

# **ACADEMICS**

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## **ACADEMIC PROBATION**

Any secondary student whose GPA falls below a 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 at the end of the first semester, and will be submitted to the newspaper at the end of the second semester.

- 1) The Honor Roll is awarded to secondary students with a semester GPA of 3.0 and above, 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 and/or any unsatisfactory conduct marks 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 high school students whose citizenship and academic achievements are determined to be outstanding by a faculty panel.

### **COURSE CHANGES**

High school students may request a class change for the first seven days of the semester. Changes must be approved by the parent, School Counselor, and School Administrator. Any course dropped after the first seven days of 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	95-100	C	73-76
A-	90-94	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	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 requirements have not been met. A student is given five days to make up an incomplete grade. If it is not made up within the prescribed time, the term grade is calculated without a grade for the missing assignment(s).

# 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***

The accumulation of 25 or more demerits after spring break can result in the student losing the privilege of participating in the graduation ceremonies and/or senior trip.

## ***HONOR GRADUATES***

Students graduating from CPRS 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>Course</u>	<u># Credits</u>
English	4
History	3
Religion	4
Math	3
Science	3
Phys Education	1
Health	½
Electives	4
Practical Arts	1
Fine Arts	1
Personal Finance	½
Total credits	25

Students will be required to 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 class.

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

In order 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 will earn Valedictorian honors. In the event that no one in the graduating class has earned a 4.22 or higher GPA, 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 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.

## **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 which a student earns determine his actual grade level: 6+ credits (sophomore), 12+ credits (junior), 17+ credits (senior).

## **REPORT CARDS**

Center Place Restoration School's academic years are comprised of two semesters, with each semester being divided into three 6-week 'tri' terms. A grade report will be issued at the end of each 6-week period, and report cards will be issued at the end of each semester.

If you have any questions after receiving these reports, please feel free to contact a teacher and set up 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.

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

## **TESTING**

Center Place Restoration School maintains a thorough testing program to measure students' abilities and 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. Juniors and seniors may register for both the SAT (Scholastic Aptitude Test - commonly referred to as the "College Boards") and the ACT (American College Test). Since colleges prefer one of these tests, a student is assured of adequate test information if he takes both. Sophomores and juniors may take the PSAT which is given in the fall of the year. Information is available in the school office concerning the times and places of these examinations. Students without recent achievement test results may require testing before placement in a grade level.

## **TRANSFER STUDENTS**

### ***GRADES***

Academic grades transferred from private or public schools will be 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 will be required to 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. Home schoolers need to attend CPRS four (4) consecutive semesters to receive a graduation diploma.

## ***HOME SCHOOL TRANSFER***

Home school grades will be recorded on a pass-fail basis, so that they will not be calculated as part of the GPA at CPRS. Home school 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 which are used to calculate class ranking. Weighted classes are not included in the GPA which is recorded on the student's transcript, or reported to prospective colleges, although the transcript does show that certain classes were weighted. Information on specific classes is available from the school office.

# **DISCIPLINE**

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

## **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 with each student individually, and all students collectively, as well as parents, in a scripturally based, Christ-like manner. 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 "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 not inconsistent with those established by the administration. The teacher may assign up to 10 demerits, and detention with one day's notice. The School Administrator may assign demerits, detention, suspension, and recommend expulsion to the school board as methods of disciplining students. Any senior accumulating 25 or more demerits after spring break can lose the privilege of participating in the graduation ceremonies and/or senior trip.

## DEMERIT SYSTEM

<u>Infraction Categories</u>	<u>Maximum Demerits Issuable</u>
<i>Student to Teacher Interaction</i>	
Profanity/Vulgarity	100
Blatant Disrespect	50
Blatant Lying	50
Disobedience to Warning	20
Disregarding Verbal Instruction	10
Disobedience to Classroom Rules	5
 <i>Student to Student Interaction</i>	
Blatant Lying	50
Bullying/Fighting	50
Disrespect of Peers	20
Personal Contact	10
 <i>General Conduct</i>	
Skipping Class/Chapel	50
Vandalism	50
Disorderly Conduct	10
Dress Code	10
Hall Violations	10
Tardiness	10
 <i>Principles</i>	
Sexual Harassment/Activity	100
Smoking	100
Stealing	100
Drugs/Alcohol (Possession and / or Use)	100
Pornography	100
Profanity/Vulgarity	50
Cheating	50

## ***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:

### Demerits    Action

- 25            PARENTAL NOTIFICATION: Student is ineligible to hold office or run for office in any school organization (Student Council, Pep Club, etc.) for the remainder of the school year. Eligibility to participate in extra-curricular activities will be determined by faculty review. (Extra-curricular activities include sports, cheerleading, drama, activities outside the school during school hours, etc.) Student conference involving parent(s), School Administrator, and faculty may be held at the request of the School Administrator or parent.
- 50            \*AUTOMATIC TWO DAY SUSPENSION: All extra-curricular activity will be suspended for the semester. Eligibility for extra-curricular activities the following semester will be determined by faculty review. (Extra-curricular activities include sports, drama, activities outside the school during school hours, etc.) Student conference involving parent(s), School Administrator, and faculty will be held.
- 75            \*AUTOMATIC FIVE DAY SUSPENSION: Disciplinary probation.
- 100          EXPULSION

\* Class work 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.

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.
50	Parental conference with school administrator.
75	Probationary hearing. Loss of implied automatic invitation to return for following semester. Invitations to return will be made in writing by school administration.
100	Exit briefing. All options of appeal are exhausted. Student must wait a minimum of one semester before CPRS will consider re-enrollment.

## DEFINITIONS FOR INFRACTION CATEGORIES

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 - which is deliberately and persistently directed toward a particular victim for the purpose of intimidation.

CHEATING - Any time student is not doing his/her own 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 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, put downs.

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

DRUGS/ALCOHOL - Any student at a school activity in use of or possessing drugs/alcohol.

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 which is suggestive or explicit in nature, whether by verbal, written, or other means.

SKIPPING CLASS/CHAPEL - Leaving area without permission from a teacher.

SMOKING - Done at a sponsored activity or on school grounds.

STEALING - Intentionally taking someone else's property.

TARDINESS - Not in the appropriate classroom when the bell rings.

VANDALISM - Any intentional damage to school property.

## **GENERAL**

Teachers may assess 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 in excess of 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 being 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. This will continue until another infraction occurs. 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 the month of 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 aspects of the facility, realizing there will always be usual wear and tear during the year. 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, or in the gym (with permission), or at an organized school activity. Food and drink are to remain in the gym or Sorensen Room when served at meetings, etc. NO GUM is allowed.

### ***PROHIBITED ARTICLES***

Cigarettes, alcoholic beverages, narcotics, and related paraphernalia, laser lights, dice, playing cards (not including Rook, Uno, and other 'game' cards), knives, guns, ammunition, explosives of any kind, radios, CDs or players, cameras (except with express advance approval from administrator), electronic "pets"/games, tapes, records, magazines or books not related to class work, live animals/pets, and anything depicting scenes or insignias associated with rock music or Satanic organizations or influences, are not permitted on school property.

### ***WITHDRAWALS***

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