRS and has accumulated 50 or more demerits in his or her conduct file, and at a later time makes an application for re-admittance, will be subject to a review by the administration to determine his/her suitability for re-enrollment.