

# ***CENTRAL SCHOOL CORPORATION***

*Sportsmanship – Respect – Honesty – Discipline – Hard work*



## ***STUDENT/PARENT HANDBOOK***

***18-19***

***P.O. Box 187***

***1035 Second Street***

***Grand Cane, Louisiana 71032***

***Phone 318-858-3319 Fax 318-858-6394***

***[www.centralschoolpioneers.org](http://www.centralschoolpioneers.org)***

***Updated 06/13/2018***

***On My Honor .....***

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***P.O. Box 187***

***1035 Second Street***

***Grand Cane, Louisiana 71032***

***Phone 318-858-3319 Fax 318-8586394***

***www.centralschoolpioneers.org***

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***Sherri Troegel***

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***Secretary***

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***Secretary***

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***Secretary/Treasurer***

***Mr. Beau Young***

***Mrs. Pam Hubier***

***CENTRAL SCHOOL CORPORATION COMPLIES WITH ALL APPLICABLE LAWS REGARDING AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY IN ALL ITS ACTIVITIES AND PROGRAMS AND DOES NOT DISCRIMINATE AGAINST ANYONE PROTECTED BY LAW BECAUSE OF AGE, CREED, COLOR, NATIONAL ORIGIN, RACE, RELIGION, SEX, HANDICAP, VETERAN, OR OTHER STATUS.***

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**Central School Corporation  
PO BOX 187  
Grand Cane, LA 71032**

**2017-2018 Tuition Fee Schedule**

NEW Students are required to submit a \$250.00 Registration Fee along with the Enrollment Contract.

Returning Students are required to submit the appropriate Renewal Fee (see below) along with the Enrollment Contract.

**Renewal Fee Schedule:**

**\*\* \$100.00 Renewal Fee for Contracts submitted ON or BEFORE July 31, 2017**

**\*\* \$200.00 Renewal Fee for Contracts submitted AFTER August 1, 2017**

**Plan A --- One Payment Plan (0% interest)**

PAYMENT DATE	GRADE	CHILD 1	CHILD 2	CHILD 3	MAX FAMILY
June 10, 2017	K4-6TH	\$ 3,894.00	\$ 2,970.00	\$ 2,112.00	\$ 9,504.00
	7TH-12TH	\$ 4,092.00	\$ 3,300.00	\$ 2,112.00	\$ 9,504.00

**Plan B --- Two Payment Plan (2% interest)**

PAYMENT DATE	GRADE	CHILD 1	CHILD 2	CHILD 3	MAX FAMILY
June 10, 2017	K4-6TH	\$ 1,951.87	\$ 1,488.71	\$ 1,058.64	\$ 4,763.88
January 10, 2018	7TH-12TH	\$ 2,051.12	\$ 1,654.13	\$ 1,058.64	\$ 4,763.88

**Plan C --- Four Payment Plan (2% interest)**

PAYMENT DATE	GRADE	CHILD 1	CHILD 2	CHILD 3	MAX FAMILY
June 10, 2017	K4-6TH	\$ 977.56	\$ 745.60	\$ 530.20	\$ 2,385.91
October 10, 2017	7TH-12TH	\$ 1,027.27	\$ 828.44	\$ 530.20	\$ 2,385.91
January 10, 2018					
April 10, 2018					

**Plan D --- Ten Payment Plan (4 % interest)**

PAYMENT DATE	GRADE	CHILD 1	CHILD 2	CHILD 3	MAX FAMILY
August 10, 2017	K4-6TH	\$ 396.57	\$ 302.47	\$ 215.09	\$ 967.91
September 10, 2017	7TH-12TH	\$ 416.74	\$ 336.08	\$ 215.09	\$ 967.91
October 10, 2017					
November 10, 2017					
December 10, 2017					
January 10, 2018					
February 10, 2018					
March 10, 2018					
April 10, 2018					
May 10, 2018					

**Plan E --- Twelve Payment Plan (4% interest)**

PAYMENT DATE	GRADE	CHILD 1	CHILD 2	CHILD 3	MAX FAMILY
June 10, 2017	K4-6TH	\$ 331.57	\$ 252.90	\$ 179.84	\$ 809.26
July 10, 2017	7TH-12TH	\$ 348.43	\$ 280.99	\$ 179.84	\$ 809.26
August 10, 2017					
September 10, 2017					
October 10, 2017					
November 10, 2017					
December 10, 2017					
January 10, 2018					
February 10, 2018					
March 10, 2018					
April 10, 2018					
May 10, 2018					

**Book/Technology/Lab Fees**

Book Fee	K4-4TH	\$125.00
Book/Tech/Lab Fees	5th-12	\$200.00

**Other Fees**

Debit/Credit Card Transaction Fee	2.70%
Late Fee	\$20.00 per month (applies 15 calendar days after due date)
NSF (Non Sufficient Funds) Fee	\$40.00 per transaction

All payments can be made in the school office or by mailing to PO BOX 187, GRAND CANE, LA 71032  
Forms of payments accepted : CHECK, MONEY ORDER, CASHIERS CHECK, DEBIT CARD, CREDIT CARD

## 2018-2019 School Calendar

### CENTRAL SCHOOL CORPORATION

1035 Second Street  
(phone) 318-858-3319 (fax) 318-858-6394  
Grand Cane, LA 71032

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

#### August

- 7 - Professional Development
- 8 - Teacher Workday
- 9 - 1st day fall semester, students 1st day

#### September

- 3 - Labor Day Holiday (no school)

#### October

- 9 - Fall ACT TESTS SR. & Jrs.
- 11 - End of 1st 9 weeks

#### November

- 9 - Veteran's Day
- 19-23 Thanksgiving Holidays

#### December

- 17-19 Mid Term Exams
- 19 - Students last day
- 20 - Teacher Workday
- December 21 - January 4 Christmas Holidays

#### January

- 7 - 1st day Spring Semester, back to school
- 21 - MLK Holiday, no school

#### February

- 18 - Presidents Day Holiday, no school

#### March

- 4-8 Spring Break NO SCHOOL
- 14 - End of 3rd nine weeks

#### April

- 2 - Spring ACT TESTS SR. & Jrs.
- 6 - Central Auction
- 18 - 22 Easter Holiday

#### May

- 9 - K5 Graduation, Last Day for K3, K4, & K5
- 14 - Senior Graduation
- 20 - 22 Final Exams
- 22 - Students Last Day 1/2 day for students, T workday
- 23 - Teacher Work day

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

#### Grading Periods

1st Nine Weeks	8/9 - 10/11	Report Cards	10/16
2nd Nine Weeks	10/15 - 12/19	Report Cards	12/20 (will be mailed)
3rd Nine Weeks	1/7 - 3/14	Report Cards	3/19
4th Nine Weeks	3/13 - 5/22	Report Cards	5/24 (will be mailed home)

Delayed Start Time (if needed) 10:00 A.M.

Summer Office Hours:

M-T 8:00 am - 3:00 pm, Wed. 8:00 am - 12:00 pm.

#### Instructional Day - 420 Minutes

For Updates : Subscribe to

remind  
by texting:



## FORWARD

*The purposes of this handbook are:*

- 1. To provide students and parents with a better understanding of the organization and administration of the school program.*
- 2. To encourage and establish correct school habits and a favorable attitude towards the school and its activities.*
- 3. To serve as a guide to the students in making their education experiences as profitable as possible.*

***The Central School Corporation Student/Parent Handbook is a guide to life at Central School. It provides useful information regarding programs, policies and procedures. The School reserves the right to amend these programs, policies and procedures as necessary throughout the school year.***

*This handbook provides the framework for learning and living together in the community known as Central School. There necessarily remains for Principal, faculty, and staff latitude to use their discretion as new, unique, and unanticipated situations arise. The Board of Directors of the Central School Corporation has the obligation and commensurate authority to amend the handbook during the academic year, if circumstances so dictate. If such amendments are made, parents and students will receive prompt notification.*

*Parents and students are expected to have read and studied the handbook. **In order to verify that parents and students have done these important tasks, Central School has provided a tear-out signature sheet as the last page of this handbook. It is due, signed by at least one parent and each student, on the first day of class. It is to be turned in to the classroom or homeroom teacher.***

*One copy of this handbook is furnished to each student at the beginning of each school year. It is important for both students and parents to become thoroughly familiar with the information provided.*

***This handbook should be kept throughout the year as a handy reference for answering questions concerning Central School.***

*When hundreds of people live and work together in one building, rules and procedures are necessary to avoid complete confusion. All questions that may arise cannot be answered in this handbook; therefore, students and parents are urged to keep in touch with teachers, counselors and school officials concerning all parts of the school program. Your school offers you many opportunities for growth in knowledge, in skill, in appreciation and in human understanding. Make the most of the opportunities day by day and you will be rewarded by the deep satisfaction that comes from personal growth.*

*With the hope that this handbook will promote loyalty, honesty, sportsmanship, school pride and genuine spirit of understanding, it is sincerely dedicated to the youth of this school community.*

*This handbook is also available for download on the main page of Central School's web site at:*

<http://www.centralschoolpioneers.org>



## WELCOME TO CENTRAL SCHOOL

*The information in this handbook is carefully prepared and is presented so that it will be of value in helping you adjust to our school and to become a real part of it.*

*The ultimate purpose of education is to help each pupil become an effective citizen of their community and nation. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the changing world of tomorrow. We hope you will participate within our school, which will prepare you to live a full life. Always remember the success you will receive at Central School will be in proportion to the effort you put forth.*

*Central School welcomes you to its ranks and we hope you will always have the desire to do the things that will make our school great.*

### **Your Record.....**

*Every day you live you are making a record. You should ever be conscious that this record becomes synonymous with your name. The working world has learned through experience that a complete school record of your scholarship, activity and citizenship gives valuable information in evaluation of your ability and fitness to do certain jobs. Your school record is a link in your life that will be examined many times through the years by those concerned about you and your future. Remember that your record is what you yourself make it. Make yours one that you will be proud to claim.*

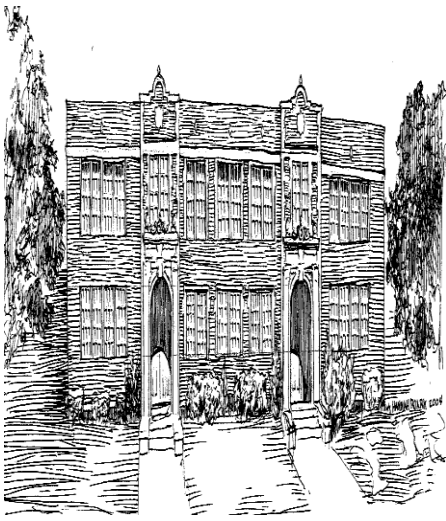
*Individual ongoing records are maintained and will be provided to parents upon request or as needed. This includes cumulative records, honors, attendance, tardies, referrals, etc.*

## ACCREDITATION

*Central School holds accreditation by the Mississippi Association of Independent Schools, AdvancEd, and the Louisiana Department of Education.*



## THE HISTORY OF CENTRAL SCHOOL



*In 1967, a number of concerned people in Desoto Parish were interested in operating a private school that sought to offer educational opportunities with standards of excellence where prayers could be offered and the Bible read with an open expression of faith in God—lasting values upon which America’s foundation is laid.*

*In the summer of 1967, the Central School Corporation Board of Directors was organized, and a corporate charter to operate a private school, kindergarten through high school, was submitted to the Secretary of State in Baton Rouge. Through much hard work and the dedication of fourteen families, the charter was granted. In August of 1967, Central School opened with twenty-six students. The Corporation leased the old Grand Cane High School, including all of its facilities, from the Grand Cane Development Association.*

*Central received accreditation the first year and has been an accredited school ever since. It is currently accredited through the Louisiana Department of Education and the Mississippi Association of Independent Schools.*

*In the summer of 1969, more people saw the need to have a school for their children where Christian values and American principles would be upheld. God continued to bless, and Central grew.*

*The mascot for Central School is the Pioneer. The Encarta Dictionary: English (North America) defines pioneer as “a person or group that is the first to do something or that leads in developing something new.” It is evident that there has been a true pioneer spirit present in Central School since its very beginning. In fact, we could not have kept our doors open throughout the years, if it had not been for the dedication, hard work, generous donations, and love for children from parents and friends—true pioneers. The heritage of pioneers is that of a winner—in the classroom, in sports, at home, at work, and, most of all, in character.*

*Central School has been blessed by God. We know where our help comes from—our Heavenly Father.*

*May God continue to bless Central School, and may Central School continue to serve God and its country.*

## MISSION STATEMENT

*“Central School provides a safe, supportive, and challenging learning environment, with high expectations for academic success and encouragement for a steadfast pursuit of Christ.”*

## PHILOSOPHY

*The Board, administration, teachers and parents of Central School believe that a school should provide a basic academic curriculum for both college bound students and those who plan to enter the workforce.*

*We believe that a school should endeavor to develop creativity, independence, integrity, honesty and respect for authority, property and the rights of others.*

*Student activities form an integral part of the school program. Involvement in these activities provide an opportunity for the application of democratic principles essential to becoming an effective American citizen.*

*We believe that the school shares with the home, church and community the responsibility of the total education of the student.*

*We believe that the teacher is the ultimate component in providing the varied learning opportunities in a controlled atmosphere of free expression and student participation. All faculty members and administrators are expected to be professional at all times. The teachers not only must facilitate learning – to stimulate it, guide it and ensure that it happens – but must develop inquiry and value clarification among their students.*

*The school, through the guidance and testing program, should make the students more aware of themselves and their potential. They should be led to accept responsibility for their own decisions, to choose the direction their education and life will take and to develop the self-discipline needed to reach their individual goals.*

*The school population consists of students of various lifestyles, cultural backgrounds, economic opportunities and degrees of maturity; therefore, the school should include experiences to meet the needs of all its students regardless of their post-high school plans.*

*The school has a definite obligation to develop talents and capabilities to give each student a sense of fulfillment and self-confidence based on accomplishments, and a sense of belonging through participation in various extracurricular activities. Accepting the responsibility, the school establishes a total education program by providing, supporting, and urging student participation in a variety of organizations. Though the entire community shares the responsibility for educating its youth, the school must accept the role of leadership in this task. With the dedication of the faculty, the leadership of the administration, the support of the school board, and the continued goodwill of the community, Central School will meet the needs of its students.*

## OBJECTIVES

- The student will be able to interpret information, understand facts, principles and concepts, develop communication skills that will enable him to survive in further education and in his chosen occupation.*
- The student will be able to function as an informed consumer to meet his need for financial Security.*
- The student will develop initiative and self-reliance with pride in his workmanship.*

- *The student will be tolerant of others views and will recognize the importance of others rights. The student will hold respect for authority and the property of others.*
- *The student will have an understanding of our American system based on democratic principles and will be able to function in his local government and in national and international affairs.*
- *The teacher will utilize local resources to demonstrate and reinforce application of classroom principles.*
- *The student will make a decision as to further education or entry into the world of work, based on his interests and ability.*

#### **WHAT CENTRAL EXPECTS FROM PARENTS**

- *Parents will support and encourage their children, providing structure and routines to help them develop self-discipline and good study habits.*
- *Parents, Volunteers or any Non Central employee will check in at the office prior to entering campus. Monday-Thursday, during the hours of 7:30AM-4:30PM.*
- *Parents will endorse the mission of the school. They will read and comply with the Parent/Student Handbook. They will attend conferences and support and take part in the activities of Central School.*
- ***Parents will fulfill all financial and fundraising commitments as deemed necessary by the Board of Directors. (all other clubs such as 4H, Booster Club , PTO etc. are optional and do not contribute to the operational budget of the school) See Policy and Procedures for additional information.***
- *Parents will be supportive and respectful of the school's policies its academic and disciplinary decisions. Parents will listen to, supervise, and hold their children accountable with consequences for inappropriate behavior.*
- *Parents will let students be responsible for their own work, recognizing that mistakes and disappointments are sometimes necessary in learning accountability and resiliency.*
- *Parents will model civility and integrity for their children. Parents will demonstrate respect for teachers in front of students. Parents will treat teachers as allies and professionals who understand childhood development.*
- *Parents will register dissatisfactions in a responsible and fair way and seek collaborative solutions to problems by using the proper channels (1st individual teacher, 2<sup>nd</sup> Administration, 3<sup>rd</sup> Central School Board of Directors.)*
- *Parents will be respectful of teachers' time and responsibilities, in and out of the classroom. Parents will remember that instant communication isn't always the best communication and resolving issues can take time.*

*Just as Central School expects faculty and staff to conduct themselves professionally and to model developmentally appropriate nurturing behavior, we expect parents to respect the policies and procedures of the school and to interact with all members of the community in a supportive and appropriate manner. These mutual expectations are spelled out in more detail in the School-Parent Covenant. Please remember that you represent the school just as much as teachers or students. Whether interacting with a teacher, chaperoning a field trip, or cheering on a team at a game, parents should strive to be polite and respectful. Remember that teachers are not allowed to discuss other parents' children and that discussions of individual students should happen in private, not in the halls or classroom. It is best to call or email a teacher first about a concern rather than to show up unannounced, and parents should remember that teachers may need time to gather information or prepare a response to parental communications.*

*It is natural that there may be a time when parents are dissatisfied with some aspect of the school. In such situations, however, parents are requested to address those concerns through the appropriate channels rather than with other people in social situations or through social media. In signing the reenrollment/enrollment contract, parents agree to accept the rules and regulations of the school and to support and abide by school policies. Failure to do so could be grounds for termination of the contract or non-renewal for the following year.*

**CENTRAL SCHOOL BELL SCHEDULE**

*School Hours*  
*Monday – Thursday*  
*7:40 am – 4:00 pm*

<b><i>Period</i></b>	<b><i>Time</i></b>
<b><u>Morning Assembly in Gym</u></b>	7:35 – 7:45
<i>Tardy Bell</i>	7:50
<i>1st Period</i>	7:50 – 9:05
<i>2nd Period</i>	9:10 – 10:10
<i>3rd Period</i>	10:15 – 11:15
<b><i>Lunch</i></b>	<b>10:50 – 11:20 (K3 – 3<sup>rd</sup> grades)</b>
	<b>11:25 – 11:55 (4 – 7 grades)</b>
<i>4th Period</i>	11:20 – 12:20
<b><i>Lunch</i></b>	<b>12:20 – 12:50 (grades 8-12)</b>
<i>5th Period</i>	12:50 – 1:50
<i>6th Period</i>	1:55 – 2: 55
<i>7th Period</i>	3:00 – 4:00

## RE-ENROLLMENT

- All families must be in good financial standing from the previous calendar year. This includes but is not limited to Tuition, Book Fees, Bus Fees, unreturned books, unreturned uniforms, or any unpaid parental dues or responsibilities.
- Each family must pay a **\$100** registration fee prior to **August 1, 2018**
- The entire re-enrollment packet must be completed, and returned to office. (**Student Enrollment form, Communication waiver, Handbook agreement, Medical information (notarized), Tuition Agreement, Vehicle Emergency Medication Information form and Parental Contract.**)

Any incompleteness of these items will prevent your child from being re-enrolled and attending Central School for the 2018-2019 school year, and revoke your Central School Corporation membership.

## PRIVATE SCHOOL vs. PUBLIC SCHOOL

The rights which students enjoy in public school are not the same as when a student attends a private school. Private schools are covered by something called contract law. Basically, this means that private K-12 institutions have far more leeway to conduct unfettered investigations, withhold findings if they choose, and unceremoniously ask a student or faculty member to leave. How can you find out what your rights are at Central School? Start with the Parent Student/Handbook. The handbook spells out rules which govern your relationship with the school. You have signed or will sign a document that says you have read the Parent/Student Handbook, which is a legal contract, stating that you understand the rules which govern your relation with Central School. Failure to follow these rules may result in you being suspended or dismissed from school.

## 504 ACCOMMODATIONS

Section 504 is a federal civil rights law under the Rehabilitation Act of 1973. It provides protection against discrimination for individuals with disabilities. The law and regulations prohibits discrimination on the basis of disability of all school programs and activities both in public and private school **receiving** direct or indirect federal funding. Central School does **NOT** receive any federal funding, directly or indirectly. Therefore, Central School is **NOT** required to provide accommodations to any students. With that being said, our professional staff is willing to help any student who wishes to be helped.

## ATTENDANCE

### Required Attendance

**Elementary/Middle School students** (K4 - 8th grade): must be in attendance a minimum of 129 days for the school year, which means they can only have **12 unexcused** absences for the **year**.

**High School Students** (9th-12th grade): must be in attendance a minimum of 62 days per semester in order to be eligible to receive grades, which means they can only have **6 unexcused absences** for the semester.

### Consequences for Absences

Students in K3-8th grade will **NOT** be promoted if they have **12 or more unexcused** absences for the **year**.

Students in 9th - 12th grade will **NOT** earn credit for the semester in any course in which they have **6 or more unexcused** absences for the **semester**. See High School Credit and See Referral....

### Excused Absences



Absences are excused for the following reasons: illness of the student (documented by **doctor**); serious illness or death of an **immediate** family member; **mandated** court appearances or other legal requirement; educational or athletic activities sanctioned by the **school**.

Approved documentation must be provided **within two** (2) school days of an absence before an absence can be excused by Administration. Students who receive an excused absence **must** make up all work missed **within three** (3) school days of the student's return to class. For extensive absences, the classroom teacher will determine an appropriate deadline for make-up work. It is the **responsibility of the student** to inquire about make-up work and to complete it in a timely manner. As far as possible, medical **appointments** should be scheduled on **Fridays**. The consequences for excessive absences are the possibility of not earning enough days present for promotion or credit and the possible failure of the grade or course, due to reduced learning time.

**\* PARENT NOTES ARE NOT AN EXCUSED ABSENCE AND WILL BE TREATED/COUNTED AS AN UNEXCUSED ABSENCE \***

## ADMISSIONS

### Admission Requirements

The admission process is as follows:

1. Pick up or download ([www.centralschoolpioneers.org](http://www.centralschoolpioneers.org)) an admission application; fill out the application; and acquire two signature recommendations from a current or previous Central parent.
2. Call the school (318-858-3319) to schedule an interview with Principal.
3. Pay the \$250.00 registration fee.
4. Meet all criteria for evaluation for admission: academic performance, standardized test scores, behavioral performance.
5. Refer the application to the Board of Directors or their designee to accept or to deny admission.

Candidates must meet the following age requirements:

*Preschool 3 applicants must be THREE by September 30 of the year of admission*

*Preschool 4 applicants must be FOUR by September 30 of the year of admission*

*Kindergarten applicants must be FIVE years of age respectively on the year of admission*

*1<sup>st</sup> grade applicants must be SIX years of age respectively on the year of admission*

Before any student is permitted to attend classes, copies of a birth certificate and immunization records must be on file. The student's emergency data form, medical form (notarized), permission to photography and Handbook agreement form must be complete.

**\*\* All students (if accepted to Central School) will be admitted under probationary terms for the first 9 weeks. Any attendance, disciplinary or academic referrals could jeopardize your privilege to stay at Central School.**

### Unexcused Absences

Unexcused absences are those absences which are not excused according to the preceding paragraph. Unexcused absences include, but are not limited to, family vacations and outings, cosmetic appointments, or skipping school. In addition, students who are suspended or who are suspended in lieu of expulsion earn unexcused absences for each day of the suspension. The consequences for unexcused absences are the possibility of not earning enough days present for promotion or credit and the possible failure of the grade or course, due to reduced learning time. Signed notes from a parent are not considered as excused. Any athlete missing the day of or the day following an extracurricular event will be subject to suspension for the following game.

*Our absences policy and minute requirements are set by the Louisiana Department of Education, therefore days may not be made up, or altered.*

### ***Tardy Policy***

*Upon receiving three (3) unexcused tardies, a student will be referred to Principal, and the parents will be notified that Administrative Consequences will be carried out. Three (3) unexcused tardies are equivalent to a full school day absence. (Policies regarding absences and make-up work will apply.) The first consequence of this absence will be an **In-School Suspension** period.*

### ***Suspensions***

*The student is allowed to make up the missed work but the absence is counted against the attendance requirement, and they will receive partial credit for the completed work.*

## ***STUDENT LIFE AND DISCIPLINE***

### **Purpose**

*The foundation of student life at Central School is the development of self-confidence, responsibility, and self-discipline. Students should know they are valued and are both physically and emotionally safe at school. They should have a sense of responsibility for themselves and respect for other members of the school community. The rules and consequences outlined below are intended to help our students grow into responsible and caring citizens who will contribute positively to their communities.*

### **Honesty Policy**

*Central School expects all students to conduct themselves with honesty and integrity. We know that learning to be honest is not always easy and that students will sometimes make poor choices. We want them to learn from their choices in order to grow into adults of good character. When students violate our rules and norms that have to do with honesty and integrity, in addition to whatever appropriate consequence is assigned, teachers and administrators will discuss the importance of making honesty central to one's character.*

### ***School Discipline***

*The teacher is primarily responsible for discipline within his or her classroom. Each teacher will establish rules which are appropriate to the students and subject being taught in his or her room.*

*General policies are set by the Administration in consultation with the whole faculty.*

- (1) The safety and well-being of students, faculty and others.*
- (2) The order and integrity of the learning environment.*
- (3) The development of responsibility, honesty, and respect for others.*
- (4) Respect for the physical facilities of the school.*
- (5) Behavior that is for the good of the school community.*

*School rules apply throughout the school day, anytime a student is on campus, and anytime a student represents Central School or participates in an event as a member of the Central's student body.*



## **Consequences and Punishments**

Central School is an educational institution, and as such the consequences and punishments for misbehavior are intended to be primarily educational rather than punitive. The Principal is largely responsible for addressing disciplinary matters. In cases involving suspension or if the Principal think it appropriate, the Board of Directors will be involved.

The Principal, in her discretion and with full knowledge of the school board, may exercise such disciplinary measures as are appropriate, including the discharge of the student when in the best interest of the school.

In Lower School, consequences for misbehavior may involve removal from an activity; loss of recess, PE, or enrichment time; or other consequences appropriate to the offense which can help the child learn to behave more appropriately.

In Middle and High School, the following punishments are assigned: detention, suspension, and expulsion. The more serious the offense, the more serious the consequence. If less serious infractions are repeated numerous times, the consequences will become more serious. Marks and detentions are assigned by the Principal upon referral by individual teachers. Suspension is assigned by the administrator.

Corporal Punishment is not practiced at Central School Corporation.

## **Lower School Conduct Policy**

## **K3, K4 & K5**

Lower School report cards will have a grade for conduct in the homeroom. Every week, each child will begin with 100 homeroom conduct points. In accordance with the class or grade-level policy, points will be deducted from the 100 point total. At the end of each week, the homeroom teacher will calculate the grade and this grade will be included in the weekly folder. If the misbehavior occurs on Thursday after the weekly grade has been computed, the points will be deducted the following week. At the end of each nine-week period, the average of the weekly conduct grades will appear as a conduct grade on the report card. In the event of serious infractions, additional punishments, such as loss of recess time, a conference with the division director, or suspension may be assigned. Parents will be contacted via note home, email, or a call in the case of more serious infractions. Serious infractions include, but are not limited to the following:

- Intentionally hurting another child, either physically or emotionally (see Harassment Policy). This includes cyber-bullying and hurtful or false statements in texts, social media, or other digital communication.
- Acts of dishonesty, including lying, stealing, or cheating.
- Consistent failure to follow school rules and procedures

In some cases, the school board may elect not to allow a student to return in the next year or even expel the child from school in the current year if disruptive and inappropriate behaviors continue.

## **REFERRAL/DETENTION/SUSPENSION/EXPULSION**

## **Grades 1-12**

### **Referral**

The following infractions will generally result in a student's receiving a **referral**:

- Behaving inappropriately during chapel, assemblies, or field trips.
- Behaving inappropriately in class, homeroom, the halls, at lunch, or at carpool.
- 1. Using unacceptable language.
- Bringing music or printed material with inappropriate language or images to school.

- *Neglecting the lunch area responsibilities.*
- *Uniform Violation*
- *Using any prohibited electronic item (including a cell phone) during school hours.*
- *Chewing gum.*
- *Repeatedly arriving late for class without an admit slip.*
- *Other infractions contained in the teachers' class rules.*
- *Public Display of Affection*
- *food, drink or gum in the class room*
- *the possession and/or consumption of energy drinks on campus*

### ***Detention***

***Five referrals for any combination of infractions during a semester will result in a detention. All referrals will be sent home to be signed by a parent or guardian. Referrals are accumulative for the year, however will be looked at individually by each semester.***

***A detention will be normally given to students for the offenses listed below. Any teacher who witnesses the violation will give a detention.***

- *Accumulating five uniform violations in one nine weeks.*
- *Disrespect to a teacher or adult in charge.*
- *Abusing school property: marking on desks/walls or defacing bathrooms, etc.*
- *Stealing, defined as taking anyone else's property or materials without their permission.*
- *Forging a parent's signature.*
- *Using profanity or other euphemisms intended to shock or offend.*
- *Cheating*
- *Verbal or physical intimidation of another student including social cruelty and harassment. This includes internet and cell phone usage at school and any physical evidence of abusive internet or cell phone bullying to other students from home.*  
*See Harassment Policy. (Note that if this is perceived to be an ongoing action it may be treated as a major offense.)*
- *Fighting or provoking a fight. (First or spontaneous incident.)*
- *Lying to a teacher or faculty member*
- *Leaving school grounds during school hours without permission.*
- *Gambling*
- *"Skipping" class.*
- *Tampering with control boxes, computers, fire alarm or maintenance equipment.*

- *Second offense for possession of prohibited electronic items (see below).*
- *Using a cell phone or failing to turn in a cell phone in to the homeroom teacher during the school day*
- *Intentionally visiting internet sites which are known to be inappropriate or otherwise violating the Acceptable Use Policy Technology Agreement (see below)*
- *Failure to report to detention unless previously excused.*

*Detention involves the loss of a student's time and reflecting upon more appropriate behavior.*

*Students will be required to stay for one hour after school with the assigned teacher or with the Principal. Depending upon the infraction, students may spend some or all of that time on constructive work on behalf of the school community, such as sweeping the gym floor or picking up trash on the playground. Students complete a worksheet in which they write about what they should have done and what they have learned. Multiple cases of these infractions may require an additional meeting with the Principal, who may choose to assign additional punishment beyond the detention.*

### **Suspension**

- *The following offenses will result in a **Suspension**, either in or out of school at the discretion of the Principal.*
- *Repetition of any suspension-level offense may result in expulsion.*
- *Ongoing bullying or harassment, including sexual harassment, such that another student does not feel safe at school. This includes Internet and cell phone usage at school and any evidence of abusive internet or cell phone bullying to other students away from school. (See Harassment Policy.)*
- *Fighting or provoking a fight (repeated or premeditated incident). The Principal will review the circumstances to determine whether detention or suspension is appropriate.*
- *Attending school or a school function under the influence of alcohol or drugs.*
- *Repetition of offenses for which detention has already been assigned.*
- *A third detention in a single school year. In such a case, the detention will become a one day in-school suspension.*
- *Suspension usually involves a meeting/conference for both student and parents, and an in-school suspension from class of one (1) or more days with work assigned. The days of suspension will be scheduled to take place as soon as possible. Students may not return to class without a follow-up parental conference.*

### **Expulsion**

*The following offenses have been determined by the Board of Directors to carry the punishment of suspension with possible **expulsion**:*

- *Possession of any weapon (other than a gun) or anything that is used as a weapon.*
- *Possession of tobacco or alcohol or any controlled substance on school property or at a school-sponsored event.*
- *The following offenses have been determined by the Board of Directors to carry the punishment of immediate suspension and **automatic expulsion**:*
- *Carrying or possessing a gun at school or on the school grounds.*

- *Distributing, selling, giving, or loaning any illegal drug or controlled substance on school property or at a school sponsored event.*
- *In addition to the specifically enumerated actions indicated above, the school reserves the right to suspend or expel students for actions which are determined to reflect either or both of the following:*
- *General incompatibility, that is repeated and ongoing violation of basic school rules and procedures to the extent that such behaviors negatively impact the learning environment of other students.*
- *Harming the good name of the school through actions which bring negative attention to the school through public or private behavior such as illegal or immoral activities.*

*Expulsion is recommended by the Principal, and has to be approved by the Central Board of Directors. The student and parents reserve the right to have an official hearing with the Board of Directors to plead their child's case. Expulsion is the loss of the privilege of attending Central School, and the parental membership of the Central School Corporation.. Students who are asked to leave for disciplinary reasons will not be readmitted. Parents will be sent a formal letter stating the cause and effective date of the expulsion, and an opportunity and a copy of that letter will be placed in the permanent file, but the transcript or permanent academic record of the student will only indicate that the student has withdrawn.*

### **CHEATING**

*In accordance with our Honesty Policy, the following behaviors will be considered cheating:*

- *Copying work from another student or knowingly allowing another student to copy one's work.*
- *Plagiarizing (in whole or part) work on a report, project, or other assignment. Plagiarism means using either the words or the ideas of another individual or source and claiming them as your own. Students are expected to indicate the source of information in reports and projects.*
- *Using "crib notes," worksheets, answers from another student's paper, or other dishonest means to obtain answers during a test.*
- *Asking for specific information contained on a test from a student who has already taken the test. Giving specific information contained on a test to a student who has not yet taken the test.*
- *Changing answers on graded material when returned for class review.*

#### **Consequences for such behavior:**

- 1. The student will be referred to the Principal who will arrange a meeting with the parents and student.*
- 2. The punishment may include a zero for the work in question, ineligibility for inclusion in the quarterly honor roll, loss of membership in the Honor Society or Blue Coats, removal from the Student Council, and detention or suspension.*

#### **Consequences for a second offense:**

- 1. The student and parents will meet with the Principal.*
- 2. The punishment may include suspension or expulsion or any other punishment deemed appropriate by the Principal.*

### **CELL PHONE/ELECTRONIC DEVICE POLICY**

*The following items are prohibited at school during the school day and should be left at home or in vehicles: cell phones, iPods, mp3 players, CD players, and any video game devices. All these devices will be confiscated if they are in use during the school day without permission and will be returned only to a parent; use during carpool will be allowed*

*unless they disrupt the carpool because students are inattentive to the supervising teachers. A detention will be assigned for second and subsequent offenses.*

*Personal Technology and electronic readers (laptops, iPads, Nooks, Kindles, etc.) may only be used with teacher permission and only for reading or teacher-specified academic purposes. Repeated inappropriate or disallowed use will result in the student not being allowed to have such items at school at all until such time as the Principal allows it again. At no time should any electronic device be used to record class time or instruction without the explicit approval of the teacher. Failure to abide by this rule will lead to disciplinary action.*

### **Cell Phones**

*Students may not have cell phones with them during the school day (7:35AM-4:00PM). Homeroom teachers will take up all cell phones in homeroom and return them at the end of the day. Phones must be completely off when students turn them in. A detention will be assigned to any student having a cell phone during the day. Students must give the phone to the homeroom teacher when checking in late and must pick up the phone if leaving early. Phones will be secured during the day and overnight if not picked up. By allowing a student to come to school with a cell phone, the parents give the school full and unconditional permission to require the student to unlock the phone and allow the school to examine any and all information, images, and messages on the phone.*

### **Internet-enabled watches or Personal items**

*Watches or items which have internet and camera capabilities must be disabled such that they only function as watches, or they will be confiscated.*

## **HARASSMENT POLICY**

*Central School firmly committed to maintaining a school and work environment free from all forms of harassment, whether based on race, color, religion, sex, disability, national origin, age, or sexual orientation. Harassment of any Central School student or employee, whether it is committed by a student, employee or visitor, is unacceptable behavior, violates both Central School Policy and state and federal discrimination laws, and will not be tolerated.*

*This policy includes, but is not limited to, sexual harassment and specifically includes digital/cyber activity.*

*For purposes of this policy, harassment can be defined as:*

*An incident or a course of action of bothersome, annoying, or offensive comments or conduct involving unwelcome remarks, jokes or slurs, or other verbal or physical conduct, which is known or should reasonably be known to be unwelcome (in the case of sexual harassment, it may include unwelcome sexual advances or requests for sexual favors.); or A sexual advance or solicitation made by a person who uses his/her position of authority to threaten any student or employee; or a reprisal or threat of reprisal for having invoked this policy, for having participated in an investigation under this policy, or for the rejection of a sexual solicitation or advance.*

*Harassment may include, but is not limited to:*

- Conduct which has the purpose or effect of interfering with a student's activities or performance or creating an intimidating, hostile or offensive environment at school.*
- Unwelcome remarks, innuendoes or taunts about a person's race, color, religion, sex, disability, national origin, or sexual orientation (including marital status, personal relationships, or sexual experience).*
- The telling of racial, ethnic, religious, disability, age or sexually oriented jokes.*

- *The use of discriminatory or sexually charged language, racial slurs, or demeaning or derogatory comments based on an individual's race, color, religion, sex, disability, national origin, age, or sexual orientation.*
- *The display of discriminatory, offensive, or otherwise inappropriate material in the workplace, including racial, ethnic, religious, disability, age, or sexually oriented cartoons, pictures, software or electronic material.*
- *Unwelcome sexual advances, propositions or physical contact, such as touching, patting, pinching, or punching.*

***Every student and employee plays a part in ensuring that the school and the workplace is free from harassment. If you feel that you are being harassed, sexually or otherwise, you should:***

- *Ask the harasser to stop.*
- *If an employee, report the situation to your Principal or Administrative Office.*
- *If a student, report the situation to a teacher with whom you feel comfortable approaching.*
- *If necessary, report the situation to any employee of the school's administration. All complaints or reports will be handled in a timely and confidential manner. Only those people necessary for the investigation and resolution of the complaint will be involved or given information about the matter.*

*Anyone who is contacted by the school administration regarding a harassment complaint is expected to provide truthful statements regarding the alleged harassment. In addition, there will be no tolerance for those who retaliate against someone who, in good faith, brings forth a complaint of harassment. Central School is committed to investigating and appropriately resolving any situation related to harassment. If an allegation of discrimination or sexual harassment is substantiated by the investigation, Central will act promptly to eliminate the offensive conduct. The alleged offender will be disciplined in an appropriate manner, including written disciplinary warnings, suspension, expulsion or termination.*

## ***CURRICULUM***

*The entrance requirements of different colleges vary widely. Very few colleges require exactly the same distribution of entrance units in English, Mathematics, Science, Social Studies, Foreign Languages, and other approved subjects. Furthermore, scholarship requirements vary widely. Some colleges will not accept a student unless he/she ranks in the upper two-thirds of his/her class, and some put in on a grade point average basis. In addition, more and more colleges are requiring successful scores on Scholastic Aptitude Tests (ACT/SAT).*

- *Graduating seniors and students with special circumstances may take six major subjects.*
- *ALL students are required to take four academic subjects, ONE of which must be English.*
- *No student may earn more than seven units during one regular session without special permission from the administration.*
- *Certain subject may or may not be weighted, discretion will be left up to the administration.*
- *Online credit recovery classes from Keystone credit recovery are accepted. Courses must be approved by Administration prior to the parent enrolling their child. They will not be scheduled during the students' school day. These must be completed on the students' personal time and expense.*

### Grading Scale:

**A 93-100**

**B 85-92**

**C 75-84**

**D 67-74**

**F 50-66**

**F= Floored at 50%**

**9 grades minimum per 9 weeks (5 test, 4 daily)**

**9 weeks grade consist of: 75% Test 25% Homework/Classwork**

### Conduct Grades:

Character is at the heart of the Central School Mission Statement. We strive to assist our students in becoming people of good character. Unsatisfactory (U) conduct will result in In-School Suspension. Grades will be determined for ALL grade levels, K5-12 and recorded as follows:

Excellent (E)

Satisfactory (S)

Needs Improvement (NI)

Unsatisfactory (U)

### Recording of Grades

Grades should be recorded as percentages on all work in the grade book and on JCampus. Letter grades and percentage grades are to be recorded on report cards (e.g., A/97), and on the grade ledger in the office.

### Extracurricular Activities

Activities outside of the academic curriculum are considered extracurricular. This includes, but is not limited to athletics and club activities. Students **must maintain** a 2.0 grade point average (GPA) or greater **per Nine Weeks** grading period to be eligible for **any** extracurricular activities such as clubs or athletics.

**Academic Probation** will be enacted when:

- A student fails to maintain a 2.0 GPA per Nine Weeks grading period

The **probation** period will be only for one (1) Nine Weeks grading period. If a student fails to remove themselves from probation in that period of time, that student will become **ineligible** for any extracurricular activities. (This includes participating in athletics and attending any meetings on Club Day.) The student will be removed from probation or become **eligible** when a 2.0 GPA or greater is achieved **without any failing grades** per Nine Weeks grading period.

## PUPIL PROGRESSION

### K-4 - 8th Grade Promotion

The following two factors determine promotion for K-4 through the 8th grade:

**1) Attendance**

**2) Course Work**, which is the demonstrated mastery of skills necessary for promotion.



## 9th-12th Grade Promotion

1) Attendance

2.) Mandated Testing: In order to earn a Louisiana State diploma, students must successfully complete the required End of Course (EOC) requirements.

3) Course Work: The demonstrated mastery of course skills is necessary for promotion.

Grade Level Course Work K4- 8th Grade

## K3, K4 and K5

**K3 students will be promoted based on the teachers' discretion of readiness.**

**K4 students will be given an assessment to determine if the child is ready to promote to K5.**

**K5 students must pass ALL subjects in order to be promoted to the 1st grade. (K5 students must also pass an exit exam in order to be considered for a promotion to the 1st grade.)**

**1st, 2nd, and 3rd:** In order for a student to be considered for promotion, the student must have a 78% or higher final grade average in Reading and Mathematics. The final average is determined by adding the grades for the first and the second semester together and, then, dividing by two.

**4th:** Reading, Mathematics and Language must be passed. The student must have a 78% or higher final grade average in either Mathematics or Reading to be considered for promotion. The final average is determined by adding the grades for the first and the second semester together and, then, dividing by two.

**5th, 6th, 7th, and 8th:** Reading, Mathematics, Language, Science and Social Studies must be passed. The student must have a 78% or higher final grade average in either Mathematics or Reading to be considered for promotion. The final average is determined by adding the grades for the first and the second semester together and, then, dividing by two.

Grades 4-8 Point System chart:

ELA	30 pts
Mathematics	30pts
Science	15pts
Social Studies	15pts
<u>Health/PE</u>	<u>10pts</u>
Total	100pts

## End of Course (EOC) Testing:

In 2005, the Louisiana Department of Education initiated an End-of-Course (EOC) assessment program to support consistent and rigorous standards in key high school courses. Beginning in the 2010-2011 school year and beyond, all incoming freshman must PASS three (3) EOC tests in the following categories to earn a standard diploma.

(a) English I, English II or English III

(b) Algebra 1 or Geometry; and

(c) Biology or American History.

**The EOC grade WILL BE the Final Exam grade for student.**



### Dual Enrollment:

Dual Enrollment is not an option at Central School at this time.

### High School Classifications and Requirements:

High School Students are classified according to the following criteria:

9 <sup>th</sup> Grade	0-5.5 credits
10 <sup>th</sup> Grade	6-11.5 credits
11 <sup>th</sup> Grade	12-17.5 credits
12 <sup>th</sup> Grade	18 credits and above

### HONORS

**Board of Directors List:** Students in grade 1-12 who have earned a 4.0 Grade Point Average (GPA) are eligible for the Central School **(Board of Directors List)**. Physical Education is **NOT** included in the calculation of the GPA for students in grades 1-12.

**Honor Roll and Principal's List:** Students in grades 1-12 who have earned a 3.0 to a 3.4 Grade Point Average (GPA) are eligible for the Central School **Honor Roll**. Students in grades 1-12 who have earned a 3.5 or higher GPA are eligible for **Principal's List**. Physical Education is **NOT** included in the calculation of the GPA for students in grades 1-12.

**Graduation Honors:** Central School recognizes two primary graduation honors: **valedictorian** and **salutatorian**. A student must be enrolled at Central School as a student for the entire senior year to be considered for valedictorian or salutatorian.

In order to qualify for consideration for either of the two graduation honors, a senior who is eligible to graduate at the time of commencement exercises must have a minimum of 3.4 average, as determined by the State of Louisiana. For the purpose of graduation honors, only P.E. Grades specifically required for graduation will be included in the average; elective P.E. Grades will **not** be included in the average. Only the senior who is eligible for graduation, meets these standards, and has the highest GPA (at or above 3.4) will be considered for **Valedictorian**.

Likewise, only the senior who is eligible for graduation, meets these standards, and has the second best GPA (at or above 3.4) will be considered for **Salutatorian**. If there is only one eligible, graduating senior with a GPA of 3.4 or better, that student will serve as valedictorian and no student will serve as salutatorian. If no senior eligible for graduation has a GPA of 3.4 or better, then no student will serve as valedictorian or salutatorian for that year.

## LOUISIANA DEPARTMENT OF EDUCATION HIGH SCHOOL CURRICULUM/REQUIREMENTS

### English Requirements

4 ENGLISH = 4 Units

1 Unit English I

1 Unit English II

1 Unit from the following: English III, AP English Language Arts and Composition, or IB English III (Language A or Literature and Performance)

1 Unit from the following: English IV, AP English Literature and Composition, or IB English IV (Language A or Literature and Performance)

### Math Requirements

MATH = 4 Units

1 Unit Algebra I

1 Unit Geometry

1 Unit Algebra II

(Integrated Mathematics I, Integrated Mathematics II, and Integrated Mathematics III may be substituted for the Algebra I, Geometry, and Algebra II sequence) 1 Unit from the following: Algebra III; Advanced Math - Functions and Statistics, Advanced Math - Pre-Calculus, Pre-Calculus, or IB Math Methods I (Mathematical Studies SL); Calculus, AP

Calculus AB, or IB Math Methods II (Mathematics SL); AP Calculus BC; Probability and Statistics or AP Statistics; IB Further Mathematics HL; IB Mathematics HL

### Science Requirements

SCIENCE = 4 Units

1 Unit Biology I

1 Unit Chemistry I

2 Units from the following: Earth Science; Environmental Science; Physical Science; Agriscience I and Agriscience II (one unit combined); Chemistry II, AP Chemistry, or IB Chemistry II; AP Environmental Science or IB Environmental Systems; Physics I, AP Physics B, or IB Physics I; AP Physics C: Electricity and Magnetism, AP Physics C: Mechanics, or IB Physics II; AP Physics I and AP Physics II; Biology II, AP Biology, or IB Biology II

### Social Studies Requirements

SOCIAL STUDIES = 4 Units Courses

1 Unit from the following: U.S. History, AP U.S. History, or IB History

½ Unit from the following: Government, AP U.S. Government and Politics: Comparative, or AP U.S. Government and Politics: United States

½ Unit from the following: Economics, AP Macroeconomics, or AP Microeconomics. (One unit of Civics may be substituted for the two ½ units above)

2 Units from the following: Western Civilization, European History, or AP European History; World Geography, AP Human Geography, or IB Geography; World History, AP World History, or IB World History; History of Religion; IB Economics

### Foreign Language Requirements

Foreign Language\* = 2 Units Courses

#### **What is TOPS?**

The Taylor Opportunity Program for Students (TOPS) is Louisiana's merit based scholarship that rewards students, regardless of family income, for their academic achievements in high school. The TOPS program rewards high school graduates who complete a designated college prep core curriculum with at least a 2.50 GPA and earn at least a 20 on the ACT by paying tuition to an in-state public postsecondary institution. A portion of tuition at in-state LAICU private universities can also be covered. Students with higher core GPA's and ACT scores earn additional funding provided through annual stipends.

#### **TOPS Core Curriculum:**

**For 2018 graduates and thereafter:**

<http://www.osfa.la.gov/MainSitePDFs/TOPSCoreCurriculum2018.pdf>

<http://www.osfa.louisiana.gov/landing/TOPSIindex.htm>

\*Foreign Language, both units in the same language, which may include the following: Foreign Language, both units in the same language, which may include the following:

AP Chinese Language and Culture, AP French Language and Culture, AP German Language and Culture, AP Italian Language and Culture,

AP Japanese Language and Culture, AP Latin, AP Spanish Language and Culture, IB French IV, IB French V, IB Spanish IV, and IB Spanish V

### Arts Requirements

ART = 1 Unit Courses

1 Unit from the following: Performance course in Music, Dance or Theatre; Fine Arts Survey; Art I, II, III and IV; Talented Art I, II, III and IV; Talented Music I, II, III and IV; Talented Theater Arts I, II, III and IV; Speech III and Speech IV (one unit combined); AP Art History; AP Studio Art: 2-D Design; AP Studio Art: 3-D Design; AP Studio Art: Drawing; AP Music theory; IB Film Study I; IB Film Study II; IB Music I; IB Music II; IB Art Design III; IB Art Design IV; or IB Theatre I

\*\* The Valedictorian and Salutatorian must have taken four years of mathematics, including Advanced Math, and four years of Science, including Chemistry and either A&P and Physics. If Spanish II is offered, they must also take that. \*\*

VALEDICTORIAN/SALUTATORIAN MUST BE ENROLLED AT CENTRAL SCHOOL DURING THEIR ENTIRE SOPHOMORE, JUNIOR, AND SENIOR YEARS. GRADES ARE CALCULATED ON BASIS OF FOUR-YEAR ACADEMIC COURSES.

Students who do not meet academic requirements for graduation will not be allowed to participate in Baccalaureate or Graduation exercises.

Non-Academic units include: Tutors, Drivers Ed, and Office Aid. None of these courses may be counted as academic units.

To apply for TOPS a student must complete the Free Application for Federal Student Aid (FAFSA) after January 1 of their senior year. The form should be completed online at <http://www.fafsa.ed.gov/>.

In addition to completing the FAFSA, students should have ACT scores sent to TOPS by placing the code #191059 in box of their ACT registration form each time they register for the test.

### ***K3-12<sup>th</sup> GRADE CURRICULUM***

#### **Grades K5-4**

Language  
Numbers  
Reading  
Spelling/penmanship  
Science  
Soc. Studies  
Art  
PE

#### **Grades 5-7**

English  
Math  
Reading  
Spelling  
Science  
Soc. Studies  
PE

#### **Grade 8**

English (2 hours)  
Pre-Algebra (2 hours)  
Louisiana History  
Science - Earth  
PE

#### **Grade 9**

English I  
Algebra I  
Civics  
Physical Science  
Spanish I  
BCA  
HPE/Athletics

#### **Grade 10**

English II  
Geometry  
World Geography  
Biology I  
Spanish II  
Speech/Newspaper  
PE/Athletics

#### **Grade 11**

Algebra II  
American History  
Chemistry  
Fine Arts  
ACT Prep  
English III  
PE/Athletics

#### **Grade 12**

Advanced Math  
English IV  
Biology II  
World History  
PE/Athletics

## **POLICY, PROCEDURES AND GENERAL INFORMATION**

**Adding or Dropping a Course:** High school courses, 8th through 12th grade, may NOT be dropped or changed after the first progress report of the first Nine Weeks of a year-long course or a one-term course.

**Annual Board Meeting** The annual meeting of Central School Corporation shall be held each year in the auditorium, in the month of January. Each parent/guardian of a student attending Central School is considered a member.

**Athletics:** A diversified program of athletics has been in effect at Central School for a number of years, and it is designed to appeal to the interest of as many students as possible. All students are encouraged to find a place somewhere in the athletic program of the school and should consider themselves a definite and necessary part of the activities of the school. The athletic program for the boys includes basketball, baseball, track, and fishing team. The athletic program for girls includes basketball, fast pitch softball, track, fishing team, and cheer.

Students must be enrolled at Central School before participating in any school activity. This includes athletic and cheerleader activities.

**Announcements:** All announcements must be approved by Principal or his/her designee. Students are expected to pay attention to and adhere to all announcements.

**Assemblies:** All formal assemblies MUST be approved by Principal. Faculty and students are to arrive at the assembly in a timely manner. Teachers are to sit with (or within duty-distance of) students. Students are expected to be on their best behavior during assemblies, including Chapel. Administrative Consequences will be more stringent for improper behavior during assemblies.

**Athletic Eligibility:** In order to remain eligible at Central School, a student must have a 2.0 GPA the semester prior. A student not having a 2.0 GPA at Progress Reports will be placed on academic probation. A student not maintaining a 2.0 when Report Cards are posted will be ineligible until the next Progress Report is posted. If an ineligible player regains a 2.0 GPA during the next grading period, eligibility will be restored. Athletic eligibility requirements will be based on each separate nine weeks grading period. Fall eligibility requirements will be determined by the previous yearly grades.

**Books:** Students will be issued books by the classroom teacher. When books are issued, a form will be filled out identifying the book and its condition. If the book is lost, stolen, or damaged beyond normal wear and tear, the student's parents/guardians will assume responsibility for replacing the book at current market cost. Book replacement fees MUST be paid before report cards and other documents can be issued and before enrollment for the next academic year.

**Bus:** Riding the bus to Central School is a privilege. All school rules apply on the bus. Students who break school rules or specific bus rules will incur Administrative Consequences and may, in addition, be banned from riding the bus.

**Cafeteria:** Central School lunches are \$4.00 per meal, \$1.00 extra for each extra serving. Extra juices, milk or tea - \$0.50 each, soft drinks \$1.00

Vending machines are available during lunch hours **ONLY**.

Students must consume and dispose of all food and beverages before leaving the cafeteria, keeping in mind that soft drinks are a privilege. Students may NOT bring snack items, drinks, or food from the cafeteria into classrooms.

Supplemental guidelines:

- \*Teachers are NOT permitted to bring off-campus lunches back for students.

- \*Teachers are NOT to send students to the cafeteria during class time.

- \*Teachers are NOT to share food with students.

- \*Students may NOT leave campus to pick up lunches for themselves or for someone else.

- \*Parents may bring students their lunches, only after checking in at the office.

**Calls and Messages:** Parents should place all calls to the administrative office, and a message will be given to the student or the student's teacher (if calling to discuss student) within a timely manner. Especially during instructional time, parents should NOT communicate with students/ students' teachers through cell phones via calls, text messages OR social media.

**Change of Address/Name/Telephone/Custody:** *It is the parents'/guardians' responsibility to notify the school of any change of address or telephone number and any change in the information on the Emergency Form. This is extremely important in case of emergency and for normal school mailings.*

**Checking In and Checking Out:** *Students who arrive after the homeroom bell (7:45 a.m.) must check in, IN THE FRONT OFFICE.*

*ALL GRADES K3 - 12. Students should not be admitted to class without an admit or a call to the teacher in the classroom.*

- *Students who must leave campus before 4:00 p.m. MUST have written or verbal parental consent **before** they are allowed to leave school campus. Students must be picked up and signed out IN THE FRONT OFFICE.*
- *If a student checks out and the reason for checking out does not meet the Excused Absence Policy, the student will be unexcused for any classes and work missed. These students may NOT return to school for the rest of the day or for extracurricular activities and athletics.*
- *Students who drive and who live in close proximity to the school will NOT be allowed to return home to retrieve forgotten materials or to do chores.*

**Cheerleaders:** *Requirements for cheerleaders and cheer sponsors are set forth by Athletic Director. Academic eligibility requirements are the same as for athletes (AS SET BY MAIS).*

**Communicating in Cases of Divorce, Separation or Unmarried Parents:** *Believing that a child's educational experience is enhanced through active parental participation and partnership, Central School seeks to facilitate communication with all parents, step-parents and custodial parties in cases of divorce, separation or unmarried parents. Absent a court order to the contrary, and regardless of who signs the enrollment contract or pays the tuition, it is the policy of the school to provide all parents and custodial parties (custodial, non-custodial, and step-parents) equal access to all official records and reports regarding child(ren) to whom they are a parent, step-parent or custodial party. All parents, step-parents and custodial parties are entitled to receive normal school mailings (e.g., grades and comments, all-school emails). And each parent, step-parent or custodial party is granted access to the child (ren), to teachers, and to administrators. Such access is provided without notification of other parties. It is the parents', step-parents' or custodial party's responsibility to provide record of court decisions, and up-to-date contact information. Given the unique legal situation of each family, the school may make exceptions to this policy (e.g., to comply with a court order).*

**Conflict:** *For matters large and small, the proper channel to raise an issue or register a complaint is to go the most direct level first i.e., to the teacher, coach, or staff member most closely related to the issue and capable of addressing it. If not satisfied at that juncture, a parent should seek out the next level (administrator). If all else fails, one should then go to the head of school (board of Directors).. We also invite parents to contact any staff member for quick responses to questions or needs. We suggest avoiding the assumption that what you hear from your child, or in the parking lot, is a completely accurate rendition of any event.*

**Corridors:** *In passing through corridors to classes, or in entering or leaving the building, please be as quiet as possible. Always keep to the right and do not block the corridors by stopping to talk or by playing. Screaming and whistling are out of place in any hall or corridor.*

**Daily Announcements:** *Announcements will be made each morning on the morning report delivered to each classroom. Students, teachers, or organizations desiring to have announcements made should write them in the form desired and turn them in to the Principal's office. Announcements should be as brief as possible and turned in to the office by 7:55 am. The Principal will approve announcements concerning non-school activities. The Principal must approve all announcements before they are made to the student body.*

**Emergency Information:** *Fire and tornado drills are of importance in training students to conduct themselves in an emergency that might affect the entire student body. Fire and tornado drills will be held regularly at announced and unannounced times. When the signal is given, the teacher will direct the class as to the procedure for leaving the room and where the students are to go. All teachers will be familiar with the fire drill and tornado drill bulletin concerning their particular room.*

*Fire Drill: A series of short rings of the bell*

*Tornado Drill: A long continuous ring of the bell*

*All emergency drills are serious business and students should view them as necessary training in the art of survival.*

**Facilities:** *Students, faculty and staff must obtain permission from Principal to use any facilities at Central School. Other requests for use of the facilities must be approved by the Board of Directors of the Central School Corporation.*

**Financial responsibilities of parents:** Parents agree to make timely tuition payments. It is also important that parents commit to the annual giving, fundraisers, and capital campaigns. We also accept in-kind gifts of time, service, materials, equipment, or whatever else they may be able to offer. Contributions to the annual school fund and fundraisers are mandatory, they are crucial for an independent school. It costs the school thousands of dollars more than we charge in tuition to maintain a facility, general expenses, and payroll and to educate each child. Therefore we are absolutely dependent upon the generosity of parents and patrons to make up that difference. Please be respectful and responsive when you are called upon. The **average CENTRAL SCHOOL PARENT GIFT IS \$400 PER FAMILY** and includes but not limited to annual Bazaar and auction responsibilities as set forth by the Central School Board of Directors.

Additionally, the fundraisers are major events for our school. We need parent volunteers to help us plan and orchestrate these events and all parents to participate. You will find that these evenings are entertaining and spirited. If we all work together with honesty, respect and sincerity it will benefit the student and all parties involved. **Children prosper when the people who care for them are united.** We look forward to working with you.

**Fire Drills, Tornado Drills, and Security Drills:** Fire drills, tornado drills and security drills are vital matters of safety and security as well as issues of law. It is imperative that students follow the directives of teachers and staff during such drills. Failure to do so could result in serious harm or even death in an actual emergency.

**Fundraising:** Any fundraising done in the name of Central School or any Central School affiliate (example: prom, yearbook, sporting event, sports program, cheerleading, FCA, Student Council etc...must be submitted in writing prior to launch date and approved by administrator. Each organization is limited to 2(two) fundraisers per academic year.

**Governance Structure:** It is the responsibility of parents to understand the structure of Central School and its Board of Directors. As an independent school, Central School is governed by a self-perpetuating board of directors, whose job it is to secure the future of the school. It does so by setting basic policies, hiring, supporting, and evaluating the head of school, undertaking strategic planning, evaluating the performance of the school, and leading in financial support of the school. The board entrusts all the daily operations of the school to the head of school, who supervises and evaluates all programs and personnel.

**Illness at home:** Students who are ill should NOT be sent to school. Students need to be fever-free (Normal body temperature is below 98.6 F) for twenty-four hours before returning to school. Parents should notify the school by telephone before 9:00 a.m. that the student is absent due to illness. Students who are absent because of illness or because of an unexcused absence may NOT attend OR participate in extracurricular activities, including sporting events, without permission from Principal. Principal will NOT give permission if the absence is unexcused or if the symptoms of the illness persist. Refer to Attendance Policy.

**Illness at school:** Students who become ill during the school day will be sent home as soon as possible. Parents should have authorizations for adults other than themselves to pick up students in the event a parent is not available. Students who become ill and who normally drive themselves will be allowed, if safely able, to drive home with telephonic permission from the parent and with Principal's permission. Students who are too ill to drive MUST be picked up by a parent or authorized adult designee. If a student normally rides with another student, the student who is ill MUST be picked up by a parent or an authorized adult designee. The driver may NOT transport the student. This is due to increased liability to the driver, the transported student, and the school. Also, the student driver will NOT be permitted to miss school to transport the student. If the student driver of a vehicle in which another student rides becomes ill, the driver may drive home as stated above, but the transported student MUST remain on campus and be picked up by a parent or an adult designee. (Student riders will NOT be dismissed because driver is ill. Riders MUST remain at school.)

**Letterman Jackets:** Letterman jackets are provided by the Booster Club and are awarded to deserving athletes. This includes one jacket, letter, and number per student. The Athletic Director is responsible for determining eligible students. Requirements for determining who is eligible to receive a jacket will be developed by the coaching staff. Final decision is at the discretion of the Athletic Director.

**Lice:** Head lice are an unpleasant but not uncommon experience for young children. In order to prevent or eradicate them, communication between home and school is essential. Parents are requested to inform the school immediately if they detect lice on their children. Such children should not return to school until they have received treatment. Parents of other children in that grade or division of the school will be informed of the outbreak, but not of the identity of any persons with lice. If the school becomes aware of an outbreak of lice, it may be necessary to examine all children in a grade or division. In keeping with the recommendations of the Center for Disease Control, students will be allowed to remain at school for the day, but the parents will



be informed that they **MUST** receive treatment before returning to school. The school will make every effort to keep parents appropriately informed and to take any necessary steps with regard to cleaning.

**Lockers:** Locker space and the lockers themselves belong to the Central School Corporation. Students are not **REQUIRED** to keep a combination lock on assigned locker, however, it is their option. The locker and the locker space do **NOT** constitute a private area for the student. The Central School Corporation (Principal or his designee) reserves the right to inspect lockers at **ANY** time for **ANY** reason, and to, if necessary, impound the locker's contents and use findings in disciplinary procedures. (See Drugs, Tobacco, Weapon and Inappropriate Objects in the Glossary under Discipline) Students may go to lockers before school, during formal breaks, and at the end of school. Students should **NOT** go to lockers between classes without breaks or during class. Students should report missing items from lockers to office.

**Medical Conditions:** The school should be notified in writing of any pre-existing medical conditions. This includes, but is not limited to asthma, diabetes, seizures, and severe allergies. Please notify teachers, especially homeroom teachers, of reactions and side effects due to medical conditions.

**Medication:** **ABSOLUTELY NO** medication will be administered at or by the school personnel. Parents must bring their child each dose as needed throughout the day. This is for your child's safety.

All parents are required to inform the school of any allergies on the Student Emergency Data form at the beginning of the year. If emergency medication needs to be kept at school, the school generally requires one for the homeroom teacher and one for the office. These must be accompanied by a Physicians instructions Examples are: Epi-Pen, Inhaler, and Insulin).

**Medical Excuses:** For many, if not most, absences to be excused, a medical excuse is required. A medical excuse is also required for all illness or injuries that limit or prevent participation in the activities of physical education. Students who cannot participate in physical education due to illness or injury must remain in class until cleared to participate. If at any point administration feels that an excuse has been fabricated, they reserve the right to call and verify. If indeed it has been fabricated this qualify as a major offense.

**Parking and Dropping off Students:** **STUDENT Drivers:** Students are not allowed to use the circular drive in front of the K4 building, except to drop off K-7 pupils. Student drivers are **NOT** to enter or exit the parking areas while driving at high speeds. Students who violate this procedure could lose the right to park at school and may (if damage, injury or death occurs) receive more severe consequences. High School **PARKING** is on the north side of the gym, with seniors only parking in front of the gym. Parking spaces directly in front of the high school are designated for faculty, staff, and visitors. Students may park past the oak tree in front of the concession stand.

Students who drive a vehicle and students who ride to/from school with student drivers are **NOT PERMITTED** to **RETURN TO THE VEHICLE** throughout the school day, including before/after lunch and physical education classes, to obtain items left in the vehicle (homework, lunch, PE clothing or any other "needed items"). Improper use of a vehicle while at school will result in Administrative Consequences. It could also result in the loss of driving privileges.

**Parental Use of Social Media:** Widespread use of social media is now the norm for parents. Parents are asked to remember, however, that the best way for the school to address a problem is for you to communicate directly with the appropriate teacher or administrator. Posting complaints or concerns on social media will not help address the problem. Negative comments about members of the school community are disruptive and altogether inappropriate. Teachers with social media accounts may choose whether or not they wish to be "friends" with parents, but it is not recommended.

The school maintains Facebook and Instagram pages which frequently provide updates on school activities or depicts events on campus. We encourage parents to "like" our pages. It is the school's practice not to identify children with last names on social media.

Please keep in mind that many parents do not wish their children to be identified online. Parents are encouraged to identify children only by first names. Before "tagging" pictures, parents should make sure that such practice is welcome. Likewise, parents who prefer not to have their children tagged or otherwise identified should communicate that with their fellow parents.

**PARENT/ADULT and STUDENT Drivers:** Use **EXTREME** caution when approaching and leaving parking and drop-off areas. Extreme caution should also be taken when the bus is loading or unloading students. Particularly at the end of the school day, non-bus students are careless and run in front of the bus and cross the circular drive. They are often out of sight of drivers as they cross the road. Therefore, all drivers must be **EXTREMELY** cautious.

**Permission to Treat Form:** *Permission to Treat is a form signed by parents/guardians and notary to authorize the school to transport students to a medical facility, in case of an emergency. It MUST be signed and notarized at the time of registration.*

**Physical Education:** *The Department of Education of the State of Louisiana requires 1.5 credits of Physical Education (P.E.) and 0.5 credit for Health for graduation. In addition, most students take P.E. for required electives. Central School requires that each student enrolled in P.E. appropriately dress out and fully participate every day as a minimum for earning the required credit in P.E. Failure to dress out appropriately each day and fully participate every day shall result in the numerical grade of zero (0) and the letter grade of F for those days. Accrued F's can result in zero credit for P.E., as well as failure to meet graduation requirements. Students who, based on doctor's orders may not participate in P.E., may NOT participate in recess or any other physical activity, including, but not limited to cheerleading. Refer to High School Credit.*

**Progress Reports:** *Upon receiving and reviewing a progress report, the student and a parent or guardian are to sign the progress report and return it to the teacher within three (3) working days of its distribution. (Parents, consult the school calendar for the progress report schedule. Anticipate one. Call, if you do not receive one.)*

**Publication distribution:** *Any publications from parents, faculty, staff, organizations or clubs that are distributed to our students must be presented in writing to the Principal. There are several events thru the year, we would like to notify our students of, however, keep in mind you are on Central School campus, distributing it to Central School Students.*

**Registering a Vehicle:** *ALL student-driven vehicles MUST be registered in the school office. To register a vehicle, pick up a vehicle registration form in the office, fill it out, and return it to the office for Principal's approval. Upon receiving Principal's approval, the student may drive the registered vehicle to school and park it in the designated space for students. Driving a car to Central School and parking a car at Central School are student privileges. Improper use of a vehicle to and from school or while at school, including but not limited to proper parking, will result in Administrative Consequences and could result in the loss of that privilege.*

**Report Cards:** *Upon receiving and reviewing a report card, a parent or guardian is to sign and return the report card to the teacher within three (3) working days of its distribution. (Parents, consult the school calendar for the report card schedule. Anticipate one. Call, if you do not receive one.)*

**School Closure:** *Parents will be notified by telephone by the student's homeroom teacher if there is going to be a school closure. Parents and students should monitor news outlets, particular KSLA channel 12 and the school web site ([www.centralschoolpioneers.org](http://www.centralschoolpioneers.org)) for additional information.*

*\*\*\*\* (If Desoto Parish cancels school due to a weather related issue, Central will be closed as well)\*\*\*\**

**School Parties:** *Parties are held at Valentine's Day, Easter, Halloween, Christmas, Valentine's Day, and the End of the Year for students in grades K-7. The room mothers and the teachers will organize these events. At times special classroom events may be planned by the teachers to coordinate with the curriculum; the teacher may ask room mothers for assistance, but no parent should plan class activities without approval of the teacher. No swimming parties may be held during school time without the approval of Principal.*

**School Property:** *The walls in the building, the furniture in the classrooms, library, gym, etc. – in fact, the building and whatever fixtures they contain—are provided at great expense and sacrifice by the students' parents and patrons of Central School.. Every student should not only refrain from defacing or destroying school property, but should make every effort possible to encourage his/her friends and fellow students to care for school property. Help the custodial staff by placing all paper and wastes in containers provided for this purpose. Do not throw paper on the campus or on the floors. Any student or parent causing damage to school property either intentionally or through neglect on his/her part will be liable for such damages and face disciplinary measures. Damage to the school property can only result in less money being spent on other needs.*

*Any interior or exterior modification (such as painting, removing fixtures or furniture) made by a student, parent or patron must be approved by the PRINCIPAL. Any structure changes or changes /additions made that may affect the schools operating budget must be approved by the CENTRAL SCHOOL BOARD OF DIRECTORS. Vandalism will not be tolerated, and will be reported as criminal acts..*

**Social Media:** *The Central School Corporation Board of Directors reserves the right to dismiss from Central School any parent or a student who harasses, threatens, or makes false accusations of any Central School Corporation employee or member of the Central School Corporation Board of Directors. Any parent or student who disrupts the educational process of Central School via electronic devices such as a text-messaging, email, telephone calls or social media that includes Facebook, Instagram, Kik, Pinterest, Snapchat, Tinder, Tumblr, Twitter, Vine, or YouTube, may be dismissed from Central School. Parents or students will*



*NOT use any written and/or verbal communication that could be interpreted as a threat, harassment or disrupting the education process of Central School or creating a negative image of Central School Corporation.*

**Teacher Conferences:** *It is important that parents and teachers communicate in person and face to face; however, such communications must take place during the teacher's planning period and, in private, with an appointment made through Principal. Parents are NOT to engage teachers in conversations about academic or behavioral performance at the beginning of the school day, during class hours, or after school unless sanctioned by Principal. At NO time are parents to engage in conversations about student(s) while in front of other student(s) or while on campus. ALL PARENTS MUST CHECK IN BEFORE ANY APPOINTMENT. Parents or Students are not permitted to record any conference without an Administrator present and the teacher's written consent.*

**Testifying in Divorce or Custody Proceedings:** *Because Central School strives to remain neutral in any parental dispute, including litigation between parties to a divorce or custody disagreement, absent a subpoena properly issued by a court of law, no school employees may serve as witnesses in any civil or domestic proceeding involving a parent of a child enrolled at the school.*

**Transfer into Central School:** *Transfer students must apply to Central School as new applicants. Transfer students must supply Central School with all pertinent information prior to approval of an application. Any transfer athletes must meet the requirements of MAIS prior to participating any practices and/or sporting events at Central School. ALL TRANSFER STUDENTS WILL BE ON PROBATION FOR THE FIRST 9 WEEKS, INCLUDES BUT NOT LIMITED TO ACADEMIC, ATTENDANCE and/or DISCIPLINARY PROBATION.*

**Vehicle Owner/Activity Release Form:** *These forms MUST be completed by both the driver of automobile transporting students in their private vehicle and the student who is riding with the driver provided the student is not related to the driver. Forms may be acquired in the school office.*

**Visitors:** *Visitors are welcome at Central School; its doors are always open to parents and others interested in the school. It is the desire of the school staff to acquaint friends with all the offerings of the school. Please use the main front entrance. All visitors (EVERYONE even parents) MUST report to the office first, **sign In** and get a visitors pass, and **sign out** to return the visitors pass. If you have not checked in the office, but enter a building on campus, this could result into the school going into "lockdown". This policy will help insure the safety of all concerned.*

**Volunteering:** *No school can succeed in fulfilling its mission unless parents are also committed to it. Show your support and encouragement by participation in school activities and attendance at school events, especially those in which your child has a role to play. However, our main responsibility is the safety and wellbeing of our students. Central School must comply with all federal and state privacy and safe haven laws therefore, you must have an active background check and a Memorandum of Understanding on file with Central School to be in direct supervision of our children.*

**Withdrawal from Central School:** *Parents of a student who is to be withdrawn from Central School MUST pick up and fill out a withdrawal form. A parent or the student must submit the form to each of the student's teachers. Once the form is returned, all fees MUST be paid before the withdrawal will be finalized.*

## **DRESS CODE**

*There is a close relationship between students dress and conduct. Any dress that attracts excessive attention, distracts or interrupts either the learning process or any school activity is prohibited. Female teachers are in charge of the girls' dress code. Dress length for the girls is like hair length for the boys; if a female teacher says a dress is too short, then it's too short. Same as hair length for the boys; if a teacher says hair is too long, then it's too long. A good general rule for boys is if the child has to comb it to keep it out of his eyes, or can pull the front of his hair down to his eyes, then it's too long.*

*Anyone not complying with the rules will be sent to the office via referral and asked to change. If a child has to leave school in order to comply with the rules, zeroes will be given for every class missed until they return. Parents will be allowed to bring a change of clothes to the student out of dress code. Both parents and students are aware of what is allowed and what is not allowed...should either have a question about whether something is allowed or not, should call and ask the office before showing up to school out of dress code.*

**STUDENTS MUST BE IN DRESS CODE AT ALL CENTRAL EVENTS (school or class pictures, home events and away events) appropriate neck line.)\*\*\*This includes at home or away athletic events**

**The following regulations apply to the dress of students:**

### **BOYS: GRADES K3-12 (unless otherwise stated)**

No camouflage pants.

Boys must be cleanly shaven at all times. No beards, mustaches, or goatees.

Tank tops, muscle shirts, and body shirts are not to be worn.

Boys cannot have body piercings.

### **GIRLS: GRADES K3-12 (unless otherwise stated)**

Shorts and Skirts must be no shorter than 4" above the knee (measured from a kneeling position).

Midriff tops, halter-tops, halter dresses, and extremely short or tight skirts are not allowed. Spaghetti straps are not to be worn.

Leggings or Jeggings will be allowed under a jumper, skirt or dress, but not as a primary bottom.

All tops must have a respectable neckline.

All girls wearing skirts or jumpers must wear modesty shorts underneath.

Girls may have ear piercing(s) (no other body piercings allowed)

### **BOYS and GIRLS K3-12 (unless otherwise stated)**

**Pants:** **KAHKI** pants or shorts, skirts (girls) are allowed. No holes or frays, and must be appropriate size and fit.

All pants/shorts must be worn with a belt. **K3-K5 Do not have to wear a belt, an elastic waist is preferred"**

**NO GYM SHORTS, NO SWEATPANTS, NO WINDSUITS** (Except athletic teams allowed to do so on game days, and the entire team must be in same attire)

**Tops: ROYAL BLUE OR WHITE** polo for shirts. -----**NO MONOGRAMS or LOGOS**-----

Inappropriate messages on clothing are also against dress code, which also includes shirts that advertise alcoholic beverages.

**Hairstyles: Boys:** Hair should be neatly groomed at all times. As stated earlier, if a teacher says that the student's hair is too long, then the student will need to get a haircut. **NO EXCESSIVE HAIR COLORING. NO DREADLOCKS, PONYTAILS, etc. Girls: NO EXCESSIVE HAIR COLORING**

Anyone not in compliance with the hairstyle rules will be notified in person, and their parents will be notified by phone. The school is not concerned with who always cuts their child's hair or with having to wait to get a scheduled hair appointment.

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**Footwear:** Students must wear socks and shoes at all times. (Shoes must be closed toe, no flip-flops, slippers or sliders).

**Headwear:** Caps and hats are not to be worn during school hours or school events.

**Outerwear:**

- If you would like to wear a Hoodie on campus and during school hours- It must be CHS hoodie\* No other logos or monograms allowed\*
- A uniform shirt must be worn under any outerwear. Otherwise it will be a uniform violation.
- Any outerwear (example.. wind jacket, heavy coat, vest) is permitted and may be worn to and from school. However, it must be stored in their locker or cubby during the day. (Exception... lower elementary are permitted to wear outerwear during recess or as deemed necessary by their teacher.)

\*\*\*\* Other apparel items may be sold throughout the year, however, if it is not specified on the order form that it is **UNIFORM APPROVED**, it **MAY NOT** be worn as uniform.

**Other:** No visible tattoos during school hours or during any school sanctioned events.

**\*\*JEANS DAY will be awarded at the discretion of administration.\***

**EXAMPLE OF AN APPROPRIATE UNIFORM:**

<u>MONDAY-WEDNESDAY</u>	<u>THURSDAY– SPIRIT DAY</u>
CHS Hoodie (During cold weather, previous years or personal CHS designs allowed as long as they are royal blue and in tact)	CHS Hoodie (During cold weather)
Royal or White Polo	Spirit Shirt (Royal Blue) Previous years or personal CHS designs allowed as long as they are royal blue and in tact)
Khaki Uniform Pants, Shorts, Skirts or Skorts	Khaki Uniform Pants, Shorts, Skirts or Skorts
Belt	(JEANS if approved by Admin)
Socks	Belt
Shoes	Socks
	Shoes

**PE Dress Code**

All shoes, shirts and pants requirements are the same of a daily uniform.

Students (grades 5-12) must dress out in appropriate PE uniform attire. (Uniforms will be sold at the beginning of school)

All students (grades K3-12) bring an extra pair of tennis shoes to leave at school for PE.

Not dressing out will be considered a uniform infraction and student will receive a 0 in class for that day.

**Parents' Responsibility**

**CENTRAL SCHOOL FEELS THAT IT IS THE RESPONSIBILITY OF THE PARENTS TO SEE THAT THEIR CHILD CONFORMS TO THE DRESS AND HAIR CODE THAT HAVE BEEN ESTABLISHED BY THE SCHOOL. IF THE PARENTS WILL NOT ACCEPT RESPONSIBILITY IN THIS AREA, CENTRAL SCHOOL WILL BE FORCED TO ASSUME THIS RESPONSIBILITY FOR THEM.**

### **WHAT-TO-DO-IF**

1. *You are detained by a teacher or the Headmaster and you are late to class or activity: Obtain from the person who detains you a written excuse stating the reason you are late.*
2. *You are tardy: Sign in in the office before you go to class.*
3. *You have been absent: Pick up an admit slip in the office and turn in your excuse for missing school the day you come back.*
4. *You wish to make a phone call: **USE THE TELEPHONE IN THE OFFICE**...if there is even a thought that your child used their cell phone during school hours to get their parent/guardian to call the school for any reason whatsoever, the phone will be taken and the penalty for not having their cell phone in their locker will be administered.*
5. *You are ill and need to go home: **USE THE TELEPHONE IN THE OFFICE TO CALL HOME.***
6. *When you want information concerning colleges: Consult the office.*
7. *You wish to participate in some sport or school activity: Contact the coach or sponsor.*
8. *You wish to leave school before the regular dismissal time: Bring a written note from a parent prior to the beginning of school to obtain office approval. This is the protocol for early dismissal. The office does NOT honor any other method.*
9. *You need help concerning your program of studies: See the Principal.*
10. *If in doubt with any policy: Check with Administration.*

## **CLUBS & ORGANIZATIONS**

*Since classroom work deals with the mental or intellectual values associated with various subjects, and there is little opportunity for students to practice all of the fundamentals they are supposed to learn in various classes, the organization of clubs came about to afford a means of putting into practice the things that lie beyond the ordinary scope of curriculum.*

*The purpose of clubs and associated organizations at Central School are:*

- 1. To increase fellowship and cooperation among groups of similar interest.*
- 2. To broaden the interest of students in different areas.*
- 3. To motivate and enrich classroom work.*
- 4. To develop worthwhile social ideals, attitudes, and habits.*
- 5. To develop a sense of responsibility and leadership qualities.*

### **Central School Parent Club:**

*Looking to the future of Central School Corporation, all past parent groups will now become one entity known as the Central School Corporation Parent Club, Known as CPC. The mission of the CPC is to:*

#### Objectives

*To develop mutual friendship and a spirit of cooperation among parents, staff and administration.*

*To develop interest and understanding among parents, teachers and friend in the school's program and purposes.*

*To raise funds and to aid in development and expansion of school's facilities and equipment and academic, cultural and athletic programs.*

*To encourage and promote attendance and support of school activities.*

*To act as a liaison between parents, faculty and School Board.*

#### Membership:

*The membership of the CPC shall include parents and guardians of current Central School students, who shall have voting power of one vote per parent or guardian. Membership will be \$10 per year.*

#### Officers/Executive Board:

*The officers shall consist of Athletic Director- Chairman, Secretary, Treasurer, and Principal of School.*

#### Elections and Terms of Officers:

*\_Slated annually by a Nominating Committee consisting of the current Chairman, shall serve as a Chairman of this nominating committee.*

- a.) The current Chairman (Athletic Director) shall serve as a Chairman of this nomination committee. (in the event there is not an Athletic Director the Principal will serve as acting Chairman)*
- b.) One faculty member from High School, One faculty member from Elementary/Middle School.*
- c.) Three (3) members-at-large, who shall be elected by a vote of the general membership no later than the February CPC meeting. These members shall not be eligible to serve as an officer for the succeeding year, may not be a current member of the Board of Directors, school faculty of administration.*
- d.) The Principal who shall act in an advisory capacity with no voting rights, unless to break a tie.*
- e.) The nominating committee shall present the slate of the officers of the new Secretary, and Treasurer to the general membership at the May meeting.*
- f.) Officers will serve a term from July 1- June 30*

- g.) In the event that an officer must resign from his or her position, the Nominating Committee will convene to select a replacement to fulfill the remaining term.*

*Duties of the Athletic Director*

*To conduct general CPC meetings.*

*To chair the Executive Committee and schedule meetings of the same.*

*To schedule no less than four (4) meetings per school year of the Executive Board.*

*To serve as a liaison between CPC, School Board and School administration.*

*To monitor each Event Committee regarding responsibilities and budget.*

*To spend up to \$500 at any one time without the approval of the Executive Board and up to \$5000 with the approval of the Executive Board request.*

*Duties of the Secretary/ Treasurer*

*To take the minutes of CPC meetings and submit them to the school secretary.*

*To serve on the Executive Committee*

*To keep a file and correspondence directed to CPC.*

*To assist the Chairman and CPC correspondence as necessary.*

*To make meeting arrangements.*

*To assist the Event Chairmen in completing files with all pertinent information regarding fundraisers and events.*

*To keep a record of all club funds and to be the custodian thereof.*

*To maintain records of students who participated in each CPC event.*

*To serve on the CPC Board.*

*To monitor all bills, distribute funds.*

*To present a financial report and monthly bank statements to the Principal each month.*

*Responsibilities*

*Plan and execute various events, based on existing guidelines approved by the Principal.*

*Keep a detailed account of the planning and execution of each event. (Kept in the office)*

*Fiscal Year*

*The physical year shall be July 1- June 30*

*Amendments*

*Any CPC member or Executive Board who defaults on financial responsibilities or any other rules stated in the Central School Corporation Charter and/or Bylaws may be dismissed from their seat and/or PCP membership. The above information on the CPC may be amended by a majority vote, provided the proposed amendment has been recommended by the Board of Directors. Written notice must be circulated to all CPC members at least fifteen (15) days prior to any vote to be taken to the CPC meeting.*

### **Central School Blue Coats:**

*The Blue Coat position is open to all students to give students the opportunity to gain volunteer and professional experience to promote success in and outside of the classroom. Blue Coats will be expected to interact with students and the community in a professional manner, display professional dress at all volunteer events, and maintain a high standard of academic achievement inside the classroom. Public speaking is a must for all Blue Coats.*

*There are a total of 4 Blue Coats selected in the spring of each year. If you are in the 11<sup>th</sup> grade, and are interested in being a Blue Coat you may up an application from Mrs. Troegel.*

#### **Requirements:**

- *Maintain a minimum of a 2.5 GPA or higher.*
- *Have no more than 2 unexcused and 2 excused absences per semester.*
- *Not miss more than one volunteer event during the school year.*

*Failure to meet these requirements will result in a one month probationary period. During this time students will not be able to participate in volunteer events. A student contract will be written to assist with the student's return to the Ambassador Program.*

*Strong work ethic and responsibility • Good discipline standing • Enthusiastic and positive attitude • Willingness to develop and improve marketing and communication skills • A sincere desire to help Central and to foster the school's positive reputation.*

*Positively represent the CHS student body • Act as an ambassador from the student body to prospective students and families at above mentioned events • Assist in the recruitment of future students and families to Central.*

**Program Description:** *Student Ambassadors are a small group of students dedicated to the positive promotion of Central High School. They will work on a volunteer basis to serve as liaisons between the current community and prospective students. Student Ambassadors are visible at many campus events that are geared towards prospective students and families. Student ambassadors may be asked to volunteer for the following events:*

- |                                     |                             |
|-------------------------------------|-----------------------------|
| • <i>Building Tours</i>             | • <i>Pioneer Night</i>      |
| • <i>Open Houses</i>                | • <i>Central PTO Bazaar</i> |
| • <i>Middle School Visits</i>       | • <i>Central Auction</i>    |
| • <i>Prospective student visits</i> |                             |

### **Student Council:**

*The general theme of this group is the improvement of the pupils and the school. It is comprised of a Chairman, Vice Chairman, Secretary, Treasurer, and two representatives from each grade of grades 7-12.*

### **National Honor Society:**

#### **Eligibility Requirements:**

*Students in grades 10–12 who meet the requirements for membership outlined by their school's chapter are eligible to be invited for membership.*

*Each chapter is required to publish its qualifications for membership, which is based on the four pillars of NHS:*

- **Scholarship:** *Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence. (Each school chapter is allowed to require a higher cumulative GPA.)*

- **Service:** This involves voluntary contributions made by a student to the school or community, done without compensation.
- **Leadership:** Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- **Character:** The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments in and commitment to service, leadership, and character.

### **Understanding the Obligations of Membership**

Students who accept membership and are inducted into the chapter should be aware of the time and commitment involved with this honor. For example, there will be chapter meetings. The chapter bylaws should articulate the yearly meeting schedule and member attendance obligations. Members also must participate in chapter and individual service projects to benefit the school and community. Contact the chapter adviser to obtain a full list of the obligations of membership for the school's chapter.

Central School joins with Desoto Parish 4H. Information for this club will be provided by Desoto 4H at their monthly meeting.

### **Homecoming Court**

Homecoming court consist of one Maid from each grade (grades 8<sup>th</sup> -12<sup>th</sup>), one Queen and one Basketball Sweetheart.

- Each class maid is voted on by their classmates.
- Homecoming Court representatives must have attended Central School the previous semester.
- The queen must be a senior and must have been in attendance at Central School from grades 8<sup>th</sup>-12<sup>th</sup>.
- Basketball Sweetheart will be voted on by the Varsity Basketball Team.

All rules, clubs and organizations(includes but not limited to CPC, Blue Coats, NHS, Student Council, Homecoming Court and Athletic program) are subject to change as CHS Board of Directors and Administration deem necessary.



**Central School Corporation**  
**1035 Second Street**  
**Post Office Box 187**  
**Grand Cane, LA 71032**

**Student Handbook Agreement Form**

**2018-2019**

*We, the student and parent/guardian, verify by signing on the appropriate spaces below that we have read, understand, and agree to follow and to be held accountable to the rules, policies, procedures, and other information provided in the Central School Corporation **Student Handbook** for **2018-2019** school year.*

X

STUDENTS PRINTED NAME & SIGNATURE

X

PARENT/GUARDIAN NAME & SIGNATURE