# CPLS Student and Family Handbook

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1. GUIDING PRINCIPLES

1.1 Vision
Cair Paravel Latin School aspires to become the premier classical, Christian liberal arts school in America.

1.2 Mission
Cair Paravel Latin School’s mission is to cultivate classically trained, lifelong learners committed to the Lordship of Jesus Christ who will enrich their community and God’s kingdom.

1.3 Key Values
- To maintain an environment that promotes the glory and enjoyment of God and love of learning
- To adhere to a classical approach to education in methodology and materials
- To support the family in training children in the nurture and admonition of the Lord
- To adhere to a thoroughly Christian education through biblical integration and submission to Christ’s Lordship in all areas
- To prepare students for a lifetime of service to and influence upon community and culture
- To be good stewards of the resources entrusted to the school for the education of the students

1.4 Philosophy
We are dedicated to nurturing the Christian leaders of the next generation. Our chief tools are an integrated, classical Christian curriculum and the example of devoted Christian teachers. Although ultimately geared towards college preparation, the course of study will also prepare students who decide not to pursue formal higher education for a lifetime of learning.

At one time there was a common body of knowledge which every citizen was expected to possess. Those fortunate enough to be formally educated had, of course, more extensive knowledge, but the speeches, sermons, pamphlets, and newspaper articles of the day transcended educational boundaries due to that shared body of knowledge. Modern Americans have misplaced this, to our great loss. Our ability to speak to one another on a deep spiritual level or high intellectual plane is now limited, and our ability to reason together has diminished.

Cair Paravel Latin School seeks to restore this lost heritage. We intend for our students to be liberally educated, spiritually grounded and physically fit. In this way, our students may learn to out-live and out-think the secular world, allowing them to participate in the expansion of Christ’s kingdom and exercise godly dominion over creation, to the glory of God. They will have experiences, including the challenges of travel, denied to many
youngsters. Whatever vocation the Master may call them into, they will be prepared to serve—and serve well—which is the essence of leadership in the body of Christ.

By integrated education, we mean that the whole of knowledge is not easily divisible into subjects as implied in our listing of courses. The best-educated students will see the connection and understand how the Word of God illumines and defines each subject and, therefore, all truth. This goal requires a special kind of teacher, not a narrowly-educated “specialist”, but a generalist dedicated to a lifetime of learning in his or her area of expertise, and beyond. In addition to trained educators, this can include parents employed on a part-time basis, a situation we regard as one of the strengths of the CPLS program.

1.5 Statement of Faith

As a Christian school, the following statement of faith expresses the basics of our beliefs:

- We believe the Bible to be the only fully inspired, infallible, inerrant, and authoritative written Word of God (II Timothy 3:16; II Peter 1:21).
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1; John 10:30, 37-38; Matthew 3:16-17; 28:19).
- We believe in the full deity and full humanity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious, substitutionary atonement through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15, 7:25, 9:12; John 2:11, 11:25; Colossians 1:14; Acts 1:11; Revelation 19:11, 16).
- We believe that the human race is fallen in Adam and that the salvation of lost and sinful man depends upon the substitutionary death of Jesus Christ and is made effectual by faith alone. Salvation is evidenced by repentance toward God, faith in Jesus Christ, and a growing desire to honor God by obeying His commandments (Romans 3:19, 23; John 3:16, 19; Ephesians 2:8, 9; Titus 3:5, 6; John 4:24).
- We believe in the present ministry of the Holy Spirit, by whose indwelling and filling the Christian is enabled to live a godly life (Ephesians 4:30, 5:18; I Corinthians 3:16, 6:19, 20).
- We believe in the resurrection of both the saved and the lost; they who are saved unto the resurrection of life and they who are lost unto the resurrection of damnation (John 5:28, 29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ. We believe that all disciples are called to attend, worship and serve Him in a local congregation or fellowship that is part of His Body, the Church (Romans 8:9; I Corinthians 12:12, 13; Galatians 3:26, 28).
- We believe that man was created in the image of God, and that, from the moment of conception, each human being bears His image (Genesis 1:26, 27; 5:1, 2).
• We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27).

• We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:25; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

• We believe that any form of sexual immorality (including, without limitation, adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest and use of pornography) is sinful and offensive to God. (Matthew 15:18-20).

• We believe that in order to preserve the function and integrity of the School and to provide a biblical role model to the families of the School and the community, it is imperative that all persons employed by the School in any capacity, or who serve as volunteers, agree to and abide by this Statement of Faith, including these statements on Marriage, Gender and Sexuality. (Matthew 5:26; Philippians 2:14-16; 1 Thessalonians 5:22).

• We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Corinthians 6:9-11).

• We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the School.

Cair Paravel Latin School is a non-denominational Christian school. The above is what we agree to believe together. There are many other things which we do not believe “together”. In these cases, we strive to practice Richard Baxter’s old maxim, “In necessary things, unity; in doubtful things, liberty; in all things, charity.” There are many differences of theology and practice among sincere, evangelical, confessing Christians. Therefore, should one or more of the peripheral doctrines of faith be a stumbling block for you, please consider carefully whether or not CPLS is compatible with the letter of your beliefs, for the sake of unity and brotherly love.

1.6 Definition of Classical Christian Education

Classical Christian education is the cultivation of wisdom, virtue, and wonder in students through the time-tested practices and content of the liberal arts, with a goal of developing lifelong learners who love the true, the good, and the beautiful, as defined by Scripture, and thereby becoming conformed to the image and likeness of Christ.

1.7 Portrait of a Graduate

The mission of CPLS is to cultivate classically trained, lifelong learners, committed to the Lordship of Jesus Christ, who will enrich their community and God’s kingdom. The Board
of Directors, therefore, has determined that, when this mission has been successful, a CPLS graduate will:

- Embrace God’s truth by developing and demonstrating sound reasoning, well-rounded competence, and discernment, through his/her knowledge of God’s revelation, his/her understanding of the Great Books, and his/her academic experience.

- Embrace God’s goodness by understanding and adopting a Biblical worldview, by committing to live according to his/her identity in Christ, by developing the fruit of the Spirit, and by aspiring to do justice, to love mercy, and to walk humbly with God.

- Embrace God’s beauty by renewing the culture through a lifelong love of learning, using the tools learned at CPLS, and through a desire to delight and wonder in His creation.

1.8 Parents’ Challenge

Cair Paravel understands that parents are ordained and held accountable by God for the nurture and training of their children. Cair Paravel comes alongside the parents to assist them in that endeavor. As such, our parents play a vital part in the total program of CPLS. Emphasis again and again has been placed upon the importance of parents cooperating with the school for the education of their child. We believe that the following challenge, when subscribed to by all parents, will make Cair Paravel Latin School a place which will truly honor the Lord and produce the finest education possible.

Our parents are challenged to:

- Pray regularly for the teachers, students and Administration of CPLS.

- Cooperate fully in the education purpose of CPLS, doing their best to make Christian education effective in the lives of children that they may love and serve the Lord Jesus Christ for all their lives.

- Pay all financial obligations to the school on or before the date they are due. If a parent is ever unable to pay on time, they will notify the school.

- Support the school through fundraisers and by gifts in addition to tuition payments as the Lord enables them.

- Assume volunteer duties and responsibilities for CPLS as opportunities arise and as God provides the strength and time.

- Resolve matters of dispute with the person or persons involved, not criticize the school, faculty or staff before students, and follow the biblical instruction found in Matthew 18:15 for conflict resolution.

- Seek the advancement of CPLS in all areas: spiritually, academically, and physically.

- Become aware of and support the policies of the school.
1.9 The Origin of the Logo

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“Peter, Adam’s Son,” said Father Christmas.
“Here, sir,” said Peter.
“These are your presents,” was the answer, “and they are tools not toys.
The time to use them is perhaps near at hand. Bear them well.”
With these words he handed to Peter a shield and a sword.

*The shield was the color of silver and across it there ramped a red lion, as bright as ripe strawberry at the moment when you pick it.*

The hilt of the sword was of gold, and it had a sheath and a sword belt and everything it needed, and it was just the right size and weight for Peter to use. Peter was silent and solemn as he received these gifts, for he felt they were a very serious kind of present.

1.10 School Song

Cair Paravel, Cair Paravel
Your chimes we still can hear
They ring the truths and principles
That taught our hearts to fear
The Lord our God, Alleluia
Your message we truly will tell
Our destiny God clearly set at our Cair Paravel
Our destiny God clearly set at our Cair Paravel

1.11 Christian Flag Pledge

I pledge allegiance to the Christian flag
And to the Savior for Whose kingdom it stands,
one Savior, crucified, risen, and coming again
With life and liberty for all who believe.
1.12 School Fight Song

Onward Lions, Onward Lions Fighting for our team
Fighting for the gray and navy
And the victory – Fight! Fight! Fight!
Bodies fit to serve the Lord That is our good reward
Fight Lions – Fight! Fight! Fight!
And win tonight!

1.13 Pledge to the Bible

I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and light unto my path. I will hide its words in my heart that I might not sin against God.

1.14 School Colors

Navy and Gray

1.15 School Motto

Dominus Illuminatio Mea (God is my light)

1.16 School Mascot

Rampant Red Lion

1.17 Affiliations

Cair Paravel Latin School is accredited with the Association of Classical and Christian Schools (ACCS). Our students benefit by various opportunities to meet and compete with students from other Christian schools.

CPLS is also affiliated with the Kansas Association of Independent and Religious Schools (KAIRS) whose stated purpose is “to ensure that children attending religious and independent schools are treated equitably in educational law, policy and programs.”

CPLS is a member of the Kansas State High School Activities Association (KSHSAA) for purposes of fine arts, academic and athletic competitions.

1.18 Athletics

CPLS offers the following sports through our athletic department:

- Fall Boys’ Soccer
- Fall Boys’ Football
- Fall Cross Country
- Fall Girls’ Volleyball
- Fall/Winter Girls’ Cheerleading
- Winter Boys’ and Girls’ Basketball
- Spring Girls’ Soccer
- Spring Boys’ Volleyball
- Spring Boys’ Tennis
- Spring Boys’ Golf
In addition, under some circumstances CPLS students are eligible to participate in other sports through cooperative agreements with other local schools, if the sports are not offered by CPLS.

Refer to the Athletic Handbook regarding which grades may participate.

For further information and policies on our athletic program, see the Athletic Policy Handbook, available through the CPLS Athletic Department at www.cpls.org/family.

1.19 Bible

The Bible, which is the principle guide for life and salvation, is a required subject for study at CPLS. We are privileged to use this tool in building character. The English Standard Version (ESV) is the preferred classroom translation and will be used in all Bible study and verse memorization. Any ESV Bible may be used but if you prefer a more child friendly version for your child in 1st-3rd grade, we recommend the ESV Following Jesus Bible, ISBN: 978-1433545528.

1.20 Curriculum

A very strenuous selection process and high standards are used in selecting the textbooks and teaching materials for the school. However, Cair Paravel realizes that any techniques, methods, or materials are only tools to be used in the process of gaining knowledge and wisdom. We use books from both secular and Christian sources. We will periodically re-evaluate our choices and look for better ways to educate our children. We are always open to comments about curriculum materials. The strength and beauty of the Classical Christian model are found in the expertise and passion of the teachers and what they bring to the curriculum. The textbook is simply another tool for instruction. As such, our teachers may, on occasion, choose not to follow the scope and sequence of assigned text in pursuit of a balanced account. Within the first week of their classes, Logic and Rhetoric students will be provided a semester outline of their course including course requirements, readings and major tests/exams.

Please adhere to the following policy for addressing your academic and/or instructional suggestions and concerns:

- Please organize your thoughts (criticisms and solutions) and put them in writing.
- Give this correspondence to the Head of School, who will address it with the Curriculum Committee and appropriate teachers.
- The Curriculum Committee recommendations for curriculum changes will be forwarded to the Board of Directors for approval.

2. School Policies

2.1 Admissions

Cair Paravel Latin School admits students of any race, color, sex, and national or ethnic origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex or national or ethnic origin in administration of its educational policies, admissions
policies, and athletic and other school-administered programs. Cair Paravel Latin School does reserve the right to select students on the basis of academic performance, religious commitment, philosophical compatibility, and willingness to cooperate with the Cair Paravel Latin School Administration and abide by its policies. Our hope is to find the best possible match between the school and families who understand and desire what CPLS has to offer.

Families of new applicants are encouraged to submit a completed application and application fee for each child, applying as soon as possible. The Administration will then schedule an academic screening test and a family interview to complete the admissions process. Upon acceptance, applicants will have until June 10th to pay their first tuition payment, thus securing a place in the school. After the 10th, the first tuition payment is due upon confirmation of acceptance.

Following the start of school, applicants will be evaluated and accepted as classroom space is available following the above process.

2.2 Admission Standards

General: To be admitted to CPLS, at least one parent must be a professing Christian who subscribes without reservation to our Statement of Faith. The second parent, if not a believer, must be informed fully as to the nature and mission of the school. It should be understood that CPLS expects a high degree of parental involvement in a student’s education.

Kindergarten students must be 5 years old on or before September 1 of the school year for which application is being made and 1st grade students must be 6 years old by September 1 of the school year for which application is being made in accordance with K.S.A. 72-1107.

Grammar (K-6) and Logic (7-8) Schools: Cair Paravel Latin School requires administrative review of previous school records and the most recent standardized test scores.

Rhetoric School (9-12): Prospective students must demonstrate standardized test scores above the 66th percentile or a GPA of 2.25 during their most recent school year. In addition, they must be able to work out a plan to meet all of the graduation requirements of CPLS based on previous credits. It is the parents’ responsibility to have the student make up any deficiencies with school approval, preferably before the beginning of the next school year. Finally, the student must convince Administration of his/her desire for a classical Christian education.

As an alternative to making up deficiencies in courses required for graduation, students who enter as sophomores or juniors may instead elect to pursue a “general” CPLS diploma, as distinguished from the “honors” diploma earned by students enrolled by or before their freshman year (or students who work out a plan to meet all of the graduation requirements of CPLS based on previous credits, as discussed above). All requirements and expectations for a general diploma are identical to those for an honors diploma except as detailed in §2.11 Graduation Requirements. In order to qualify for the general diploma path, a student must have acquired at least one unit each of English, History, Science, and Mathematics for each high school prior to arrival at CPLS.
NOTE: The general diploma alternative graduation path is only available to students who are admitted to CPLS after completion of their freshman year. The alternative path must be selected at the time of admission and is not available as an option after that time.

**Re-admission:** It is the prayer of the CPLS community that the best “fit” for both student and CPLS be maintained as we endeavor to fulfill our mission. If the school finds that any student is found to be experiencing pronounced difficulties academically, behaviorally or spiritually, a readmission interview may be required as part of the process of Administration determining whether the student will be allowed to re-enroll.

Former students who have left CPLS but wish to return will be considered for re-admission on the basis of an interview, testing, and/or past history at CPLS or at any other schools the student has attended. A student who does not attend all four years of Rhetoric school at CPLS will not be ranked or eligible for Valedictorian or Salutatorian but will still be eligible to receive a diploma and participate in graduation.

**2.3 Student Records**

A confidential, permanent record for each student at CPLS shall be maintained in accordance with state and federal laws and regulations, and information from that record shall be released only in accordance with state and federal laws and regulations.

**2.4 Transcripts**

Official school transcripts for grades 9 through 12 may be requested from the school office by giving 48-hour notice. The transcript will then be sent directly to the educational institution needing it. All financial obligations to Cair Paravel Latin School must be met before transcripts will be released.

**2.5 Communication Policy**

“All this is from God, who through Christ reconciled us to Himself and gave us the ministry of reconciliation; that is, in Christ God was reconciling the world to Himself, not counting their trespasses against them, and entrusting to us the message of reconciliation.” 2 Corinthians 5:18-19

The relationship between school and home is a delicate one requiring the utmost respect for the authority in the home and the authority of the school. Once enrolled in the school, the family must be willing to submit to the school’s authority in governing the school’s affairs. Yet, the school must also uphold the family’s authority in governing its affairs. Given these two realms of authority and considering the vastness of the responsibility in training and educating our children, disagreements are inevitable. They may be small or great, but they will inevitably occur. God can be glorified during these disagreements through the peacemaking actions of those involved. Every parent must be willing to seek proper resolution to any conflict. Sometimes this means simply overlooking the action (Prov. 19:11), and sometimes it means speaking the truth in love. harboring bitterness or keeping records of offenses is neither biblical nor profitable (1 Cor. 13).

Every family is encouraged to attempt to be at peace with all men. The lines of communication outlined below between the school and home are based on biblical principles found in Exodus 18, Proverbs, Matthew 18, James, and other epistles. Scripture
teaches that conflicts should be handled discreetly and carefully, while believing and speaking the best about each individual involved. CPLS Administration, faculty, and staff will abide by these same principles in communicating with parents and students. Students and parents seeking to resolve an issue or disputes in any way related to CPLS should utilize Biblical doctrine found in Matthew 18:15-17 and be considerate of the Organizational Chart as it reflects delegated authority (Ex. 18).

Organizational Chart

Students
Students will be taught to follow Christ in how they communicate both in and out of school. Students who disrupt the peaceful fellowship of the school community by their communication will be disciplined in a loving, biblical manner.

Student to Teacher
Students are encouraged to communicate concerns, questions, or disagreements with their teacher in a manner that is respectful of authority and honors the teacher’s responsibility in the classroom. If the situation is still considered unresolved after speaking with the teacher, the student and their parents may bring the situation to the relevant Principal.

Parent to Parent
If an issue should arise regarding the conduct of children outside of school, or if there appears to be a personal conflict between families, the families should each seek to make peace with one another by discussing their concerns in a loving, biblical manner. The school will not become involved in personal conflicts beyond their effects on the school. If mediation is necessary, the school would urge families to seek the help of their church.
Parents to Teacher

If an issue should arise regarding individual teacher rules or procedures, the parents should speak to the teacher before discussing the matter with those in authority over the teacher. Parents should not attempt to speak with teachers during the school day and should not “drop in” on a teacher before or after school without making arrangements in advance. If the situation is still considered unresolved after speaking with the teacher, the parents may bring the situation to the relevant Principal. Using school e-mail is often the best means of communication with teachers.

Parents to Administration

If an issue should arise regarding school rules, procedures, curriculum, programs, facilities or finances, or if they are unable to resolve an issue with a teacher after discussing it with the teacher, parent and/or students should speak to the relevant Principal and/or the Head of School before discussing the matter with others.

Parents to Board of Directors

The Board of Directors has authority only when officially convened as a Board. Individual Board members have no specific authority over the school or any of its employees. Parents who have sought to reconcile issues with/through the Head of School and have been unsuccessful may petition to the Board of Directors by contacting the President to schedule a meeting to hear concerns, but are advised against speaking to specific Board Members, as this is not consistent with the authority vested in them. The Board of Directors will not hear a dispute involving the Head of School unless attempts to resolve the matter have been tried and found unsuccessful.

Biblical Conflict Resolution

By joining the Cair Paravel Latin School family, the family agrees to resolve conflict biblically. Any claim or dispute arising within the CPLS community shall be settled by mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation. This includes, but is not limited to:

- Student or parent issues with teachers
- Student or parent issues with the Administration
- Student or parent issues with other students or parents (CPLS related)
- Student or parent issues with CPLS policies or practices in general

Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

If litigation is pursued for any reason, the family will be financially responsible for all associated costs incurred by CPLS. This includes, but is not limited to, the labor costs for preparing subpoenas, any CPLS attorney fees, and any costs associated with employee absence from work.
Blogs, Forums, and Social Networking Sites

Blogs, forums, and social networking sites should be considered public. Everyone that is part of the CPLS family (whether as faculty, staff, Administration, students, or parents) represents an affiliation with Christ in being part of a classical Christian school and should make every effort to ensure that his/her talk is God honoring and useful for building up others (Eph. 4:29). Therefore, disparaging remarks, postings, or comments regarding CPLS and/or its faculty, staff, Administration, parents, or students in such public forums should be avoided.

Media Contact

No person may have any contact with any member of the media in which such person represents, or appears to represent, CPLS unless such person first obtains the express, written permission of the Head of School or the Board of Directors giving specific approval for that contact.

Printed Material

Copying and distribution of any printed material (flyers, brochures, posters, etc.) must be approved by Administration before the material is displayed or distributed on campus. Advance approval is not intended to restrict the distribution of material concerning school-sponsored and approved activities but to maintain accuracy and consistency of information.

2.6 Tours, Field Trips and Athletics

Reasons for Travel: Psalm 24:1

Part of the CPLS philosophy of education involves the conviction that many important lessons are learned outside the classroom. Through tours (grades 5-12), field trips (all grades), and athletic trips (teams from grades 7-12), our students are provided experiences in travel, adventure and Christian fellowship that cannot be achieved during regular school hours.

Reasons for Guidelines: I Corinthians 14:40

When CPLS students and accompanying adults leave our campus, we are ambassadors for Christ, as well as for CPLS. Since the God we serve is a God of order and righteousness, it is expected that high standards be maintained. These guidelines are meant to enhance the educational value and enjoyment of the trips, while empowering our volunteer trip sponsors to maintain an appropriate atmosphere. CPLS believes that for the brief time periods that constitute group travel opportunities, godly people must restrain their liberties to benefit the group. In order to best represent our Lord, to promote unity, harmony and enjoyment among our “ambassadors”, and to maximize the educational experience on field trips and tours, the following guidelines have been established by CPLS:

Dress Code: Matthew 5:16

Clothing and appearance have a great influence on attitude, behavior and schoolwork. While appearance does not conclusively reflect a person’s spiritual condition, it does have
four significant purposes: modesty, protection, symbolism and distinction between the sexes. It is important to realize that our clothing is important because it speaks to others before we may speak. This standard of clothing is based on being neat, clean, modest, and appropriate for the occasion while prohibiting items that disrupt or distract from the educational goals of the school. When necessary, sponsors will require students to change their clothing.

**Field Trips:** All students shall wear school uniforms unless approved in advance by Administration.

**Athletic Trips:** Team members/managers will wear school-approved warm-ups.

**Tours:** Clothing guidelines will be set by the lead sponsor for each tour, in accordance with recommended guidelines. These recommendations include:

- **Museums/Historical Sites:** Uniform polo shirts, uniform collared shirts; uniform hoodies, uniform pants or jeans or khakis (tailored and in good repair); uniform shorts, jean, khaki or other modest shorts/pants (no short-shorts, nylon or athletic shorts, leggings as pants or yoga pants).
- **Outdoor Activities:** Jeans or modest shorts (no short-shorts); appropriate t-shirts in any of the following categories: CPLS (spirit wear or other, such as Spiritual Emphasis Week), Christian, sports, souvenir or plain; NOTE: All t-shirts must have sleeves and be long enough to tuck in.
- **Swimsuits:** Girls must wear only one-piece swimsuits; boys must wear loose trunks.
- **Hair:** Hairstyles while on a school-sponsored trip should be the same as at school; extreme styles are prohibited.

**Entertainment: Philippians 4:8**

How each person, student or adult, spends their leisure time will have a significant impact on their social, mental and spiritual development. The CPLS field trips, tours and athletic trips are a wonderful opportunity for students, teachers and parent sponsors to interact positively. We believe this is best accomplished without undue distraction of audio/visual equipment. Choice of entertainment is also critical because of its impact on healthy minds.

**Games:** Cards and other non-electronic games which foster interaction are acceptable.

**Literature:** Reading is always encouraged; however, inappropriate literature will not be allowed.

**Electronics:** CD, MP3, iPods and other similar devices are allowed for use only by 9th-12th graders in accordance with the guidelines specified by the Tour Coordinator. All other electronic devices, including but not limited to handheld games and portable DVD players, are not allowed.

**Movies:** Most buses used for tours have the capacity to show movies. All movies must be approved by the Tour Coordinator. Students may suggest movies to the Tour
Coordinator, but final approval rests with the Tour Coordinator. Only G-rated movies will be shown unless approved by the Tour Coordinator and Head of School, keeping in mind the destination, theme and activities to be experienced on the trip. No sponsor or students are allowed to watch movies or shows on their handheld mobile devices.

**Television:** There will be no TV watching in hotel rooms. Sponsors are encouraged to look for positive alternatives.

**Cell Phones:** Students may use cell phones (their own or sponsors’) only during designated times for calls to parents/guardians or at the discretion of the Tour Coordinator (grades 9-12 ONLY). Students are not allowed to stream any entertainment on their handheld mobile devices.

**Behavior Standards: Colossians 3:17**

As representatives of CPLS and as ambassadors for Christ, it is very important that the behavior of both students and sponsors on school-sponsored trips be above reproach. It has been said that an individual Christian may be the only “Bible” that some non-believers ever read. Travel as a group presents an outstanding opportunity for evangelism. Likewise, misbehavior of professing Christians could be a hindrance to faith for unbelieving observers.

Adult sponsors and teachers will have the responsibility for establishing an appropriate atmosphere of discipline on school trips. Sponsors will expect respect and obedience and will maintain control of the students specifically assigned to their oversight, as well as the group of students in general. We anticipate excellent behavior and a spirit of cooperation between the students, trip sponsors and parents. Sponsors will enforce all discipline policies of CPLS at all times.

**Field Trips/Athletic Trips:** (Some modifications may be made for Rhetoric school students at the discretion of the teacher).

- Students should be made aware of the educational opportunities and travel itinerary before leaving.
- Students must stay with the sponsor they ride with at all times, including the time spent at their destination.
- Students under 12 years of age should not sit in passenger seats with airbags. Every person has to wear a seatbelt while the vehicle is moving – NO EXCEPTIONS!
- Kansas State Law requires students that are ages 4, 5, 6 and 7 and weigh less than 80 pounds or are shorter than 4’9” must be in a booster seat when riding in a vehicle. This law applies to school transportation which includes field trips. Parents are responsible for providing booster seats if their student meets this criterion. Students will not be allowed to go on a field trip if they don’t have a booster.
- No switching to ride in another vehicle without teacher’s permission and both drivers’ knowledge.
• Students may combine with another group of CPLS students once at the
destination as long as they stay with the adult sponsors and sponsors/teachers are
aware and approve.

• Since sponsors are responsible for the safety and whereabouts of the students
under their supervision at all times, students must stay with their designated
sponsor (some modifications may be made for Rhetoric school students at the
discretion of the teacher/coach in charge).

• Use or possession of any illegal drugs or alcohol or the improper use of prescription
or non-prescription drugs is prohibited on school property or any school trips or
during any school-sponsored activity. The school reserves the right to impose any
disciplinary action thought appropriate including, but not limited to, suspension
or expulsion of any students violating this provision with or without credit for any
school term. Parents will be expected to immediately pick up their children from
any activity regardless of the time or place of violation.

Tour Guidelines:

Disciplinary action will follow this chain of events:

1st offense – verbal warning
2nd offense – sit with sponsor (if on bus) and phone call to parents
3rd offense – parents will be phoned to arrange for the student’s immediate return
home

No opposite gender students are allowed in hotel rooms at any time. A sponsor-
supervised room may be designated as a public area by the tour leader and may be used
for socializing.

Disciplinary action will follow this chain of events:

1st offense – phone call to parents
2nd offense – parents will be phoned to arrange for the student’s immediate return
home.

Student: Sponsor ratios for hotel rooms are as follows:

Grades 5-8 – 3:1
Grades 9-12 – 5:1

• Every room shall have an adult sponsor responsible for supervision and welfare of
students.

• Prohibition on physical displays of affection will be enforced.

• TVs in hotel rooms are not to be turned on.

• On overnight bus trips, genders must be separated at “lights out” (time to be
determined by the Tour Coordinator).

• Use or possession of any illegal drugs or alcohol or the improper use of prescription
of non-prescription drugs is prohibited on school property or any school trips or
during any school-sponsored activity. The school reserves the right to impose any disciplinary action thought appropriate, including, but not limited to, suspension or expulsion of any students violating this provision, with or without credit for any school term. Parents will be expected to immediately pick up their children from any activity regardless of the time or place of violation.

- Students may combine with another group of CPLS students once at the destination as long as they stay with the adult sponsors and sponsors/instructors are aware and approve.
- Since sponsors are responsible for the safety and whereabouts of the students under their supervision at all times, students must stay with their designated sponsor. Some modifications may be made for Rhetoric school students at the discretion of the lead sponsor.

**Sponsor Responsibilities: 1 Peter 5:2**

Field Trips:

- It is the responsibility of sponsors/drivers to demonstrate a positive, cooperative and supportive attitude toward field trip leadership; any hint of dissension is ultimately harmful to the attitude of the students. Sponsors must know in advance their responsibilities and agree to them. The following are items to keep in mind, but the list is not intended to be all-inclusive:

  - Sponsors are responsible for the safety and whereabouts of the students under their supervision at all times; therefore, students must always be accompanied by their designated sponsor. Some modifications may be made for Rhetoric school students at the discretion of the lead sponsor.

  - Driver information should be on file in the school office.

  - Sponsors shall enforce all CPLS discipline policies, as well as any specific trip policies.

  - Drivers should exchange cell phone numbers, if available, before leaving.

  - Students will be assigned to a sponsor/driver in advance.

  - Sponsors should be made aware of the educational objectives and itinerary before leaving.

  - Travel directions/simple maps from school to destination for all drivers will be provided.

  - Music played in vehicles for K-6th grade field trips shall be limited to Christian music only.

  - Drivers must obey speed limits and traffic rules.

  - Students under 12 should not sit in passenger seats with airbags.

  - Every person has to wear a seat belt while the vehicle is moving.
Whenever possible, vehicles must travel with at least one other vehicle in case of breakdowns or emergencies.

No switching to ride in another vehicle without permission and both drivers’ knowledge.

Students may combine with another group of CPLS students once at the destination as long as they stay with the adult sponsors and sponsors/instructors are aware and approve.

All students and drivers should meet in one place and be accounted for by the teacher upon arrival at their destination and before leaving their destination.

When arriving back after 3:30 p.m. dismissal time, sponsors and/or the instructor are responsible to see that each child is picked up.

In the event of a medical emergency, a sponsor will be designated to remain with the student.

**Tours:**

It is the responsibility of tour sponsors to demonstrate a positive, cooperative and supportive attitude toward tour leadership; any hint of dissension is ultimately harmful to the attitude of the students. Sponsors must know in advance their responsibilities and agree to them. The following items are things to keep in mind, but the list is not intended to be all-inclusive:

Sponsors are responsible for the safety and whereabouts of the students under their supervision at all times; therefore, students must always be accompanied by their designated sponsor. Some modifications may be made for Rhetoric school students at the discretion of the lead sponsor.

The Tour Coordinator will establish a chain of authority. For smaller groups of students or older students, each student will have a designated sponsor. For larger groups, it is recommended that each student has a designated sponsor who reports to a team leader, who reports to a tour leader.

Sponsors will meet as a group as needed during tour.

Tour Coordinators should meet with classes before the tour to go over itineraries and policies.

Using the provided sample letters available in the CPLS office (“Sponsor Letter of Understanding”, “Student Letter of Understanding”, and “Parent Letter of Understanding”), tour leaders should prepare for Board approval documents for each sponsor, student and parent to sign before the trip. This will help foster an atmosphere of agreement on responsibilities for all before leaving town.

Sponsors shall enforce all CPLS discipline policies, as well as any special tour policies.
• Sponsors are responsible for knowing the whereabouts of students under their supervision at all times.

• Tour Coordinator needs to make arrangements for devotions.

• Sponsors should enjoy mingling with the students, and should encourage the students to mix and mingle as well. Minimizing “cliques” is an important goal.

• On buses, genders must be separated at “lights out” (time to be determined by lead sponsor).

• On buses, sponsors will sit throughout the bus in designated “sponsor seats”; sponsor seating assignment will be rotated throughout the tour, as necessary.

• In the event of a medical emergency, a sponsor will be designated to remain with the student.

• All tour sponsors will be screened using both the state and national Sexual Offenders Database.

• Family financial accounts must be current for a parent to participate as a tour sponsor.

In Conclusion: **Enjoy** – Psalm 95:1; **Learn** – Psalm 92:4; **Love** – Psalm 31:7

### 2.7 Transportation Policy

**Objective:**

To provide for safe, effective transportation for school sponsored field trips and events.

**Policy:**

CPLS will provide transportation and this transportation policy is applicable to all school sponsored events: During regular school hours, not including open lunch time, whether such event is in or out of the city limits of Topeka, or when the event is before or after school hours and more than 10 miles outside the city limits of Topeka.

If the school sponsored event is in town and not during regular school hours, students’ parents are responsible for arranging for their students to get to and from the event. The school will not be responsible for providing transportation to or from that event or responsible for monitoring with whom the student is riding. A school sponsored event is any event in which faculty or staff has arranged for students to attend the event, and is in furtherance of the educational purposes of the school or attendance is required as part of the extracurricular activities in which the student participates.

Student drivers will not drive to school sponsored events during times when school is in session. Exceptions for special circumstances may be given only upon permission from the Administration and the following requirements:

• The student may only use their own vehicle if the vehicle has been registered at the school office (please see Registration of School Vehicles for exact requirements)
- A signed permission slip and waiver of liability has been given to the school sponsor.

- Students will not transport other students (Exception: with signed permission from parents, students may drive other students to athletic practices off campus or open lunch)

Staff and Administration may transport students. Certain steps need to be followed:

- Only those Staff or Administration authorized can transport students to and from school sponsored events. All required documents must be on file in the school office prior to transportation.

- Staff members and Administration may not transport a single student under any circumstance. An Administrator may waive this condition if he/she feels that an emergency situation exists.

- All passengers in the vehicle must wear an individual seatbelt. There is to be no ‘double buckling’ of students.

- Always drive cautiously, remembering that you have students aboard and remain professional at all times.

**Car seats:**

Kansas State Law requires students that are ages 4, 5, 6 and 7 and weigh less than 80 pounds or are shorter than 4’9” must be in a booster seat when riding in a vehicle. This law applies to school transportation which includes field trips. Parents are responsible for providing booster seats if their student meets this criterion.

### 2.8 Student Dress Code

The CPLS uniform was created in part to eliminate peer pressure driven by fashion and to improve students’ demeanor by positively affecting their work ethic. A “uniform” is commonly defined as a dress of a distinctive design worn by members of a particular group and serving as a means of identification. CPLS uniforms identify and seek to unify the entire student body. Uniforms assist in establishing school tradition, and by definition, should not change from year to year or from one fashion to another. Uniforms should reflect the character of the school as both classical and Christian. “Classical,” as applied to clothing, is clothing characterized by simple tailored lines correct for a variety of places and occasions and basically in fashion year after year. The classical aspect requires that items of clothing be traditional rather than trendy, neat rather than sloppy, and unchanging from year to year. The Christian aspect of CPLS requires that items of clothing be modest, reflect appropriate distinctions between the sexes, and encourage students’ relationships to be built upon character qualities rather than outward appearances or income levels.

Parents are primarily responsible for assuring that their student follows the dress code. Students are secondarily responsible. Compliance with the dress code reflects respect for authority, reduces distractions, and helps forge a distinctive school culture.
**All Students**

1. Uniform clothing must have a proper fit and should be in good repair without stains or holes.

2. Shirts must always be tucked into waistbands.

3. Hats are not allowed in the classroom.

4. Only approved outerwear items are to be worn in class. Non-approved outerwear should be removed before class begins and should not be worn during travel between classes within the building unless going to recess. See complete list of approved outerwear items on Page 2.

5. T-Shirts worn under uniform shirts must be **solid navy, grey, or white** (not red). **Long sleeved t-shirts should not be worn under short sleeved polo shirts.**

6. Belts can be **navy, red, white, brown, black, or school uniform plaid.** Belts with patterns or designs are allowed when the above colors are used. Clothing with belt loops must be worn with a belt. Kindergarten and 1st grade students are not required to wear belts.

7. Bleaching or unnatural coloring of the hair is prohibited. No extreme or distracting hairstyles including, but not limited to, mohawks, faux-hawks etc. Final decisions are made by CPLS Administration.

8. Tattoos must remain covered.

9. Neckties in the CPLS plaid pattern are allowed when worn with an oxford (not a polo) shirt. Striped neck ties associated with one of the four CPLS Houses are approved students in 9th-12th.

**Shoe Guidelines**

Acceptable shoe colors are navy, white, red, grey, black or brown. Other colors are allowed as accents, but not as the predominant color. Shoes should be sensible and coordinate with uniform colors.

- Sneakers are the only footwear appropriate for gym class.
- Shoes with eyelets must be laced and tied.
- Dress shoes and dress sandals are permitted.
- NO flip flops, Crocs, Vibram Five Fingers, Athletic Slides, or similar shoes are allowed.
- Backless footwear is permitted for grades 7-12, but not permitted for K-6 who still play at recess.
- Boots are acceptable when they follow the rules regarding color.
General Guidelines for Females:

1. **Hair Accessories**: must be school colors or neutral. Distracting hair pieces like feathers, bandanas, and laurel wreaths are not allowed. Headbands should not feature brands or commercial logos.

2. **Socks and Tights**: approved solid colors are navy, white, dark grey, or black. Patterns, red or heather-grey (resembling sweatpants) are not allowed.

3. **Leggings K-6**: follow same color rules as socks and tights. They must reach ankles, not mid-calf.

4. Neither tights nor leggings should be worn under shorts.

5. **Jewelry** should be simple and should not be distracting. Earrings are the only acceptable piercings.

6. Light facial makeup is acceptable.

General Guidelines for Males:

1. Matching socks should be solid navy, black, brown, dark grey, or white. **Red socks are not approved.**

2. Facial hair is not allowed, and sideburns may not extend below the bottom of the ear.

3. **Hair** must be cut above the eyebrows, ears, and collar.

4. **No earrings or other piercings.**

**SHIRTS for ALL STUDENTS:**

Short and long sleeve red, white, or navy polo shirts may be purchased from any vendor. We follow the **Rule of Resemblance**: Shirts that mirror the polo shirts from the Lands’ End Uniform Department are acceptable.

- Shirts must be solid in color without breast pockets or any embroidered logo other than the CPLS crest.
- “Golf shirts” and performance polos made from “dri-fit” material are not allowed.
- Feminine cut shirts with capped sleeves are approved, but shirts should not be tight fitting.

**White Oxford Dress Shirts**: Short/long sleeved plain white oxford shirts can be purchased from any store. **Blouses**, including those with rounded “peter pan” collars, are not part of the uniform.

**OUTERWEAR for ALL STUDENTS**

These items are approved for wear in class over a uniform shirt. These are purchased from an approved vendor in **Navy or Red** (not white)
Class Act:  
A+ Cardigan  
Fleece Pullover with or without the CPLS embroidered logo  
A+ Sweater Vest with or without CPLS embroidered logo  

Lands’ End:  
Fine Gauge Performance Cotton Cardigan (v-neck or crew-neck)  
Midweight Fleece Quarter-Zip Jacket  

Special Order:  Additional items are periodically offered through the school: Track jackets and crew neck sweatshirts are approved for all grades; (Last names, but not nicknames or phrases, may be added to the back in 2-inch black or white letters. This service is not offered through the vendor on the order form) Quarter-zip sweatshirts are approved for 7th-12th; Letter jackets are approved for 9th-12th grades.

NAVY BLAZERS FOR 9TH-12TH GRADE STUDENTS
Blazers follow the Rule of Resemblance so they may be purchased from other vendors if they closely resemble the style and color of the “Hopsack Blazer” in deep navy from Lands’ End. Should be worn with white oxford shirts and house ties.

SHORTS AND PANTS for BOYS:
*Purchased only from an approved vendor and no shorter than 2 inches above the knee:*

Class Act:  
A+ or School Apparel in either Khaki or Navy (no cords or cargos)  
A+ Modern Fit Performance Shorts in Navy or Khaki  

Dickies:  
Select shorts or pants in Desert Sand, Navy, Dark Navy or Khaki (not olive)  
The following styles are not approved: Cargo, Mesh, Twill, Cords, Carpenter, or Skinny Fit  

Lands’ End:  
Chino Pants or Shorts *in the School Uniform Dept.* in Classic Navy or Khaki.  
The “Pull on Elastic Waist Shorts” with the drawstring, Item #528314BPX is not approved.

SHORTS AND PANTS for GIRLS
*Purchased only from an approved vendor and no shorter than 2 inches above the knee.*

Class Act:  
A+ or School Apparel in either Khaki or Navy (no cords or cargos)  
K-12 brand “contemporary fit” pant  

Dickies:  
Select shorts or pants in Desert Sand, Navy, Dark Navy or Khaki (not olive)  
The following styles are not Approved: Skinny fit, Low-rise, 5 pocket Twill, Utility, Performance, Cargo, and Capri
Lands’ End: Any style Chino Pant or Shorts in the School Uniform Dept. in Navy or Khaki except the “Pull on Knockabout Chino”

**JUMPERS, SKIRTS, & SKORTS for GIRLS**

Purchased only from an approved vendor and no shorter than 2 inches above the knee.

**Class Act:**
- A+ Drop Waist Skort in Khaki, Navy, or CPLS Plaid (ONLY Jr sizes for appropriate length)
- Becky Thatcher Drop Waist Skort in NAVY ONLY
- K-12 brand Wrap Skort in Khaki or Navy (sizes 4-6 for K–2nd grade only)
- A+ Large-Tartan-Plaid Jumper

Lands’ End: “Pleated” Skirt in either Classic Navy, Khaki, or Large Plaid

“Plaid” Jumper in Classic Navy Large Plaid (not Solid, Ponte’ Pleat, Solid Button A-Line, or Plaid Button Front A-Line)

“A-Line” Skirt approved in “Classic Navy Large Plaid”

The “Blend Chino Skort” was discontinued from our uniform in 2018. It had been “grandfathered in” for those who already owned it, but it will no longer be allowed starting in Fall 2023.

**PHYSICAL EDUCATION CLASSES**

K–12th: Must wear (or bring) tennis shoes on P.E. days.

7th–12th: Starting in the Fall of 2023, Students in 7th/8th PE and any 9th-12th grade student participating in an athletic elective will wear a designated PE Uniform which will include a t-shirt and mesh shorts. These will be ordered during the summer and available for purchase in the main office.

**SPORTS TEAMS & FAN GEAR**

“Fan Gear” is ordered through the CPLS Athletics Department periodically each year and includes items like team sweatshirts, sweatpants, hats, and t-shirts. These items are not approved for daily wear.

Items that refer to a specific team and year (tournament or league championships), team jerseys, and team warm-up shirts are not part of the daily uniform.

**Final decisions on clothing and appearance are made by CPLS Administration.**

**CONCERT ATTIRE REQUIREMENTS**

**K-4th Grade Students:**

Dressy clothing as appropriate for the season with dress shoes.
**5th - 8th Grade Students**

The below attire is required at concert events, speech performances, and some field trips. Every piece required for “concert attire” can also be worn daily as part of the regular uniform. Plain white oxfords may be purchased from any vendor.

**Boys:**
- Any approved khaki uniform pant
- White long-sleeved button-down oxford shirt
- Navy V-neck sweater vest from Class Act Uniform Store
- Regular Tie (no bow ties) and the preferred pattern is the CPLS Plaid
- Solid black or brown dress shoes (no athletic footwear) with dark socks
- No boots

**Girls:**
- Drop Waist Pleated Skort from Class Act Uniform Store ONLY in Junior Sizes (for appropriate length)
- White, long-sleeved button-down oxford shirt (no rounded “peter pan” collars)
- Navy V-neck sweater vest from Class Act Uniform Store
- Solid black or brown dress shoes should be flats or have a heel no higher than 1 inch
- No boots
- Nude hosiery is optional

**9th – 12th Grade Choir Members:**

Females:  Black dress or black skirt/black top with sleeves with modest neckline and hemmed to knee or below. Nude hosiery is optional and allowed. Black shoes should be flat or have no higher than a 1-inch heel, and no boots.

Males:  Long sleeved, solid white button-down oxford shirt with dark tie, black dress jacket and black dress pants, black socks, and black dress shoes.

**APPROVED VENDORS**

1. **Class Act Uniforms**
   Telephone: 785-273-0551
   301 SW Gage Blvd, Topeka, KS 66604
2. **Lands’ End**

   Telephone: 1-800-469-2222
   Online at [www.landsend.com/school](http://www.landsend.com/school)

   Use *Preferred Customer #9000-3495-0* to conveniently view the approved uniform items for the school. When families do this, Lands’ End donates a percentage of sales back to CPLS!

3. **Dickies**

   Online at [www.dickies.com](http://www.dickies.com), [www.amazon.com](http://www.amazon.com), or [www.walmart.com](http://www.walmart.com)

   These can be purchased online year-round and can sometimes be found at local Wal-Mart, JCPenney, and Target stores.

2.9 **Weather Policy**

We will use the playground as often as weather permits to provide our children with fresh air, sunshine, and room to run. Even on very cold days, we will try to have short recess periods outside. Please dress your child appropriately and encourage them to actively participate in recess. Recess will be held indoors if the temperature or wind chill shows 20 degrees or below. School closings will be announced on our website at [www.cpls.org](http://www.cpls.org) and an email will be sent to parents through RenWeb. Local Topeka radio and television will also be contacted.

2.10 **Grading Scale**

All academic subjects at Cair Paravel Latin School (except as stated below) will be evaluated against objective standards and assigned a letter grade according to the following scale.

<table>
<thead>
<tr>
<th>Letter</th>
<th>%</th>
<th>GPA</th>
<th>Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100-98</td>
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</tr>
<tr>
<td>A</td>
<td>97-93</td>
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<td>59-0</td>
<td>0.00</td>
<td>0.00</td>
</tr>
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</table>

All core courses will be graded on the Honors scale. However, standard Latin Literature (I and II) will be graded on a scale from 0 to 92.5.
All electives will be graded on the GPA scale.

2.11 Graduation Requirements

In order for a student to graduate from CPLS with an honors diploma, the following conditions must be met:

- Student must pass all the **Required Classes** (listed below) with a D- or higher
- Student must attain a cumulative GPA 2.0 or higher
- Student must acquire 4 Fine Arts Credits
- Student must acquire one summer reading credit for each Rhetoric School grade (9-12) that they were enrolled at CPLS during the prior school year.
- Student must complete the Good Life speech (part of the Great Ideas II course) with a passing grade.

Cair Paravel Latin School will distinguish its honors graduates as either cum laude (3.0 and above), magna cum laude (3.5 and above), or summa cum laude (3.9 and above).

### REQUIRED CLASSES

<table>
<thead>
<tr>
<th>Grade</th>
<th>Subject</th>
<th>Course</th>
<th>Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Theology/Philosophy</td>
<td>Life of Christ</td>
<td>1</td>
</tr>
<tr>
<td>9</td>
<td>Rhetoric</td>
<td>Rhetoric</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>History</td>
<td>History of the Roman World</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>Science</td>
<td>Biology</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>Mathematics</td>
<td>Geometry</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>Foreign Languages</td>
<td>Latin Literature I</td>
<td>2</td>
</tr>
<tr>
<td>9</td>
<td>Fine Arts</td>
<td>Art I-Design</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>Theology/Philosophy</td>
<td>Acts &amp; The Epistles</td>
<td>1</td>
</tr>
<tr>
<td>10</td>
<td>Literature</td>
<td>Medieval Literature</td>
<td>2</td>
</tr>
<tr>
<td>10</td>
<td>History</td>
<td>Medieval History</td>
<td>2</td>
</tr>
<tr>
<td>10</td>
<td>Science</td>
<td>Chemistry</td>
<td>2</td>
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<tr>
<td>10</td>
<td>Mathematics</td>
<td>Algebra II</td>
<td>2</td>
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<tr>
<td>10</td>
<td>Foreign Languages</td>
<td>Latin Literature II</td>
<td>2</td>
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<tr>
<td>10</td>
<td>Fine Arts</td>
<td>Art II- Visual Communication</td>
<td>1</td>
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<tr>
<td>11</td>
<td>Theology/Philosophy</td>
<td>Hermeneutics</td>
<td>1</td>
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<tr>
<td>11</td>
<td>Theology/Philosophy</td>
<td>Great Ideas I</td>
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<tr>
<td>11</td>
<td>Literature</td>
<td>Reformation to Revolution Literature</td>
<td>2</td>
</tr>
<tr>
<td>11</td>
<td>History</td>
<td>Reformation to Revolution History</td>
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</tr>
<tr>
<td>11</td>
<td>Fine Arts</td>
<td>Art History</td>
<td>1</td>
</tr>
</tbody>
</table>
Students pursuing a general diploma rather than an honors diploma will have the graduation requirements altered as follows:

- For a student who enters CPLS as a sophomore or a junior, all prior class requirements are waived except Rhetoric. It is the parents’ and student’s responsibility to have the student make up Rhetoric with school approval.

- All other requirements after the student is admitted to CPLS will be the same for students pursuing a general diploma as for students pursuing the honors diploma.

- The distinction between honors and general diplomas will be noted appropriately in the graduation ceremony program.

- NOTE: No student admitted to CPLS prior to the commencement of his/her freshman year is eligible for the general diploma alternative graduation path.

**Fine Arts Participation**

As a school that wishes to foster lifelong participation in truth, goodness and beauty, CPLS emphasizes the need of appreciation of and participation in the beauty of the fine arts. One credit is to be earned each year that a student is enrolled at CPLS. These are a graduation requirement. Work in a small group (2-6) or as an individual is necessary to earn this credit. At the discretion of the teacher or Head of School, credit may be given in a drama or other fine arts activity. Among the categories included are: art, music, and speech. Fine Arts credits may also be obtained for church or community performances with prior approval by the Head of School.

**Graduation Ceremony**

Only students who have completed graduation requirements prior to the graduation ceremony are eligible to participate in the ceremony. In the discretion of Administration, this policy may be modified, but typically only to the extent of one class and only with regard to an incomplete class, not to one that was failed by the student, particularly during his/her senior year.

**2.12 Graduation Honors**

The following graduation honors will be calculated at the end of a student’s senior year:
Summa Cum Laude  3.90 and above  
Magna Cum Laude  3.50 and above  
Cum Laude    3.00 and above  

These are based on unweighted GPAs. The student with the highest unweighted cumulative GPA will be named Valedictorian and the student with the second highest cumulative GPA will be named Salutatorian.

To qualify for either title, a student must:

- have attended CPLS all four years of their Rhetoric school career;
- have been on good academic standing their senior year (see 2.21);
- have completed the Calculus course; and
- have completed four semesters of advanced Latin Literature.*

* This provision goes into full effect beginning with the graduating class of 2026. The requirement is two semesters for the graduating class of 2025. This provision does not apply prior to the graduating class of 2025.

If two students should tie for either of these honorary titles, the student with the most quality points will receive the relevant award. Each core course is assigned 1 quality point for each semester. Electives are assigned 0.2 quality points for each period within a weekly time frame that the elective meets during a semester.

Transfer students will receive credit for approved transfer courses but previous GPA earnings from outside schools will not be factored into the final GPA score shown on the CPLS transcript.

2.13 Failed Classes

9th–12th grade students who fail a course for a semester must initiate the retaking of the semester course and make a passing grade before the next school year starts. Students may do an independent study or take an online or summer school class which has been approved by the Academic Dean, Logic/Rhetoric Principal and Head of School. There is a fee for each class that needs to be made up. The fee will be paid to the office prior to starting the class. The Logic/Rhetoric Principal and appropriate instructor will determine the required completion date.

2.14 Accommodation and Intervention Policy

Accommodation Process

The goal of CPLS is full inclusion in all school instruction without the need for accommodations if and when possible. CPLS also offers reasonable accommodations where practicable. CPLS does not offer/accept IEPs and is not legally bound by IEPs or 504 plans. An “accommodation” is defined as a change made to the teaching or testing procedures in order to provide a student with access to information and to create an equal opportunity to demonstrate knowledge and skills; accommodations address how a student learns, but they do not change what a student learns. In contrast, a “modification”
is a change to the general education curriculum or other material being taught. CPLS does not provide modifications except under extraordinary circumstances.

As a prerequisite to qualification for accommodations, CPLS requires documentation (completed within three years) from a qualified medical, educational, or psychological professional that verifies the need for accommodations. After documentation is received, the intervention team (in coordination with Administration, teaching staff, parents, and the student) will develop an accommodation plan. CPLS retains the sole authority to determine what accommodations will be available and for how long. A list of available accommodations will be maintained by the intervention team, and any changes to the list must be approved by Administration. Accommodation plans for individual students (including amendments) must be in writing and will be signed by the parents, the student (for Logic and Rhetoric School students), the relevant School Principal, the Head of School, the relevant school counselor, and the affected teacher(s) before the accommodation plan is deemed to be in effect.

Under extraordinary circumstances, minor modifications may be made. These modifications include:

- Withdrawal from a course without penalty
- Taking a language course pass/fail
- Acceptance of another school’s credit for a foreign language course

No modifications will be allowed that contravene the integrity of the CPLS diploma. In order to qualify for a modification, the student must request it (with appropriate documentation) at least thirty days before the first day of the school year or term during which modifications are requested. In addition, the student must first demonstrate a good faith effort at CPLS in completing the course. To demonstrate “good faith effort,” a student must utilize all accommodations available (including extended time and tutoring) in an effort to successfully complete a similar or related course, as well as attend class and any laboratories on a regular basis, take all scheduled quizzes and exams, and submit all required in-class or out-of-class written assignments. Good faith is largely determined by the relevant teacher, in consultation with Administration.

**Student Intervention Team Process**

The Student Intervention Team (SIT) process is a support service Cair Paravel Latin School provides for K-12 students with academic and/or behavioral struggles. A team associated with a particular student will typically consist of one or more administrators, a school counselor, the student’s parents/guardians, an academic interventionist (where struggles are primarily academic), and, as appropriate, one or more classroom teachers. Older students will be invited into the process so that they are invested in the plan of support. As needed, community support professionals such as a speech pathologist or clinical therapist may also be involved.

The team’s objective is to collectively identify student needs as well as agree upon specific interventions to assist the student in becoming more successful in the academic setting. The process is structured and facilitated to allow for the development of a formal plan of support that promotes encouragement, support, and accountability.
In the Grammar School, SIT referrals come primarily from the classroom teacher. Parents are also welcome to refer their students once they have first contacted the teacher to address their concerns within the classroom. After referral, a Student Intervention Team will be assembled and will meet regularly.

In the Logic and Rhetoric Schools, parents and specific teachers typically address behavioral and academic issues on an individual basis within the classroom. As needed, the school counselor and/or an administrator may also be involved. SIT referrals typically occur when the counselor or the faculty at large recognize a more systemic issue that cannot be effectively addressed at the classroom level. Parents are also welcome to refer their students once they have first contacted the teacher and/or the counselor to address their concerns. After referral, a Student Intervention Team will be assembled and will meet as required to address the needs of the student.

Student Intervention Teams consider it a privilege to come together to brainstorm on behalf of the student and can assist willing students in their academic and spiritual journey towards growth.

### 2.15 Academic Probation and Retention

| Academic probation and/or retention are not designed to punish or embarrass students. Rather, both processes are a recognition that a student has not demonstrated the ability to meet the academic standards that are part of the culture of Cair Paravel Latin School. Both academic probation and retention are designed to provide a student with the opportunity to succeed academically or, in some circumstances, to understand that their academic needs might be more effectively served elsewhere. |

**Academic Probation**

Any student who earns a final grade below a C- at the end of a grading period (quarter or semester, as appropriate) may be placed on academic probation as a condition of continuing as a CPLS student. The specific provisions of the academic probation contract will be developed by the relevant Principal and agreed to by parents and, where appropriate, the student (usually students in 3rd grade and above).

**Grammar School Retention Policy**

CPLS has a three-step retention policy in place for grammar students struggling to meet the standards of the current grade level.

1. Consultation with parent, teacher and when appropriate, student.
2. Referral to Support Staff Team (Teacher, Parent, Administrator, Counselor)
3. Develop an Intervention Plan for student.

Retention decisions will be made in the best interest of the students after prayer and careful evaluation of all factors relating to the advantages and disadvantages of repeating the same grade level. We value and encourage parents to share their insight on what they feel to be best for the child. **However, CPLS holds the authority to make the final decision on whether or not a student will be retained.**
Considerations before Retention

- Student’s age (Is student younger compared to peers, average or older?)
- Present Grade Placement (What grade is student currently in?)
- Siblings (How close in age and grade are siblings?)
- School Attendance (How has attendance affected academic struggles?)
- Student’s Gender
- Previous Retention (Rarely, if ever, should be students retained more than once)
- Intelligence and Academic Achievement Level (Is there a possible learning disability, is the student capable and motivated to learn at this grade level?)
- Social Maturity (What is maturity level of student compared to peers?)
- Response to Interventions (How has student responded to various interventions provided?)
- Student’s perception of school (Does the student acknowledge struggles or show signs of school related stress?)

Logic School Retention Policy:

A Logic school student will be a candidate for retention in the current grade if the student has not achieved all of the following:

- At least a 70% annual average (calculated at the end of the year) in each of the following classes: math, history, writing; **AND**
- At least 70% for both semesters in Latin; **AND**
- At least 70% for both semesters in Bible

Teachers will notify parents as soon as possible if their child is showing struggles and may be a future candidate for retention.

2.16 Drop/Add Policy

Rhetoric school students may change their elective courses with parental and teacher consent for up to 10 school days each school year for a year-long course and each semester for a semester course. Students must make the final decision on or before the 10th day and then remain in that class for the remainder of the year/semester.

2.17 Testing

Standardized:

All students, Kindergarten through eighth grade, will take the DIBELS Reading and CBM Math progress monitoring tests three times a year. This is a check for the school to ensure that we are meeting minimum competency standards, and it is a check for the students to ensure that they are performing at the appropriate grade level or higher. We compare
our scores to the national averages and report to parents. We also have access to special needs testing through the district in which you live.

The taking of the ACT exam is strongly encouraged for all 10th-12th grade students. 10th and 11th grade students may take the PSAT which prepares them for the subsequent SAT and qualifies them for any National Merit honors. CPLS will administer the PSAT to any interested 10th and 11th graders in October.

Classroom (9th–12th):

Barring unusual circumstances, teachers should return all work to students within one week. No more than two major tests may be scheduled on the same day for a given grade level.

Reviews will be given for all major tests/exams. Dates for major tests and exams will be recorded on the Logic/Rhetoric School testing calendars maintained in Google Sheets.

Rhetoric school students (9th–12th) will have an exam in all classes, except electives, during finals week unless an end-of-semester project, paper, etc. has been assigned which has been previously approved by the L/R Principal. Exams for electives will be held the week preceding exam week. All Rhetoric school students will be expected to demonstrate a mastery of their subject material, including an ability to logically sequence and articulate their understanding of a subject based upon the whole year.

2.18 Independent Study

To foster a love of learning and address the reality that Cair Paravel course offerings cannot address the interests of all students, a program of independent study has been developed. A student may engage in independent study for either semester or year long periods of time.

Independent study elective courses will be granted credit as determined by Administration. The following guidelines must be met for participation in independent study:

1. The student must have a cumulative GPA of 3.0 and have received no D’s or F’s in the previous semester of work.

2. A prospectus must be created by the student and supervising teacher that contains a course description, objectives, sequence of activities/lessons and assessment plan. The form for approval of the prospectus is available in the office.

3. The prospectus must be approved by the Logic/Rhetoric School Principal before commencement of the course.

4. No less than one assessment must be made quarterly for the determination of a course grade. It is preferred that at least three assessments be made per quarter.

5. Students may take no more than 1 independent study per semester (unless approved by Head of School).
2.19 Concurrent College Credit Courses

Although CPLS no longer provides concurrent credit through Independence Community College, Administration may provide other avenues of receiving college credits through CLEP tests or other outside means.

2.20 Outside Classes

Parents may arrange to have their upper school children take classes at other institutions (e.g., Topeka High School, Washburn University) as long as these classes do not interfere with the student attending his/her required classes at Cair Paravel Latin School. Students will not be permitted to leave classes early so that they can take classes elsewhere.

2.21 Part-Time Student Studies

Students in grades 9-12 may enroll in a maximum of three core courses to become a part-time student. They are not eligible to enroll in elective courses.

Tuition for each block course is $630 per semester, $1260 for a full year. Tuition is due upon enrollment.

Part-time students are not limited by grade level. For example, a student could take a freshman biology course and a junior physics course in the same semester provided they have met the necessary prerequisites and there are no schedule conflicts. Enrollment may be limited by availability.

A part-time student will be expected to fulfill all course requirements, including attendance, homework assignments, projects, field trips and exams. They are expected to conform to the school’s uniform code while attending classes and will be counted upon to uphold the behavioral and spiritual standards of Cair Paravel Latin School.

As an admissions requirement, at least one parent must be in full agreement with the school’s statement of faith. The prospective student will meet with faculty for an academic evaluation and Administration for a student interview. Parents will complete a family interview with a board representative and Administration.

Part-time students are not eligible to participate in extra-curricular activities such as Madrigals, Theater, Athletics, Scholars Bowl, or Junior Classical League. They are also ineligible to join CPLS students on official school traveling tours.

Administration reserves the right to revise this policy as needed.

2.22 Intellectual Integrity Defined and Explained

Humans are made in God’s image. One part of God’s image is that the creative capacity, i.e., by creating something, humans reflect God’s image. In addition, creativity and hard work are opportunities for worship of the Creator, bringing an excellent sacrifice to Him.

Intellectual integrity means that every student who submits work for CPLS must be the author of that work. When a student uses facts or ideas originating-from a source outside him/herself, he/she must make clear what is his/her work and what is not by proper citation and bibliographical information. Failure to make such a distinction is to be guilty
of offering as one’s own what is in fact not original to him/herself. Academic dishonesty demonstrates a lack of intellectual integrity and can take a variety of forms, including:

- **Plagiarism:** Plagiarism is the act of taking credit for someone else’s work as one’s own. The following are examples of the chief forms of plagiarism:
  - **Word-for-word copying of someone else’s writing without placing the copy in quotation marks and citing the source** – A common way of doing this is to copy from an internet source and then paste it onto one’s own writing.
  - **Modification of wording of someone else’s writing** – This practice is the same as the first with the exception that the student merely changes some of the wording of the source or eliminates some portions of it.
  - **Unacknowledged borrowing of ideas** – An illustration of this would be to state in an essay, “The three long-range causes of World War I were nationalism, internal dissent, and militarism” without acknowledging in a citation that the idea for the three causes came from Jackson Spielvogel’s *Western Civilization*.

- **Artificial intelligence tools:** Use of an artificial intelligence language model (such as ChatGPT) or other similar tool constitutes academic dishonesty.

- **Cheating:** Cheating refers to anything where a student attempts to use any dishonest or unfair methods to gain credit or benefit for him/herself or others. This can occur both during testing and non-testing times. Examples of cheating include (but are not limited to):
  - Copying another student’s work and turning it in as a student’s own
  - Allowing another student to copy a student’s work
  - Talking during a test
  - Discussing the contents of a test with students who have not yet taken the test

Academic dishonesty in any form (including others not listed above) is both lying and stealing and is an offense that will result in a student receiving a zero on the assignment/test. A second offense will result in suspension. For Rhetoric School students, offenses do not reset at semester or year but continue through a student’s Rhetoric School career. For example, if a student cheated on homework in his freshman year and then plagiarized part of a paper in his junior year, that would be considered his second offense, not his first offense in a new school year. It is within the teacher’s prerogative to send a student to Administration immediately if academic dishonesty is suspected or to deal with it in his/her classroom, but in either circumstance the Administration and parents will be notified. Regardless of this paragraph, the Administration has the discretion to issue whatever disciplinary action is believed to be appropriate, consistent with the school’s Discipline Policies.

**Seniors involved in academic dishonesty will lose the opportunity to vie for class honors such as Valedictorian and Salutatorian.**
2.23 Financial Integrity

The Cair Paravel Latin School Board believes that the way an organization handles itself in the financial arena is a reflection of its integrity in every arena. Here is a listing of policies we use to guide us:

- We believe that this school belongs to God, not to any individual. It is neither a monument to anyone’s ego nor a legacy to anyone’s memory. We are all considered fellow servants in the work of the Kingdom.

- We believe that although the Lord has chosen to place His seal of approval on the CPLS ministry, He is free to take it away. If that were to occur, the Board would accept this and yield the outcome to Him, even if this resulted in the dissolution of the school. Until then, we will devote every ounce of our energy to the task at hand, educating the children.

- One of the ways we can discern the Lord’s will regarding the continuation of our work is through the support He sends (or doesn’t send) from His people. Therefore, during lean times, we will make our obligations known to our CPLS family. We will never resort to what we consider to be disrespectful or dishonorable methods of fund raising, even when the needs are serious.

- We will ask people not to support CPLS until their obligations to the local church have been met. The local church is the first area of giving for the family.

- We will not operate the school at a deficit. Although from time to time it is necessary to borrow funds for large capital expenditures, such as for a new building, we will seek to repay the loans as soon as possible.

- We consider the contributions we receive to be “sacrificial” – sent from loving people who have sacrificed to make their gifts possible. Our obligation is to spend that money conservatively and wisely in continuing the ministry. Every penny is stretched as far as possible to serve the needs of our CPLS families.

- We will receipt all donations in order to help contributors determine the tax-deductible values available from our 501 (c3) IRS status.

- When we make a purchase, we will pay the invoice within 30 days, if possible.

- We will try not to raise more money than we need.

- We will always try to remember that Jesus Christ is our possessor and our dispossessor. He ordained and blessed this ministry. It belongs to Him.

2.24 Fundraising Policy

Background

The CPLS Constitution includes the following direction regarding finances:

- This school depends completely on God’s grace and provision in all things, including the finances to accomplish the purposes herein.
• The primary source of funds for the operation of the School shall be from the payment of tuition; but contributions from interested people or groups are welcome.

• In the event that the requirements of the budget are not met by tuition receipts the Board shall take the matter to God in prayer. The Board shall not resort to public fundraising campaigns except with clear direction from God.

• A regular financial report shall be made available by the Board to all interested persons.

• All financial dealings will be conducted with Biblical standards of honesty and openness that the school might never bring shame to the name of our Lord Jesus Christ.

General Policy

Fundraising events or activities which are consistent with the school’s mission are not prohibited within CPLS as a means to finance capital improvements or supplement the school’s operational budget. In accordance with Biblical principles, fundraising shall not be conducted for worldly gain. However, where there are needs within CPLS, they should be made known to the covenant community, who may be asked to share personal resources in such a way as to meet another’s need.

The Board of Directors recognizes parents’ interest in not being subjected to numerous fundraising activities and seeks to balance that interest against parents’ need to keep tuition costs reasonable. The Board desires to promote those events, programs and activities which are best for CPLS and anticipates that fundraising events will be such a blessing to our families that giving will follow as a natural consequence.

2.25 Gifts

God graciously allows us to be involved in the work of expanding His Kingdom on earth by granting us resources to use, share, and give. We have the responsibility to be good stewards of God’s gifts to us. As you think about which ministries your material and monetary gifts can help this year, consider our school and the Christian families we serve. We would be happy to share information about our operations and needs on request. Know that gifts received are tax deductible and will be carefully and prayerfully used.

2.26 Tuition Payment and Financial

During online enrollment, families will select a tuition payment plan and set up automatic withdrawals from their bank account. The following options are available:

1. Annual – The Annual tuition plan is available to new and returning families who choose to pay their entire annual tuition amount in a lump sum. A discount of $50 per student is offered to those opting for this payment plan if tuition is paid by June 1st.

2. Monthly – The Monthly tuition plan spreads the annual tuition over the twelve months, June – May. Tuition is due on the 5th day of each calendar month. For new
families enrolling after June 1st, tuition may be spread over eleven or ten months, depending on the date of enrollment. *June Payment is non-refundable.

3. **Bi-Monthly** – The Bi-Monthly plan spreads the annual tuition over 24 equal payments with two per month, June – May. Tuition is due on the 5th and 20th of each calendar month. For new families enrolling after June 1st, tuition may be spread over 22 or 20 payments, depending on the date of enrollment.

**Please note:** Payment plans will automatically renew each year. To change your payment schedule, please contact the Business Office at businessoffice@cpls.org. Bank account information can be updated by families in FACTS once payment plans are finalized.

**TUITION**

Families are required to set up a tuition payment plan with FACTS. Automatic withdrawals from a family’s bank account will occur per the schedule selected by the family. If a family brings a payment to the school at least three business days before the scheduled withdrawal, the auto withdrawal will not occur. We are unable to accept credit or debit cards. In the event a family is unable to make a tuition payment, alternative arrangements may be allowed if the Business Office is contacted at least three business days in advance of the payment due date (e.g., the Business Office must be contacted by the end of the school day on Tuesday to change a payment due on Friday). To contact the Business Office, email businessoffice@cpls.org or call 785-232-3878.

Note: Tuition does not include before/after school care, school uniforms, sports participation fees, lunches, milk, fine arts competition fees, yearbook or school pictures.

**INCIDENTAL BILLING**

All incidental fees (athletics, fine arts, childcare, yearbooks, etc.) will be billed in FACTS. Invoices will be emailed once charges are added to your account. Incidental billing may be set up for automatic withdrawals. Invoices will always be due on the 20th of the month. Statements will be emailed on the 1st of each month.

**PREPAY (HOT LUNCH)**

Every family will be set up with a FACTS prepay account for hot lunch. Hot lunch accounts are shared by siblings and need to be pre-funded. Money can be added electronically from a family’s bank account via FACTS, or by cash/check at the school. When a lunch account balance goes below $10, a daily email reminder will be sent to the financially responsible parent. If an account is negative, students will not be allowed to purchase items from the a la carte until the account is brought current.

**PAST DUE ACCOUNTS**

- Any payment made to CPLS will be applied towards the oldest balance, with tuition being paid first.

- Withdrawals that fail due to insufficient funds will result in a $30 NSF fee which will be automatically withdrawn 4 business days after the failed withdrawal. The scheduled withdrawal will be attempted again in two weeks.
• Student activities (athletics, fine arts, tours) may be suspended when any balance is 30 days past due.

• Once an account is 30 days past due, families will not be allowed to incur incidental charges until the past due balance is paid.

• Grade cards may be withheld and RenWeb access disabled if balances are due at the end of the quarter/semester/school year.

• Families may be required to meet with the Head of School and Finance Director if account balances are 60 days past due to establish a payment plan.

• Families may be unenrolled if account balances are 60 days past due and the established payment plan agreement is not met.

TUITION REFUND POLICY

The June payment (or 1/12th of the annual tuition amount) is non-refundable. The remaining 11/12th will be prorated over the number of school days in session prior to the student’s withdrawal. Any amounts overpaid will be refunded net of any fees or balances due to CPLS for fine arts, lunch, athletics, before/after school care or missing/damaged school materials or property.

2.27 Childcare Payment Policy

For those utilizing before and/or after care services, fees will be assessed monthly. Invoices will be emailed by the 5th of the following month. Payments are due by the 20th of the month and can be made by cash, check, or online via FACTS (either manual payment or autopay). If payment is not made by the 30th of the month, a $20.00 late fee will be assessed. If payment is not paid by the 5th of the following month, it will become necessary to find other childcare arrangements until the account is paid in full. If you have difficulty making a payment and cannot meet these conditions, please contact the CPLS Business Office immediately. We will make every effort to work out an acceptable payment plan with you, but we expect you to take the initiative. A $30.00 fee will be assessed for any non-sufficient funds checks or failed FACTS payments.

Any K-6th student who arrives at school before 8:00 a.m. will be sent to our childcare facility and the parents will be billed on the 5th of the month. Any K-6th grade student that remains in the building more than 15 minutes after the end of the school day and not remaining for a specific supervised activity (i.e., rehearsals, clubs, etc.), will be sent to the playground/childcare facility and the parents will be billed on the 5th of the month.

2.28 Child Abuse and Neglect

Every teacher, school administrator or other employee of the school who has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse, or neglect or sexual abuse shall report the matter promptly in accordance with the Kansas Code for Care of Children (K.S.A. 38-1501 et seq.).
2.29 Drug and Alcohol Policy

Use or possession of any illegal drugs or alcohol or the improper use of prescription or non-prescription drugs is prohibited on school property and any school trips and during any school-sponsored activity. The school reserves the right to impose any disciplinary action thought appropriate including, but not limited to, suspension or expulsion for any students violating this provision. Whether credit is granted in the case of expulsion is an administrative decision. Parents will be expected to immediately pick up their children from any activity.

2.30 Sexual Harassment

No student shall be subjected to sexual harassment by any school employee or other student. No student shall subject another student or any school employee to sexual harassment.

Sexual harassment includes the following misconduct: sexually derogatory remarks; unwelcome verbal sexual advances; requests for sexual favors; unwelcome physical contact; or other verbal or physical conduct of a sexual nature. Students who believe they have been subjected to sexual harassment by another student or any school employee should submit a complaint in writing to the Head of School.

2.31 Library Return Policy

In the event a student is unable to return a library book (lost, stolen, damaged) the student will be responsible for the cost to replace the book. Notification will be sent via email when books are overdue.

3. General Family/Student Information

3.1 Arrivals and Departures

Rhetoric school students who drive should park first in the cut-back parking on the east side of Clay Avenue. If parking at any time on side streets, one should make sure to park far enough from stop signs, fire hydrants, sidewalks, driveways and pay attention to parking signs. Reserved Student Parking, located on the side of the gym, is restricted to only those students with parking permits and is reserved during the entire school day.

Per recent traffic changes made by the City of Topeka, on school days 7th Street between Clay and Buchanan is one-way (from east to west) between 7:45 to 8:30 a.m. and from 3:00 to 4:00 p.m. Parking is prohibited on school days on the north side of 7th Street between Clay and Buchanan (adjacent to the school) between 8:00 and 9:00 a.m. and between 3:00 and 4:00 p.m.

Parents should not pull into the staff parking lot at any time to drop off or pick up children. This is a dangerous situation, especially for small children, who may not be seen as cars are backing up.

Parents should use 7th Street in front of the school to drive up, drop off or pick up children. We want to keep this area moving, respecting other parents and those living in the neighborhood of the school. Please, do not park and leave your car on the north side of 7th Street between Clay and Buchanan from 8:00-9:00 A.M. and from 3:00-4:00 P.M.
Parking is permitted on the south side of 7th Street anytime and on the north side of 7th Street in front of the school building after 9:00 and before 3:00.

No 7th-12th grade students should arrive before 8:00 a.m. A K-6 student arriving before 8:00 a.m. will be directed to the Before/After School Childcare Program (see Childcare Payment Policy under Policies). All students will report to their classrooms from 8:00-8:30 a.m. when the bell rings.

All visitors must check-in through the Main Office beginning at 8:45 a.m. each school day.

Check-out for students will take place in the Main Office. Please enter the school lobby (east side), provide proper identification to the school staff, and a member of the school staff will request your child from class. We ask that parents not enter the school building during check-out unless helping a child carry items from his/her classroom. **There will be no student check-out after 3:15 p.m. due to end-of-day routines/ transitions.**

After school, all students are to go to their carpool vehicles (see after-school pick up procedures below for K-6th grade students). A student having to wait 15 minutes or longer will be directed to the Before/After School Childcare Program (see Childcare Payment Policy under Policies). Logic and Rhetoric school students may not remain on campus after 3:45 p.m. unless in an approved after-school activity.

**3.2 After-School Pick-Up Procedures from Carpool Lane**

Grammar school (K-6) students are not allowed to exit the building unattended during dismissal at 3:30 p.m. **Grammar school students (K-6) are only allowed to leave school through the car rider pick-up line.** Due to lack of parking and security, we will no longer permit parents to come inside the building and pick up children.

- Please use only 7th Street, driving from the east to the west turning down Fillmore or Western. Please avoid Clay Street after 3 p.m. (See Map)

- You need to be sure that the sign provided to you with your name on it is visible to the faculty member out front (see enclosure). You may place it on your visor, inside the dash, hang over the rear-view mirror, etc. Please contact office@cpls.org if you need additional signs.

- Your child will wait inside his/her classroom, until you arrive and the faculty member calls their name. If your child carpools with another family, please make sure that they know the name of the family that they ride with. The name that is announced will be the name of the driver.

- The faculty member and/or parent volunteer standing outside will alert the faculty member inside to have your child come to the pick-up area.

- Please stay in line and pull up to the last sidewalk in front of the school. Your child will come directly to your car.

- Please follow the flow of traffic and do not “leap frog” or pass other vehicles while in line unless instructed to do so by car attendant.
If there is a change in your usual routine and someone else is picking up your child, you must alert the office by 3 p.m. to let them know of the change.

- Parking is not allowed on the north side of 7th Street from 3:00 – 4:00 p.m.

- Note: 7th–12th grade students may exit the building from any door to wait for their ride. The driver should not hold up the pick-up line waiting for the student. If student is not available, driver should pull around and re-enter the pick-up line.

3.3 After-School Procedures When Car is Parked

There is no pick-up by parents (K-6) from the building unless the parent has official business with a teacher, etc. after 3:30 p.m.

- Older students who take younger students home need to go to the child’s classroom to request younger child. Students who ride with older students will wait until called by their teacher to exit the classroom. These students will be allowed to exit through the breezeway (east entrance).

- No parking is allowed on the north side of 7th Street from 3:00 – 4:00 p.m.

- 7th – 12th grade students will be allowed to exit the building from any door and walk straight to their ride.

3.4 Lunches

CPLS uses the Federal School Lunch Program and Topeka 501 School District to provide food for our students. CPLS uses the lunch tracking system through FACTS. Each student, teacher and staff member is assigned a FACTS prepay lunch account and may use their lunch accounts in lieu of paying with cash or check each meal to purchase hot lunches, milk, and any other items that may be offered from the CPLS Food Program. These purchases may be made by means of debiting against the positive balances held in the prepay lunch accounts. Lunch accounts can be funded by online payment through FACTS (accessible through ParentsWeb), or by cash or check, payable to Cair Paravel Latin School. RenWeb lunch accounts must maintain positive balances at all times. If an account falls below $10.00, an email will be sent to parents or employees as a reminder to add funds to the account.
If a RenWeb lunch account does reach a zero balance and no cash or check payment for a day’s meal is available, the account holder will only be allowed to purchase a hot lunch. Everyone is always able to purchase anything from the Food Program each day when paying with cash or check, regardless of any account balance.

Kindergarten through fourth grade may only purchase hot lunch and milk from the Food Program. Fifth through twelfth grades may also purchase salads and additional foods as offered. Water from a nearby water fountain is always available to every student during lunchtime.

**DAILY SIGN UP FOR HOT LUNCH**

In the first few minutes of class each day students will sign up for hot lunch. It is important that the count be accurate as the kitchen uses this count to prepare lunches. If your student will be arriving late for school, please call the school by 9:00 a.m. to reserve their hot lunch. Also, if you are planning to take your child out to lunch, make sure your student is aware so he/she will not sign up for a lunch.

**LUNCHES OUT AND OPEN LUNCHES**

Parents may take their children out to lunch utilizing scheduled lunch time. Please make every effort to return before classes resume. Parents can check-out students from the Main Office.

Our 9th-12th grade students will have the option of open lunch every Friday. The lunch period will be 50 minutes long (12:30-1:20). The students will leave the school building to eat at a nearby restaurant. With parental permission, your child may leave the school grounds in another student’s car. Seniors will be given an extended lunch break on the first Friday of each month, providing an extra ten minutes (12:20-1:20). Restrictions and consequences are listed below:

1) On the 1st tardy from lunch the student will miss the next open lunch.

2) On the 2nd tardy in the same semester, the student will miss the next 2 open lunches.

3) On the 3rd tardy in the same semester, the student will not participate in the open lunch program for the remainder of the semester.

**3.5 Attendance, Absenteeism, Makeup Work**

The curriculum and program of CPLS is holistically designed to form students into graduates as stated in the Portrait of a Graduate. Consequently, this Attendance Policy is designed to protect the integrity of the CPLS program and its diploma. Students who do not comply with attendance requirements are not being punished, but it is recognized that excessive absences equate to the student not receiving the benefit of the CPLS program and curriculum. Students cannot simply “make up” missed work, since the majority of the CPLS program occurs in the classroom, not in work that can be made up when a student is absent. Students must have mastered the subject matter sufficiently to receive credit for the course and ultimately for the entire curriculum in order to graduate.
CPLS recognizes its “in loco parentis” (in the place of the parents) nature as families entrust their children to the school’s care. It is therefore the school’s responsibility to account for the location of each enrolled student during the school day. In that light, it is imperative that parents contact the school if their child will be absent or late.

Parents of all students (K-12) should call the school by 9:00 a.m. to report a student absent or late. If a student will be late and desires a hot lunch, the lunch must be ordered by 9:00 a.m. If a Logic or Rhetoric School student misses more than 20 minutes of any class (at the beginning, middle, or end of the class), he/she will be counted as absent, not tardy. If CPLS and the parent have not communicated on the day of the absence, a communication via phone, written note, or email is required from the parent on the day the student returns. Absences for medical appointments also require a note from the student’s medical provider in order to be excused. If no communication is provided by a parent, the absence is considered unexcused.

Grammar School students must be in attendance for at least half of the school day to be eligible to participate in an athletic event. Logic and Rhetoric School students must be in attendance (as defined above) for all core classes to be eligible to participate in an extra-curricular event, including but not limited to practices, games, or other event. This requirement may be waived with documentation from a medical professional with whom the student had an appointment or with advance permission from the relevant School Principal or from the Head of School. At the end of the school day, the school office will provide notice to coaches and other extra-curricular staff of which students are ineligible to participate on a given day.

No student may be excused from school before 3:15 p.m. without contact from the parent (visit, phone call, note, email). There is no student check-out after 3:15 p.m. due to end-of-day transitions.

If a student exhibits objective signs of illness such as fever, cough or vomiting a parent will be contacted and the student will be required to leave. Parents should not send students to school if they are running a fever of 100.4 degrees or above or have a contagious disease.

If a Logic or Rhetoric School student has a doctor’s appointment or has any other reason to leave the school, a note, email, or phone call from the parent is required to be given to the office before the student is allowed to leave. Rhetoric School students must also sign out/in at the office when leaving and returning.

Grammar School students will be counted tardy if they are not in their places in the gym at 8:30 a.m. Grammar School students’ tardies will be maintained and communicated on a student’s report card. The Grammar School Principal will be notified when a student reaches twelve unexcused tardies in one semester. Logic and Rhetoric School students will be counted tardy if they are not in the classroom at 8:30 a.m. Logic and Rhetoric School students will be allowed three (3) unexcused tardies per class per semester without penalty. After the third tardy, a detention will be served with a designated teacher. Students will not be admitted to any class without a tardy slip from the office to begin the day or an excuse from a teacher or the office to be late for a class period during the day. Excused tardies include documented medical appointments, car troubles/accidents, large traffic jams or other events as deemed excusable by the Main Office staff. Calling the
office to inform of a child’s tardy due to oversleeping or running late, although necessary, does not excuse the tardy.

The faculty is here to assist students in their development and wants to be available and helpful. Students need to take responsibility for communicating with the faculty member about missed work. **It is the student’s responsibility to make up missed work.**

In Logic and Rhetoric Schools, missing work will be notated in RenWeb as either “M” (for missing) or “A” (for absent), both of which indicate that the missed work can be made up, but such notations count as a zero until the work is made up. Teachers will generally not give an incomplete (“I”) on an assignment except in unusual circumstances. Incompletes for a course will not be entered except in extraordinary circumstances, only with a specific plan to make up the incomplete work, and only with the approval of Logic and Rhetoric Principal.

Due dates for work due during a student’s absence depends on the kind of absence and the kind of work, as follows:

- For an excused absence (that is, an absence occurring with parental permission or an absence associated with a school-related event) that is known in advance (such as a sports event, a fine arts event, or a pre-arranged appointment), all work is due on the day of return, unless the teacher considers this a hardship to the student.

- For unanticipated excused absences (such as illness), pre-assigned work or tests are due on the day of return, unless the teacher considers this a hardship to the student. For Logic and Rhetoric Schools, pre-assigned work also includes any homework, assignment, quiz, test, or other assessment that is posted in Google Classroom before the class period when it is announced to students.

- For non-pre-assigned work due during unanticipated excused absences, teachers will allow a minimum of one additional day for each day of absence.

After the expiration of the due dates stated above, the following points values are deducted from assignments according to grade level:

1) 4th-5th Grade – 5% per class day that work is late

2) 6th-8th Grades – 11% per class day that work is late (please note that not all classes meet every day)

3) 9th-12th Grades – All assignments, projects, papers, etc. handed in late must be made up with a minimum of 11 percentage points deducted from the grade per class day that the assessment is late. If at the end of five class days after the work was due the work is still not handed in, teachers may record it as a "0." Teachers may create their own late work policies within these parameters. Late work policies must be communicated to the students at the beginning of the semester and must be included in the class syllabus.

Unexcused absences include suspensions, being absent from class without parental permission, being absent without adequate parental notification, and/or being absent for any reason not deemed excusable by Main Office personnel. Late work resulting from
unexcused absences, including suspension and skipping class, will follow the late work policy, except that the 11% grade reduction begins immediately.

A Rhetoric School student who misses (as defined above) more than 6 blocks of any core class in a semester for any reason, excused or unexcused, will be required to repeat that class. Missing more than 6 classes of any one elective during a semester may result in forfeiture of credit for that elective. Teachers will notify parents, the student, the Rhetoric School Principal, and the Head of School when a student is absent from a class 3 times and again when the student is absent 5 times, after which a conference between parents, the student, the Rhetoric School Principal, and the Head of School may be required. For a K-8th grade student who misses more than 16 days in a year for any reason, excused or unexcused, grade retention will be considered. These consequences may be appealed to the Head of School in writing in the presence of unusual circumstances or an extended illness.

**School Tour Attendance**

School tours are an integral part of the CPLS curriculum and therefore attendance is required. Non-participation in these events for 5th-12th grade students will be counted toward the 16 allowable absences per year for K-8th graders, or the 6 allowable absences per block per semester for Rhetoric School students. CPLS Administration holds the authority to make the final decision on whether a student who is not attending tour must attend school or not.

**3.6 Electronic Device Policy**

Electronic devices have two primary effects in the context of education – to serve as tools for the acceleration of learning, and as methods of entertainment that often distract from learning. CPLS desires to allow students to use electronic devices in limited circumstances to accelerate learning, such using them to write papers, while also minimizing the impact of social media and other forms of entertainment.

Electronic devices (including but not limited to laptops, cell phones, smart watches, radios, disc players, MP3 players, iPods, electronic games, and other such devices) are not to be used during school hours. This includes use before school, during breaks/recesses, and during lunchtime.

The school recognizes the benefits of students having limited access to cell phones while at school. The education of the student body must also not be compromised by the unnecessary/inappropriate use of such devices. Therefore, students are permitted to bring cell phones to school. However, all functions must be turned off and/or silenced and may only be used on school grounds after 3:30 p.m. (not before school, during breaks/recesses, or during lunch time). Emergency exceptions may be approved by the school office or an administrator.

If a student is caught with his/her electronic device out during school hours, the following will take place: 1st offense: Electronic device is taken away and given to the office where the student can pick it up at the end of the day. 2nd offense: Electronic device is taken away and only a parent can come and pick it up at the end of the day. 3rd offense: A conference will be held with the student/parent.
Laptops may be allowed for Rhetoric School students at the discretion of their Rhetoric School teacher. They may be used during study hall or at the end of a class period with teacher permission and supervision. Only work on CPLS homework and projects will be allowed. If a student violates this policy, laptop privileges may be taken away. Students may not access CPLS locked wireless access points without permission.

3.7 Student Responsibilities

1. Each room should be picked up at the end of each class period.
2. Desks should be straight and chairs pushed in or placed on top of desk at end of the day.
3. All Rhetoric school rooms are off limits before 8:20 a.m. and during lunch time, unless a meeting is scheduled by a teacher.
4. No food, candy, gum, or beverages are allowed in any room at any time unless there is a lunch meeting or a teacher-approved party. The room must be thoroughly cleaned before leaving, and no items are to leave the room. Water bottles, if approved by teachers, are permissible in classrooms.
5. Students must leave all four legs of the chairs on the floor. Students’ feet should not be on desks, chairs, tables, or any furniture. Students should not sit on tables. Notes should be taken from lockers the day they are posted. Birthday or personal locker decorations should be taken down after 24 hours. Hallways should be kept clean and clear.
6. The following items are allowed in lockers, in/on notebooks, in/on vehicles, etc. at school:
   - Mirrors
   - Pictures of family, friends, pets and self
   - Bible verses and team logos
   - Appropriate cartoons
7. Administration will exercise the right to remove questionable materials from lockers without consulting or warning students. All items must be modest, positive, and appropriate for display in a Christian school.

3.8 Convocation

Convocations are held each week in the Stone Table Theater. These times are for fostering school community. Typical convocations include announcements, worship, fellowship, singing, patriotism, and challenging messages from God’s Word.

3.9 Communication

You may reach the school by emailing office@cpls.org or telephoning 232-3878 during school hours (8:00 a.m. until 4:00 p.m.). You may also leave a message before or after school hours. Messages will be relayed to teachers, and they will return your call, if requested, in a timely manner.
Students will be allowed to use the office telephone during the school day for legitimate and necessary calls only.

E-mail to teachers is a welcome means of communication. Use the staff/faculty directory on ParentsWeb (https://logins2.renweb.com/logins/parentsweb-login.aspx) or the school’s website at www.cpls.org/family to find email addresses. If a matter must be addressed in a specific time frame, it is better to call the school and ask office staff to be certain the teacher is contacted.

The school website www.cpls.org is a useful tool for information such as schedules and calendars.

Student’s grades, assignments and attendance records are available through the ParentsWeb site at https://logins2.renweb.com/logins/parentsweb-login.aspx

3.10 Newsletters

A newsletter will be sent via email each Friday during the school year. It will contain information on upcoming events, needs of the school, and other important items. Please read each weekly newsletter and use the information in planning family activities.

3.11 Special Events and Activities

This glossary is an attempt to summarize most of the recurring events in an effort to keep our CPLS family well informed. Parents are always welcome at school events, and we encourage family and friends to attend as well. If there are any questions, please contact the office where you will be directed to the appropriate contact person.

ALUMNI ANNUAL EVENT

Each year CPLS welcomes its alumni home to Alumni Night held sometime around Christmas. The evening includes singing, athletic events and fellowship.

CHRISTMAS STORE (Preschool-6th Grade)

In December, PTF provides an opportunity for Preschool-6th grade students to do some Christmas shopping for their parents and grandparents. PTF volunteers throughout the year search for bargains which will then be offered for sale (all items generally cost less than $5) to children for their parents. Notices will be sent home with guidelines for the amount of money each child will need. When the child leaves the “store”, he/she will have several self-chosen, already-wrapped presents – and the secret of the content of the gifts is secure! The Christmas Store (set up in the CPLS gym) provides a wonderful opportunity for the children to provide a special gift for their loved ones while preserving the element of surprise that is so much fun.

COLLEGE NIGHT

Early each fall, CPLS sponsors a night when students in grades 10-12 and their parents can get together to get an overview of the process involved in applying to and selecting a college. This night offers a “how-to” session on applying as well as information on entrance exams and financial aid. Details of PSAT/SAT/ACT/AP exams are available.
DANCING

Because we desire to promote and maintain a social environment that fosters the principle of self-control, the only types of dancing that will be allowed at CPLS and CPLS-sponsored events will be line dancing, medieval, square dancing, country western, ballroom dancing or other choreographed types of dancing.

DRAMA (Rhetoric School, 9th-12th)

Each year students in grades 9-12 are given an opportunity to participate in a full-length dramatic production. Auditions are open to all Rhetoric school students. Tickets for the drama go on sale two weeks before opening night. Productions have included several Shakespearean plays, *The Miser* by Moliere, *You Can’t Take It with You* and *Arsenic and Old Lace*.

EXAMS

At the end of the fall and spring semesters, students in grades 9-12 are given exams in each of their core classes. Three half days are set aside at the end of each semester for these tests. On the days of the exams, students are free to leave school in the afternoon to study for the next day’s exams.

GRADUATION

Late in the month of May a graduation ceremony is held for that year’s graduating senior class. All CPLS students are encouraged to attend graduation; it is a great way to encourage younger CPLS students by exciting them about their own futures. Senior parents traditionally plan senior events and meetings are held during the school year for the necessary planning.

GRANDPARENTS’ DAY

In fall, a day is set aside for special activities honoring grandparents and to give children a chance to “show off” their school. After the morning’s activities, grandparents are invited to take their grandchild(ren) out to lunch. If a child has no grandparents or their grandparents are unable to attend, a parent or adopted grandparent is encouraged to take them to lunch on that day as lunch is not served at school. There is no school on the afternoon of Grandparents’ Day.

GREAT IDEAS THESIS AND DEFENSE

The capstone course of a Cair Paravel Latin School education is entitled Great Ideas. Each year the junior and senior students study the great thoughts of the greatest minds in Western Civilization. One of the hallmarks of a classical Christian education is training in the ability to think clearly, speak eloquently, and defend oneself in the public forum. Senior students are required to write a thesis paper addressing the question: “What is the Good Life”? The thesis synthesizes the six Great Ideas (Justice, Freedom, Equality, Truth, Goodness, and Beauty) to address the perennial questions of our existence: What does it mean to live well? What is a life worth living? What does it mean to be human? What is happiness? The thesis is delivered to a panel of evaluators and is open to the public. After their presentation, students are required to answer probing questions about their thesis from the panel.
KINDERGARTEN ROUNDUP

Early in the spring, families in our community are invited to explore CPLS as an option for their young children. A morning of activities is planned for the youngsters, while parents are given an overview of CPLS and of Classical Christian education.

MADRIGALS

A select singing group comprised of Rhetoric School students, the Madrigals represents CPLS throughout the community with their gift of song. They have a vast repertoire designed to suit any occasion—sporting events, church banquets, company parties, political rallies, etc. Singing carols during the Christmas season and providing Singing Valentines in February are their trademarks. Participation in Madrigals is by audition. Rehearsals are during elective periods three times a week. Madrigals are also required to participate in Rhetoric school choir.

MUSICALS

5th-8th grade students have the opportunity to participate in a full-length musical production. Auditions are held in November and require students to sing a solo and read from a script. The cast rehearses throughout December and January, and four shows are produced the first weekend in February. Recent productions include *Alice in Wonderland* and *The Adventures of Tom Sawyer*.

9th-12th grade students have the opportunity to participate in a full-length musical production. Auditions are held in February and require students to sing a solo and read from a script. The cast rehearses throughout February and March, and six shows are produced over two weekends in April. Recent productions include *Beauty and the Beast* and *Mary Poppins*.

NARNIA DAYS

Each year the Grammar School organizes these special days devoted to Narnia. The halls will come alive with scenes from The Chronicles of Narnia books and there will be several activities during this celebration.

ORIENTATION NIGHT

In August, CPLS opens its doors to parents and students for an evening of informal fellowship. All teachers, staff, and Administration are available for questions, and classrooms are open for visitation.

PARENT/TEACHER CONFERENCES

After the first 9 weeks of classes, parents of K-8th graders are scheduled to meet privately with each of their children’s teachers. The child’s progress up to that point will be reviewed and parents’ questions answered. Parents will also be able to schedule a meeting with art, music, and PE teachers if they desire. Appointments to meet with Rhetoric school teachers are encouraged, but not required. If any Rhetoric school teacher feels a conference would be beneficial, parents will be notified. Parents may also contact a teacher for a meeting at any time during the school year.
PTF (PARENT/TEACHER FELLOWSHIP)

PTF is an organization of CPLS parents and teachers and exists to support the efforts of CPLS to provide the best Classical Christian education possible. Fundraising efforts provide the means to purchase items for the classrooms that would otherwise not be affordable, and, in the past, have included computer equipment and playground equipment. All parents are encouraged to join PTF, which meets monthly.

RETREAT (Rhetoric School)

Early each fall, all Rhetoric school students and faculty attend a retreat. In addition to a guest speaker, campfire singing and devotionals, there are outdoor activities. The primary purpose of the annual event is bonding between classes and making new friends as well as spiritual learning. The Fall Retreat is planned and organized by the senior class. Parental help is needed in transporting the students to and from the camp.

RETREAT (Junior Class)

Near the end of each school year, the current junior class has a retreat to make plans for their senior year. Under the guidance of an advisor, they pick a theme for the year, begin planning for the Fall retreat and compose a class charter setting out spiritual and class goals for their final year at CPLS.

RETREAT (Senior Class)

Near the end of each school year, the current senior class has a retreat to finalize plans for their graduation.

ROOM PARENTS

Each K-6th grade class has a volunteer room parent who assists the classroom teacher in coordinating such events as field trips and class parties. Sign-ups occur online and can be done at the beginning of each school year. The classroom teacher can be contacted to offer assistance.

SCHOOL PICTURES

In the fall, a professional school photographer comes to CPLS to take individual photos of each student. A photo of each child will be used for the CPLS yearbook. A date for retakes is set for later in the fall should any student miss the original day or be dissatisfied with the original photos. Photo packages may be purchased by the family.

SEE YOU AT THE POLE

On the third Wednesday of September, CPLS students participate in this nationally observed day for students to meet for prayer and singing. The focus of the event is to pray for our nation and its leaders, our school, our Administration, faculty, board and students. The event is student led and is held before school around the flagpole in front of CPLS.

SILVER BELLS

Silver Bells is an annual CPLS formal event for all students in the Rhetoric School. Silver Bells is held during the winter and is named to recall the bells on the sleigh in The Lion,
The Witch and The Wardrobe. The boys wear coats and ties and the girls wear formal
dresses. Silver Bells is meant to be a special time for the students to share dinner, games
and choreographed dances.

**SPELLING BEE (5-8)**

Students in grades 5-8 have an opportunity to test their spelling skills in their classrooms
and then in a final school-wide competition in late January. The winner of the Spelling
Bee is qualified to represent CPLS in the annual Shawnee County Spelling Bee.

**SPORTS**

CPLS offers a number of opportunities for both girls and boys in grades 6-12 to participate
on school sports teams. Boys’ sports include soccer, 8-man football, basketball, tennis,
cross country, and golf. Girls’ sports include volleyball, basketball, cross country, soccer
and cheerleading. Parent assistance in the areas of concessions, admissions, and
carpooling is required. Season passes for admission to home games are for sale through
the athletic department.

**SPORTS AWARDS NIGHTS**

The Sports Awards Nights are an opportunity to recognize all students and coaches who
have participated on CPLS sports teams.

**WINTER BALL (8th grade)**

The Winter Ball is an annual “formal event” for 8th grade families. Students learn
ballroom dancing, perform individually or in groups, learn etiquette, and show
appreciation to parents.

**3.12 Scripture Memorization**

We believe that the “fear of the Lord” is the beginning of knowledge and wisdom (Proverbs
1:7). Since our God reveals Himself through His Word, our subjects of study are integrated
with Scripture. We also believe that our parents have the responsibility to help their
children memorize Scripture. The ESV is the standard text for memory work in grades 1-
12. At the beginning of the school year, a schedule of Scripture memory verses for grades
K-6th will be sent home.

K-6th students will recite weekly verses for their teachers on Fridays. Our hope is that
Scripture memory will be an exciting experience for our children and parents.

Memory Verse Pads, which aid in memorization at home, are sold at the beginning of the
school year. Parents can also download the “CPLS Memorize” app on their Android or
iPhone smart devices.

**3.13 Poems**

Every year students in Kindergarten–8th grade will be required to memorize and recite
selections of poetry which are universally recognized as among the most beautiful in the
English language. Also included will be longer passages from the Bible which do not
readily adapt themselves to the Scripture memory format. These passages are intended
to woo students into the deep mysteries of life. The poet’s world is one of wonder, which
transcends logic. When these take root, great poems train the heart better than the head. Poetry memorization is the responsibility of the classroom teacher. Parents can also download the “CPLS Memorize” app on their Android or iPhone smart devices which contains all of the poems for each grade level.

3.14 Literature

Cair Paravel Latin School has always emphasized reading the literary classics. Through books, we enter into the thoughts and lives of others, growing and learning alongside them, succeeding and failing, rejoicing and grieving, journeying and dying. It is among our greatest human delights. One of our jobs as educators and parents is to see that our children acquire not only the ability to read well, but also acquire a taste for what is good and beautiful in literature. For each grade we have selected books that:

a.) Enlarge a student’s imagination about God, the world, or humanity;

“What then is the good of occupying our hearts with stories of what never happened and entering vicariously into feelings which we should try to avoid having in our own person?...The nearest I have yet got to an answer is that we seek an enlargement of our being. We want to be more than ourselves. Each of us by nature sees the whole world from one point of view with a perspective and a selectiveness peculiar to himself...we want to see with other eyes, to imagine with other imaginations, to feel with other hearts, as well as with our own.” (C. S. Lewis)

b.) Evidence the highest quality writing and story-telling;

“I am almost inclined to set it up as a canon that a children’s story which is enjoyed only by children is a bad children’s story. The good ones last.” (C.S. Lewis)

c.) Are conducive to the formation of virtue;

“A poem begins in delight and ends in wisdom, begins in delight and ends in a clarification of life” (Robert Frost)

d.) Are “age-appropriate,” even if challenging;

“Perhaps it is only in childhood that books have any deep influence on our lives...but in childhood all books are books of divination...they influence the future.” (Graham Greene)

e.) Have endured the test of time or have influenced literate culture;

“A classic is a book that has never finished saying what it has to say.” (Italo Calvino)

f.) Integrate with other areas of the curriculum.

“The great tradition in philosophy has held that knowledge is analogous, that is, one integral structure having many parts but moving together and arranged from within by its intrinsic nature...In an integrated program of studies every subject is seen in the light of each and all.” (John Senior)

In addition to the books that students may read in class with their fellow students and teachers, we hope to help students develop the habit of reading books on their own. In
order to do this, we require students in first grade through sixth grade to keep a “literature log” of the books they read outside of class. Each book they read will receive a particular point value based on its length and difficulty.

Students will receive a grade based on their accumulated points for each quarter. This grade will represent 10% of their Reading Grade for the quarter. Literature grades will be calculated quarterly, and excess points will be carried over to the following quarter.

Students may earn points for a book if a) they read it on their own, b) someone reads it to them, or c) they listen to an audio version of the book. There is a limit of one audio book per quarter to ensure students develop and progress in their reading skills.

In order to encourage families to read together, when they do so, each student in the family will receive the appropriate credit for the book, according to their grade levels. If a child listens to an audio version of a book, we ask parents to verify that their children are appropriately attentive while the recording is playing. Books read aloud by the teacher in class, however, do not count toward the reading requirement. Books assigned but read by the student on their own may count.

Ideally, students should read works from the designated Literature List in this handbook, which have been selected by CPLS according to the above criteria. However, depending on a student’s interest, they may also receive points for books not on the list, though they will not receive as many points as a listed book of similar length and difficulty. (See “Calculating Point Values...” section.)

Books read during the summer may also count toward the reading requirement for the upcoming year. Some students may read more than a year’s requirement during the summer break. While this is a worthy accomplishment, we urge parents to encourage their children to continue reading throughout the school year.

3.15 Reading Requirements

Students in grades one and two will be required to read (or have read to them) and record the titles of forty books per year, including picture books. Fifty textual pages are required to count as one book.

Students in grades three through six will receive grades according to the table below.

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<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>Grade</th>
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<td>16-18</td>
<td>13-15</td>
<td>Sixth Grade</td>
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<td>15-17</td>
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Further details are available on the CPLS website.

3.16 Literature List

Please visit the CPLS family website for the entire “Book Me a Passage Literature List” complete with titles and point values.
All K-6 classrooms will follow the approved schedule for reading *The Chronicles of Narnia* series with students:

- Kindergarten: *The Lion, the Witch and the Wardrobe*
- 1st Grade: *The Horse and His Boy*
- 2nd Grade: *The Magician’s Nephew*
- 3rd Grade: *Prince Caspian*
- 4th Grade: *The Voyage of the Dawn Treader*
- 5th Grade: *The Silver Chair*
- 6th Grade: *The Last Battle*

### 3.17 Summer Reading Program (SRP)

Students in 7th–12th grades are required to participate in the Summer Reading Program (SRP). The purpose of the SRP is to help fulfill the school’s mission to cultivate lifelong learners. Details of the program are on the CPLS website.

### 4. DISCIPLINE

#### 4.1 Discipline Policies

The purpose of discipline is to create a safe and orderly environment that is conducive to learning. All members of the faculty and staff share this responsibility with the parents. Through discipline, students are being taught (or “discipled”) in the way that they should go (Proverbs 3). In Matthew 15, the Lord Jesus taught that actions are the fruit of what is in the heart. The writer of Hebrews reminds us: “For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it.” (Hebrews 12:11) Contrary to popular opinion, discipline as described in Scripture is not a process of punishment as much as a process of discipleship and love.

The focus at Cair Paravel Latin School is not to merely address whether a student’s conduct is right or wrong, but to help the student to examine his/her own heart before the Lord. By getting to the heart, the focus is on the root of the actions, not just the fruit of them. The condition of the heart is demonstrated by the fruit, i.e., by actions (Matthew 12). Galatians 5 provides that a heart that is following the Lord will have good fruit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Therefore, these are not “behaviors” or “traits” that can be produced through instruction as much as the result of God at work in a person’s life. The process of how God works in a person’s life is not a mystery or secretive affair; He produces good in His children when they “make every effort to supplement [their] faith with virtue, and virtue with knowledge, and knowledge with self-control, and self-control with steadfastness, and steadfastness with godliness, and godliness with brotherly affection, and brotherly affection with love.” (2 Peter 1:5-7)

Each person should be teachable in the relationships in which God has placed him/her. Ultimately, the change is not due to human action, but the work of God in a person’s life. God works in the lives of His children not by giving them easy paths, but by faithfully instructing them and challenging them to persevere and walk by faith. When people persevere in hard work, are expected to live to a high standard, and are graciously shown...
how to truly walk in the light, they become godlier in the way they act. When people are disciplined with consequences, they learn to understand the way of wisdom. This is the way of the Good Shepherd in working through the lives of Joseph, Moses, David, Paul, and the disciples. It is the intention of CPLS staff to shepherd students’ hearts, leading them to understand the love of the Savior and the great call that He has for their lives. He desires that they walk in the light and that they become the light of the world.

CPLS seeks to provide an environment where students are encouraged and challenged to follow God in every facet of daily life. It is imperative that the school be a haven of safety (physically, emotionally, and spiritually) for all students. Actions that jeopardize the safety of others are dealt with promptly and severely where necessary. Discipline will be communicated either by email, by telephone, or by personal conference with parents. The CPLS staff seeks to demonstrate a heart of love in guiding every student at CPLS, whether through correcting the student, communicating to parents, or sending a student to the office.

Office Visits

Most day-to-day discipline will be handled by the classroom teacher. However, there are instances where a stronger warning or consequence is needed. Such cases will be handled by the relevant Principal or the Head of School. Some offenses will automatically necessitate such action. Examples include:

- **Disrespect** shown to any staff member or student, including on social media. The staff member will be the judge of whether disrespect was shown.

- **Dishonesty** in any situation while at school, including lying (which includes telling only part of the truth or neglecting to tell the whole truth), cheating, and stealing. This can include plagiarism (see below).

- **Disobedience** in response to instructions including repeated failure to follow teacher direction, procedures, or dress code, or to complete tasks as assigned.

- **Fighting**, i.e., striking in anger with the intention to harm another student.

- **Unkind, obscene, vulgar, or profane language**, including taking the name of the Lord in vain.

The Principal or Head of School may require immediate administrative leave, immediate suspension for the remainder of the day, in-school or out-of-school suspension, restitution, janitorial work, parental attendance during the school day with their student, or other measures deemed appropriate. In severe cases where there is no change in the student’s actions or assistance from the parents, the student will be expelled for the remainder of the school year.

Administrative Leave / Suspension / Expulsion

Administration will typically follow the protocol below which may include immediate suspension (or administrative leave) for the remainder of the school day. Student suspension or leave applies to all after school activities and events. In cases where change
is evident and the student appears repentant, exceptions are possible. These exceptions will be determined by Administration. Appeals for exceptions will not be considered.

- **First offense** of any action requiring an office visit and other actions where the student is clearly disobeying authority – Warning, restitution/apologies, and/or suspension for one school day

- **Second offense** – Restitution/apologies and suspension for two school days

- **Third offense** – Restitution/apologies and suspension for five school days

- **Fourth offense** – Expulsion for the remainder of the school year

Administration will determine whether or not missed work may be made up or will received a zero. Missed work that may be made up must be turned in when the student returns to school or a grade of zero will be recorded.

**Expulsion**

The CPLS Board of Directors realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution (repairing the damages through work, apologies, etc.) are fundamental to the total discipline policy. However, if parents are not able to help their student, or if the student is unable or unwilling to change, the Head of School, with the approval of the Board of Directors, will need to expel him/her. Such a student will have a negative influence on the school and classroom culture, and it is the duty of the Administration and the board to uphold the mission of the school at large.

**Serious Misconduct**

Should a student commit an act with such serious consequences that the Head of School deems it necessary, the protocol defined above may be bypassed, and administrative leave, suspension (in-school or out-of-school), and/or expulsion may be imposed immediately. Examples of such serious misconduct could include but are not limited to acts endangering the lives of others, gross violence/vandalism to the school facilities, possession or use of illegal drugs or alcohol, other violations of civil law, or any act in clear contradiction of scriptural commands. Students are responsible for their behavior – including social media and other online behavior – whether school is in session or not; therefore, students may be subject to school discipline for serious misconduct which occurs outside of school hours.

**Re-admittance**

At the core of discipline is a desire to see reconciliation and restoration in all school relationships. If an expelled student should desire to be readmitted to CPLS, the Board of Directors and the Head of School will make a decision based on the student’s attitude and circumstances at the time of re-application. Students applying for re-admittance must follow the re-admission processes stated in the Admission Standards section of this Handbook.
Grammar School (K-6th Grade):

Tardies: Grammar School tardies are often times a combination of parents and students not being able to make it to school on time for a variety of reasons. Students will miss one recess after their fourth tardy and the Head of School will be notified when a student reaches twelve unexcused tardies in one semester. Tardies are only excused for medical appointments, illnesses or funerals. If it is the child's issue, the Grammar School Principal will work with parents to help them come up with a solution for helping the child arrive to school on time. If it is the parent's issue, the Grammar School Principal will discuss the importance of being on time and emphasize that the problem must not continue as it can be detrimental to the child's routine and learning. For students in grades K-6, a tardy slip will be required if the student is not in their place in Morning Assembly by the time the school song is finished.

Other: The majority of other disciplinary problems (including uniform violations) will be handled by the teacher within the classroom. Teachers will contact parents about any serious discipline issues. A teacher may refer a student to the Grammar School Counselor. If the issue is deemed serious, teachers and/or the Grammar School Counselor will complete a discipline referral to be returned to the Grammar School Principal. The Grammar School Principal will contact the parents and may set up a meeting if necessary.

Logic and Rhetoric (7th–12th Grade):

Student Code of Conduct: All Logic/Rhetoric Students will abide by, and be held responsible for following, the Student Code of Conduct (see below)

Attendance: See Handbook Section 3.5

Dress Code Violations (7th–12th): Each teacher will send an email of the violation to a pre-determined email address where a record of violations will then be presented to the Head of School on a weekly basis. After the first 3 warnings are issued a detention will be served. Each violation after the 3rd will result in an additional detention. This may include but is not limited to serving the school on a designated day from 7:30 a.m. – 8:15 a.m. This will be supervised by an assigned faculty member. Patterns of repeated violations will be discussed among faculty members and a meeting with the student and/or their parent may take place to discuss changes of behavior and possible consequences.

Public displays of affection among students are not allowed during school or at school events.

4.2 Student Code of Conduct

We recognize that we are saved by God’s grace alone, and it is by His grace alone that we stand. Christianity is not about rules; it is about relationship. We obey God’s commands not out of obligation but out of love (John 14:15). The commands of God, however, consist not in a long list of detailed rules but in two simple commands: Love the Lord with all our heart, soul, mind, and strength; and love our neighbor as ourselves (Mark 12:29-31). Out of love for God, all CPLS students agree to obey these two commands.
Below are some examples of how CPLS expects its students to live out these commands, but the list is not exhaustive. Rather, it is intended to remind students of ways in which they, like all believers, are to hold true to what they have attained (Philippians 3:16). Consistent, repeated failures to meet these expectations, combined with an unwillingness to strive to meet them, may be grounds for expulsion.

In light of the constant need for the power of the Holy Spirit to enable believers to reflect God’s character and not conform to the pattern of this world (Romans 12:2), CPLS calls on its students to reflect God’s nature and character in their relationships with God and others.

Expectation 1 – Students will love their Lord their God with all their heart, soul, mind, and strength.

Examples of actions that will demonstrate this virtue include:
   a. Living a life of continuous repentance of sins and trust in Jesus (John 3:16; 1 John 1:9)
   b. Seeking to grow in personal and intellectual knowledge of God, including practicing daily times of prayer and Scripture reading. (Psalm 27:8)
   c. Attending a Bible-believing church regularly (Hebrews 10:25)
   d. Obeying authorities (government, parents, school personnel) (Romans 13:1-7; Ephesians 6:1; Hebrews 13:17)
   e. Cultivating the fruit of the Spirit (Galatians 5:22, 23)
   f. Being diligent in everything (Proverbs 18:9)

Expectation 2 – Students will love their neighbors as themselves.

Examples of actions that will demonstrate this virtue include:
   a. Encouraging others to do right and to avoid evil (Hebrews 10:24; Matthew 18:6)
   b. Using kind words that build others up (Ephesians 4:29; 1 Timothy 5:11)
   c. Using freedom in Christ to serve others rather serving self (Galatians 5:13; 1 Peter 2:16)
   d. Putting others’ interests ahead of one’s own (Philippians 2:3-4)
   e. Dressing modestly and appropriately (including in accordance with one’s biological sex) (1 Timothy 2:9; Deuteronomy 22:5)
   f. Recognizing and respecting the inherent differences between male and female (Genesis 1:27; 1 Timothy 5:1, 2)
   g. Abstaining from harmful or addictive behavior (Ephesians 5:18; 1 Corinthians 6:15a; Romans 13:13)
   h. Turning from the acts of the sinful nature (Galatians 5:19-21)
   i. Fleeing sexual immorality in any form (1 Corinthians 6:18; Romans 13:13)
   j. Working diligently and honestly without stealing (Proverbs 18:9; Ephesians 4:25; Colossians 3:9)

4.3 Eligibility for Participation in School Sponsored Activities

The academic ineligibility process is not designed to be punitive. Rather, the purpose is to assist students in eliminating distractions so that they can focus on academics. The school desires for students to take full advantage of all of the extracurricular activities offered so that they can become well-rounded, classically trained, lifelong learners. Under
some circumstances, this requires a temporary moratorium on extracurricular activities so that students can bring these activities back into balance with their academic responsibilities.

Our coaches, teachers and sponsors are committed to academic excellence, character development, and responsibility within our student body and strive to maintain a balance between extra-curricular activities and academics.

**Participant Status**

Full-time students, in good standing, are eligible for participation in these school-sponsored activities: sports, Junior Classical League, Scholars Bowl, drama, and musical. As a KSHSAA member, there are transfer stipulations for students in grades 9-12. For more information, please view the Athletic Policy Handbook.

**Academic Ineligibility**

6th–12th grade student eligibility for participation in CPLS-sponsored extracurricular activities depends on students’ grades. This applies to initial or continued participation. Any student receiving 2 “D’s” or 1 “F” at the mid-quarter checkpoint or at the end of the quarter will be declared academically ineligible for the next two weeks and will be ineligible to participate in extracurricular activities. In order to be eligible to participate in an extra-curricular activity, students must not have been declared ineligible at the previous grade check in the current school year and remained ineligible since that time. In addition, for Rhetoric School students, participation in such activities will be contingent upon students maintaining a cumulative 2.0 GPA. If a student has been declared ineligible or his/her cumulative GPA is below 2.0, the student will be ineligible for two weeks. During the two-week ineligibility, the student may not participate in practice. The student may attend home games with the team but is not allowed to attend away games. The student may attend any summer camp, training, or conditioning. The period of ineligibility begins the Monday after parent/student notification. During that two-week period, the student will be expected to raise his/her grade(s) to an acceptable level for regaining eligibility for extracurricular activities. At the conclusion of the two-week probation, the student should request a current grade report from the relevant Principal. If the student no longer has 2 “D’s” or 1 “F”, the Principal will sign the grade report to confirm that the student has regained eligibility. He/she will present this report to the coach/sponsor and may resume participation in extracurricular activities the next day. If the student is still deemed ineligible, he/she will not be able to resume participation until the student no longer has 2 “D’s” or 1 “F.” A student does not become eligible until the Principal has verified his/her improved grades. Spring Break, Thanksgiving Break, and school tours are not considered part of a 2-week probation period. Should academic ineligibility fall during those times, one week will be served before and one week after the week of break or tour.