

CAIR PARAVEL LATIN SCHOOL

635 SW Clay Street • Topeka, KS 66606
785-232-3878 • FAX 785-232-0047
Childcare: 785-234-6009 • www.cpls.org



2017-2018

Student & Family

HANDBOOK



CPLS STUDENT AND FAMILY HANDBOOK

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1. GENERAL FAMILY/STUDENT INFORMATION

1.1 Arrivals and Departures

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

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

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

Grammar School (K-6) students who arrive after 8:00 a.m. but before the 8:20 a.m. bell are to sit in the gymnasium until the bell rings and are not permitted in the cafeteria. Middle and high school (7-12) students should go to the cafeteria. Students should refrain from visiting classes or lockers before the 8:20 bell. No students should arrive before the 8:00 a.m. bell. A student arriving before 8:00 a.m. will be directed to the Before/After School Childcare Program (see Childcare Payment Policy under Policies).

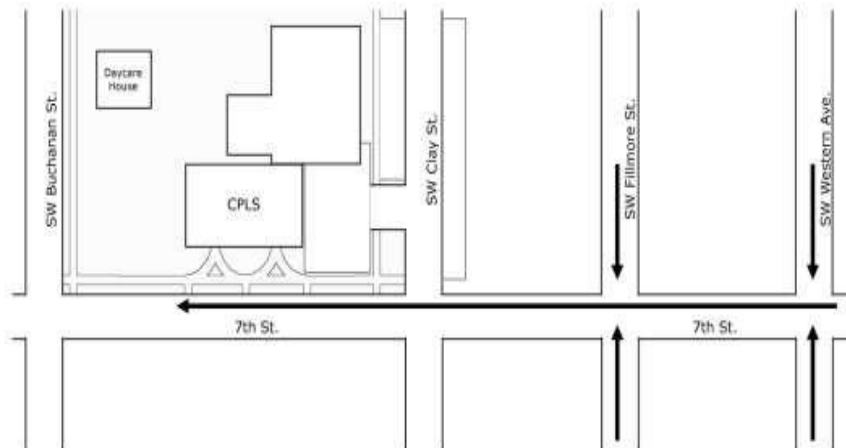
All visitors must check-in through the Main Office beginning at 8:45 a.m. each school day. Check-out for students will take place in the Main Office. Please enter the school lobby (east side), provide proper identification to the school staff, and a member of the school staff will request your child from class. We ask that parents not enter the school building during check-out unless helping a child carry items from his/her classroom. **There will be no student check-out after 3:15 p.m. due to end-of-day routines/transitions.**

After school, all students are to go to their carpool vehicles (see after-school pick up procedures below for K-6th grade students). A student having to wait 15 minutes or longer will be directed to the Before/After School Childcare Program (see Childcare Payment Policy under Policies). Middle and high school students may wait in the cafeteria for parent pick-up until 4:30 p.m.

1.2 After-School Pick Up Procedures For Staying in Your Car

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

- Please use only 7th St., driving from the east to the west turning down Fillmore or Western. Please avoid Clay Street after 3 p.m. (See Map)
- You need to be sure that the sign provided to you with your name on it is visible to the faculty member out front (see enclosure). You may place it on your visor, inside the dash, hang over the rear-view mirror, etc. Please contact office@cpls.org if you need additional signs.
- Your child will wait inside, seated in the hallway, until you arrive and the faculty member calls their name. If your child carools with another family, please make sure that they know the name of the family that they ride with. The name that is announced will be the name of the driver.
- The faculty member and/or parent volunteer standing outside will alert the faculty member inside to have your child come to the pick-up area.
- Please stay in line and pull up to the last sidewalk in front of the school. Your child will come directly to your car.
- Please follow the flow of traffic and do not “leap frog” or pass other vehicles while in line unless instructed to do so by car attendant.
- If there is a change in your usual routine and someone else is picking up your child, you must alert the office by 3 p.m. to let them know of the change.
- Parking is not allowed on the north side of 7th Street from 3:00 – 4:00 p.m.
- Note: 7th – 12th grade students may exit the building from any door to wait for their ride. The driver should not hold up the pick-up line waiting for the student. If student is not available, driver should pull around and re-enter the pick-up line.



1.3 After-School Pick Up Procedures For Parking Your Car

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

- Older students who take younger students home need to go to the faculty member on duty to request younger child. Students who ride with older students will wait until called by the faculty member in the hallway. These students will be allowed to exit through the breezeway (east entrance).
- No parking is allowed on the north side of 7th street from 3:00 – 4:00 p.m.
- 7th – 12th grade students will be allowed to exit the building from any door and walk straight to their ride.

1.4 Lunches

CPLS uses the Federal School Lunch Program and Topeka 501 School District to provide food for our students. CPLS uses the lunch tracking system through FACTS. Each student, teacher and staff member is assigned a FACTS prepay lunch account and may use their lunch accounts in lieu of paying with cash or check each meal to purchase hot lunches, milk, and any other items that may be offered from the CPLS Food Program. These purchases may be made by means of debiting against the positive balances held in the prepay lunch accounts. Lunch accounts can be funded by online payment through FACTS (accessible through ParentsWeb), or by cash or check, payable to Cair Paravel Latin School. RenWeb lunch accounts must maintain positive balances at all times. If an account is lowered to \$10.00, an email will be sent to parents or employees as a reminder to add funds to the account.

If a RenWeb lunch account does reach a zero balance and no cash or check payment for a day's meal is available, the account holder will only be allowed to purchase a hot lunch. Everyone is always able to purchase anything from the Food Program each day when paying with cash or check, regardless of any account balance.

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

DAILY SIGN UP FOR HOT LUNCH

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

LUNCHES OUT AND OPEN LUNCHES

Parents may take their children out to lunch utilizing lunch and recess break time. Please make every effort to return before classes resume. Parents must inform the teachers of 1st-8th grade students when doing this. All students must use the sign out/in form in the school office before leaving the building. Students must have written parental permission or telephone communication with the office staff before leaving.

Our 9th-12th grade students will have the option of open lunch every Friday. The lunch period will be 50 minutes long (12:35-1:15). The students will leave the school building to eat at a nearby restaurant. With parental permission, your child may leave the school grounds in another student's car. Seniors will be given an extended lunch break on the first Friday of each month, providing an extra ten minutes. Restrictions and consequences are listed below:

- 1) On the 1st tardy from lunch the student will miss the next open lunch.
- 2) On the 2nd tardy in the same semester, the student will miss the next 2 open lunches.
- 3) On the 3rd tardy in the same semester, the student will not participate in the open lunch program for the remainder of the semester.

1.5 Attendance, Absenteeism, Makeup Work

Cair Paravel recognizes its "in loco parentis" (in the place of the parents) nature as families entrust their children to our care. We understand our responsibility to account for the location of each enrolled student during the school day. In that light, it is imperative that parents should contact the school if their child is absent.

Parents of all students (K-12) should call the school by 9:00 a.m. to report a student absent or late. If a student will be late and desires a hot lunch, the lunch must be ordered by 9:00 a.m. If a 9th-12th grade student misses more than 20 minutes of any class, he/she will be counted as absent, not tardy. If CPLS and the parent have not communicated on the day of the absence, a communication via phone, written note or email is required on the day the student returns. If we do not hear from a parent, the absence is considered unexcused.

Students must be in attendance for at least half of the school day to participate in an athletic event.

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

If a student exhibits objective signs of illness such as fever, cough, or vomiting a parent will be contacted and the student will be allowed to leave. Please do not send students to school if they are running a fever of 100 degrees or above or have a contagious disease. Students need to be fever free for 24 hours without Tylenol before returning to school after a sickness. If students have vomited in the last 24 hours, please do not send them to school.

If a 9th-12th student has a doctor's appointment or has any other reason to leave the school, a note or a phone call from the parent is required to be given to the office before the student is allowed to leave. The high school student must also sign out/in at the office when leaving and returning.

Students in grades K – 6th will be counted tardy if they are not in their place in Morning Assembly by the time the school song is finished at 8:30 a.m. 7th – 12th grade students will be counted tardy if they are not in the classroom at 8:30 a.m. Middle & high school (7-12) students will be allowed three (3) unexcused tardies per semester without penalty. After the

third tardy, a detention will be served with the teacher whose class the student received the tardies. Grammar school students will be allowed four (4) unexcused tardies without penalty. Grammar school students who reach four tardies will miss a recess on the afternoon of the tardy. Once a student reaches twelve tardies in a semester, the Chief Administrator will request a conference with the parents. Students will not be admitted to any class without a tardy slip from the office to begin the day or an excuse from a teacher or the office to be late for a class period during the day. Excused tardies include documented medical appointments, car troubles/accidents, large traffic jams or other events as deemed excusable by the Main Office staff. **Calling the office to inform of a child's tardy due to oversleeping or running late, although necessary, does not excuse the tardy.**

The faculty is here to assist students in their development and want to be available and helpful. Students need to take responsibility for communicating with the faculty member about missed work.

6th-12th grade students will be responsible for any pre-assigned material (i.e., tests, assignments, papers) the day they return from any absence. Students in grades 6, 7 and 8 will have one day for every day of excused absence to make up work that was not pre-assigned work. Students in grades 9 through 12 will have one block day for every day of excused absence to make up work that was not pre-assigned (i.e., a block class missed Tuesday will not be due until the following Monday). The teacher may consider extenuating circumstances such as illness or family circumstances. The faculty will email or deliver assignments to the office and siblings or parents can pick them up at 3:30. The student or parent may ask another student to gather books.

Unexcused absences include suspensions, being absent from class without parental permission, being absent without adequate parental notification and/or any reason not deemed excusable by Main Office personnel. Assignments and tests missed due to unexcused absences may be made up solely at the teacher's discretion.

A 9-12 grade student who misses more than 6 blocks of any core class in a semester for any reason, excused or unexcused, will be required to repeat that class. Missing more than 6 classes of any one elective during a semester may result in forfeiture of credit for that elective. For a K-8th grade student who misses more than 16 days in a year for any reason, excused or unexcused, grade retention will be considered. These consequences may be appealed to the Chief Administrator in writing in the presence of unusual circumstances or an extended illness.

SCHOOL TOUR ATTENDANCE

School tours are an integral part of the CPLS curriculum and therefore attendance is required. Non-participation in these events for 5th-12th grade students will be counted toward the 16 allowable absences per year for K-8th graders, or the 6 allowable absences per block per semester for 9th-12th graders.

1.6 Cell Phones/Electronic Devices/Laptops

Radios, tape or disc players, MP3 players, iPods, electronic games, beepers, pagers, laser pointers and other such devices are not to be used during school hours. This includes use during lunch time.

The school recognizes the benefits of students having limited access to cell phones while at school. We must also ensure that the education of our student body is not compromised by the unnecessary/inappropriate use of such devices. Therefore, students are permitted to bring cell phones to school. However, the phone function must be turned off and can only be used on school grounds before 8:30 a.m. and after 3:30 p.m. Emergency exceptions will need to be approved by the school office.

If a student is caught with their cell phone or electronic device out during school hours, the following will take place: 1st offense, cell phone/electronic device is taken away and given to the office where student can pick it up at the end of the day. 2nd offense: cell phone/electronic device is taken away and only a parent can come and pick it up at the end of the day. 3rd offense: conference with the child/parent.

Laptops may be allowed for high school students at the discretion of their high school teacher. They may be used during study hall or at the end of a class period with teacher permission. Only work on CPLS homework and projects will be allowed. If found in violation of this policy, laptop privileges may be taken away. Students do not have permission to use locked Wifi signals on campus.

1.7 Student Responsibilities

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

1.8 Convocation

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

1.9 Communication

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

Students will be allowed to use the office telephone during the school day for legitimate and necessary calls only.

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

Our website, www.cpls.org/family is a useful tool for information such as schedules and calendars.

Student's grades, assignments and attendance records are available through the Parentsweb site at www.Renweb.com.

1.10 Newsletters

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

1.11 Special Events and Activities

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

ALUMNI ANNUAL EVENT

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

ASLAN LECTURE SERIES

Begun in the fall of 1999, the purpose of the Aslan Lectures is to provide a forum for discussion of topics relevant to Classical Christian Education. Each year, a speaker is invited to present a lecture followed by a question and answer session. The lectures are free, are open to all parents and students, and are also advertised in the Topeka community.

ORIENTATION NIGHT

In August, CPLS opens its doors to parents and students for an evening of informal fellowship. All teachers, administration, and are available for questions, and classrooms are open for visitation. Parents of 9th-12th graders will follow an abbreviated version of their child's schedule.

CHRISTMAS STORE (K-5)

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

COLLEGE NIGHT

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

CONVOCATION

Once each week, students attend convocation in the theater. Convocation provides an opportunity to gain school information, hear motivational speakers and Christian testimonies, as well as sing and pray together. Parents are always welcome. Convocations are held at different times according to grade groupings (K-3rd, 4th-6th, 7th-12th).

DANCING

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

DRAMA (High School, 9th-12th)

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

EDUCATIONAL RECORDS BUREAU

The Educational Records Bureau is a series of tests taken in the Fall by all students in grades 1-8. These tests are achievement tests and are given over a series of several days. Parents will be notified ahead of time when the tests will be given so they can make sure that their children are well rested in preparation for the exams. Parents receive a copy of test results at the end of the school year.

FINALS

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

FINE ARTS FESTIVAL

Each Spring, CPLS will host a Fine Arts Festival for CPLS students and students from other area schools who are in 5th-12th grade. Students will have opportunities to compete in the three general areas of Music, Speech and Visual Art. A small participation fee will be required for each optional event entered (events not required by a teacher). The Fine Arts Festival is an excellent way for 9th-12th grade students to fulfill fine arts requirements for graduation. Students will be required to wear concert attire as outlined in the CPLS Student & Family Handbook.

GRADUATION

Late in the month of May a graduation ceremony is held for that year's graduating senior class. After the ceremony, a reception follows for graduates, their families and guests. All CPLS students are encouraged to attend graduation; it is a great way to encourage younger CPLS students by exciting them about their own futures. Senior parents traditionally plan the events associated with the graduation ceremony and meetings are held during the school year for the necessary planning. It has also been a tradition that parents of juniors serve at the reception following the ceremony, allowing parents of the graduates to enjoy this special day with their graduates.

GRANDPARENTS' DAY

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

GREAT IDEAS THESIS AND DEFENSE

The capstone course of a Cair Paravel Latin School education is entitled Great Ideas. Each year the junior and senior students study the great thoughts of the greatest minds in Western Civilization. One of the hallmarks of a classical Christian education is training in the ability to think clearly, speak eloquently, and defend oneself in the public forum. Senior students are required to write a thesis paper addressing the question: "What is the Good Life"? The thesis synthesizes the 6 Great Ideas (Justice, Freedom, Equality, Truth, Goodness, and Beauty) to address the perennial questions of our existence: What does it mean to live well? What is a life worth living? What does it mean to be human? What is happiness? The thesis is delivered to a panel of evaluators and is open to the public. After their presentation, students are required to answer probing questions about their thesis from the panel.

KINDERGARTEN ROUNDUP

Early in the spring, families in our community are invited to explore CPLS as an option for their young children. A morning of activities is planned for the youngsters, while parents are given an overview of CPLS and of Classical Christian education. Kindergarten Roundup affords the opportunity for families to meet CPLS' administration and teachers as well as tour the school and ask questions.

MADRIGALS

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

MEDIEVAL BALL (8th grade)

The Medieval Ball is an annual "formal event" for 8th grade families. It is held in December. Students learn ballroom dancing, perform individually or in groups, learn etiquette, and show appreciation to parents.

MUSICALS

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

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

NARNIA DAYS

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

OPEN LUNCH (9-12)

With prior parental permission, students in grades 9-12 are allowed to leave CPLS for lunch on Fridays from 12:35-1:15 p.m. They are required to return to campus in time for their next class. If students cannot drive or do not have parental permission to ride with a student driver, parents must provide transportation. Student may choose to have their lunch at school. Please see section Student and Family Handbook, 1.8 for consequences for returning late.

PARENT/TEACHER CONFERENCES

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

PTF (PARENT/TEACHER FELLOWSHIP)

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

RETREAT (High School)

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

RETREAT (Junior Class)

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

RETREAT (Senior Class)

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

ROOM PARENTS

Each K-8th grade class has a volunteer room parent who assists the classroom teacher in coordinating such events as field trips and class parties. Sign-ups occur online and can be done at the beginning of each school year. Contact the classroom teacher to offer assistance.

SCHOOL PICTURES

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

SEE YOU AT THE POLE

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

SILVER BELLS

Silver Bells is an annual CPLS “formal” event for all students in grades 9-12. Silver Bells is held during the winter and is named to recall the bells on the sleigh in *The Lion, The Witch and The Wardrobe*. The boys wear coat and ties and the girls wear formal dresses. Silver Bells is meant to be a special time for the students to share dinner, games and choreographed dances.

SPELLING BEE (5-8)

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

SPORTS

CPLS offers a number of opportunities for both girls and boys in grades 7-12 to participate on school sports teams. Boys’ sports include soccer, 8-man football, basketball and golf. Girls’ sports include volleyball, basketball, soccer and cheerleading. Parent assistance in the areas of concessions, admissions, and carpooling is required. Season passes for admission to home games are for sale through the athletic department.

SPORTS AWARDS NIGHT

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

STUDENT COUNCIL (STUCO)

Serving the high school with an advisor, Student Council is responsible for organizing events that promote school spirit and unity. Focused on service, the officers and members of StuCo meet regularly to address issues of concern to students and plan events that will meet CPLS students’ needs.

STUDY HALLS

Study Halls are to be quiet environments for study and reading. Students may only collaborate with one another with permission from the monitoring teacher. If the appropriate teacher is available, students may seek assistance from that instructor during the Study Hall period. Students may only visit teachers in other classrooms if prior arrangement with and approval from the appropriate instructor is secured.

1.12 Scripture Memorization

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

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

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

CPLS MEMORY VERSES FOR 2018-2019

The following are the memory verses students in Kindergarten - Sixth grades will learn this year. Throughout the year, students will learn verses under these six main topics: Knowing God, Understanding Salvation, Growing as a Christian, Enjoying God, Building Character, and Great Bible Truths.

**irregular week length*

UNDERSTANDING SALVATION

Aug. 20-24	Romans 3:23	For all have sinned and fall short of the glory of God,
Aug. 27-31	John 1:12	But to all who did receive him, who believed in his name, he gave the right to become children of God,
Sept. 4-7*	Isaiah 59:2	But your iniquities have made a separation between you and your God, and your sins have hidden his face from you so that he does not hear.
Sept. 10-14	I John 5:11-12	And this is the testimony, that God gave us eternal life, and this life is in his Son. Whoever has the Son has life; whoever does not have the Son of God does not have life.
Sept. 17-21	Eph. 2:8-9	For by grace you have been saved through faith. And this is not your own doing; it is the gift of God, ⁹ not a result of works, so that no one may boast.

KNOWING GOD

Sept. 24-28	Romans 8:9	You, however, are not in the flesh but in the Spirit, if in fact the Spirit of God dwells in you. Anyone who does not have the Spirit of Christ does not belong to him.
Oct. 1-5	I Cor. 2:12	Now we have received not the spirit of the world, but the Spirit who is from God, that we might understand the things freely given us by God.
Oct. 8-11*	Psalms 95:6	Oh come, let us worship and bow down; let us kneel before the LORD, our Maker!
Oct. 15-18*	Matt. 1:21	She will bear a son, and you shall call his name Jesus, for he will save his people from their sins.”
Oct. 22-26	Psalms 100:3	Know that the LORD, he is God! It is he who made us, and we are his; we are his people, and the sheep of his pasture.

GROWING AS A CHRISTIAN

Oct. 29-Nov. 2	Hebrews 3:13	But exhort one another every day, as long as it is called “today,” that none of you may be hardened by the deceitfulness of sin.
Nov. 5-9	John 16:24	Until now you have asked nothing in my name. Ask, and you will receive, that your joy may be full.

Nov. 12-16	Mark 1:35	And rising very early in the morning, while it was still dark, he departed and went out to a desolate place, and there he prayed.
Nov. 26-30	Psalms 5:3	O LORD, in the morning you hear my voice; in the morning I prepare a sacrifice for you and watch.
Dec. 3-7	Exodus 33:11	Thus the LORD used to speak to Moses face to face, as a man speaks to his friend. When Moses turned again into the camp, his assistant Joshua the son of Nun, a young man, would not depart from the tent.
Dec. 10-14	Mark 5:19	And he did not permit him but said to him, "Go home to your friends and tell them how much the Lord has done for you, and how he has had mercy on you.

ENJOYING GOD

Jan. 7-11	Psalms 139:13	For you formed my inward parts; you knitted me together in my mother's womb.
Jan. 14-18	Psalms 91:14	"Because he holds fast to me in love, I will deliver him; I will protect him, because he knows my name."
Jan. 22-25*	Psalms 91:11	For he will command his angels concerning you to guard you in all your ways.
Jan. 28-Feb. 1	I Peter 5:7	Casting all your anxieties on him, because he cares for you.
Feb. 4-8	Phil. 4:7	And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus.
Feb. 11-15	Isaiah 41:10	Fear not, for I am with you; be not dismayed, for I am your God; I will strengthen you, I will help you, I will uphold you with my righteous right hand.

GREAT BIBLE TRUTHS

Feb. 19-22*	Matt. 24:44	"Therefore you also must be ready, for the Son of Man is coming at an hour you do not expect."
Feb. 25-Mar. 1	Acts 1:11	And said, "Men of Galilee, why do you stand looking into heaven? This Jesus, who was taken up from you into heaven, will come in the same way as you saw him go into heaven."
Mar. 4-7*	Eph. 4:16	From whom the whole body, joined and held together by every joint with which it is equipped, when each part is working properly, makes the body grow so that it builds itself up in love.
Mar. 18-22	Eph. 2:22	In him you also are being built together into a dwelling place for God by the Spirit.

Mar. 25-29	Psalms 23:4	Even though I walk through the valley of the shadow of death, I will fear no evil, for you are with me; your rod and your staff, they comfort me.
Apr. 1-5	Col. 3:4	When Christ, who is your life, appears, then you also will appear with him in glory.

BUILDING CHARACTER

Apr. 8-12	Col. 3:20	Children, obey your parents in everything, for this pleases the Lord.
Apr. 22-26	I Cor. 13:4	Love is patient and kind; love does not envy or boast; it is not arrogant.
Apr. 29-May 3	Proverbs 1:8	Hear, my son, your father's instruction and forsake not your mother's teaching.
May 6-10	I Cor. 13:5	(Love) is not rude. It does not insist on its own way; it is not irritable or resentful;
May 13-17	I Cor. 13:6-7	It does not rejoice at wrong doing, but rejoices with the truth. Love bears all things, believes all things, hopes all things, endures all things.

1.13 Poems

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

KINDERGARTEN

- Try, Try, AgainT. H. Palmer
- Fruit of the Spirit — Galatians 5:22-23 (NIV)Bible
- Cradle HymnMartin Luther
- AmericaSamuel Smith
- The Swing Robert Louis Stevenson
- Mary’s Lamb..... Sarah J. Hale

FIRST GRADE

- Autumn Fires..... Robert Louis Stevenson
- Work While You Work..... from McGuffey’s Primer
- Bed in Summer..... Robert Louis Stevenson
- Whole Duty of Children..... Robert Louis Stevenson
- At the Seaside..... Robert Louis Stevenson

Shepherd's Song — Psalm 23 (KJV).....	Bible
The Months	Sara Coleridge
America the Beautiful	Katharine Lee Bates
Psalm 119:104,105.....	Bible
Star Spangled Banner.....	Francis Scott Key
Old Testament Books.....	Bible
New Testament Books	Bible

SECOND GRADE

Whole Duty of Children.....	Robert Louis Stevenson
I'm a Little Brown Toad	Unknown
Apple.....	Unknown
Pyramids	Unknown
The Lamb.....	William Blake
The Thanksgiving Song - Psalm 100 (KJV)	Bible
The Lord's Prayer – Matthew 6:9-13 (KJV).....	Bible
The Beatitudes – Matthew 5: 3-10 (KJV).....	Bible
The Love Chapter -- I Corinthians 13:4-8, 13 (NIV).....	Bible
Thomas Jefferson.....	Rosemary Carr and Stephen V. Benet
King Tut	Unknown
The Land of Counterpane.....	Robert Louis Stevenson

THIRD GRADE

Being Third	Unknown
I Never Saw A Moor.....	Emily Dickinson
Song of Ascents—Psalm 121 (KJV).....	Bible
My Gift.....	Christina Rosetti
Hiawatha's Childhood.....	Henry Wadsworth Longfellow
The Captain's Daughter.....	James T. Fields
Stopping By Woods on A Snowy Evening.....	Robert Frost
The Land of Story Books.....	Robert Louis Stevenson
My Shadow	Robert L. Stevenson
The Owl and the Pussy Cat	Edward Lear

FOURTH GRADE

Psalm 1:1-3	Bible
The Duel.....	Eugene Field
Something Told the Wild Geese	Rachel Field
The Nativity — Luke 2:1-14 (KJV).....	Bible
Fifty Nifty United States	Ray Charles
Prayer of St. Francis.....	Anonymous
The High Calling.....	Julie Conroy
The Love Chapter — I Corinthians 13.....	Bible
May the Road Rise Up to Meet You.....	Old Irish Blessing
If	Rudyard Kipling

FIFTH GRADE

The Children's Hour	Henry Wadsworth Longfellow
From The Declaration of Independence.....	Thomas Jefferson
Trust in the Lord — Proverbs 3:1-18 (KJV).....	Bible
Preamble to the Constitution.....	Gouverneur Morris
Paul Revere's Ride.....	Henry Wadsworth Longfellow
What is So Rare As a Day in June	James Russell Lowell
The Lord's Prayer—Matthew 6:9-13.....	Bible
The Creation.....	Cecil Frances Alexander

SIXTH GRADE

Psalms 27:1-5, 14	Bible
The American's Creed	William Tyler Page
The Arrow and the Song	Henry Wadsworth Longfellow
My Heart Leaps Up.....	William Wordsworth
The Gettysburg Address.....	Abraham Lincoln
In Flanders Fields.....	John McCrae
The Village Blacksmith	Henry Wadsworth Longfellow
Daffodils.....	William Wordsworth
A Book	Emily Dickinson
How Doth a Little Crocodile.....	Lewis Carroll

SEVENTH GRADE

The Goal.....	Emily Dickinson
To An Athlete Dying Young.....	A. E. Housman
Vision of Belshazzar	Lord Byron
The Destruction of Sennacherib.....	Lord Byron
The Coliseum	Edgar Allen Poe
Carpe Diem	Robert Frost
Jabberwocky.....	Lewis Carroll

EIGHTH GRADE

The High Calling.....	Julie Conroy
Red, Red Rose.....	Robert Burns
If	Rudyard Kipling
I Never Saw A Moor	Emily Dickinson
My Heart Leaps Up.....	William Wordsworth
Try, Try, Again	T.H. Palmer
I Sit and Think.....	J. R. R. Tolkien
Once to Every Man and Nation.....	James R. Lowell
A Psalm of Life.....	Henry Wadsworth Longfellow

1.14 Literature

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

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

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

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

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

c.) Are conducive to the formation of virtue;

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

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

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

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

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

f.) Integrate with other areas of the curriculum.

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

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

Students will receive a grade based on their accumulated points for each quarter. This grade will represent 25% of their Reading Grade for the quarter. Literature grades will be calculated quarterly and excess points will be carried over to the following quarter.

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

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

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

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

1.15 Reading Requirements

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

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

A	B	C	
19 -21	16-18	13-15	Sixth Grade
18+	15-17	13-14	Fifth Grade
14+	12-13	10-11	Fourth Grade
11+	9-10	8	Third Grade

Students in grades seven through twelve are required to read a core selection of novels, plays, biographies, poems, and other books in their respective literature classes. Therefore, they are not required to maintain a “literature log,” but are required to read an assigned novel each summer. Please see section 1.17 for specific instructions.

The intent of the required summer reading is to:

1. Enhance and facilitate classroom discussion and interaction.
2. Cover a significant text that could not be read in class.
3. Provide direction and reference points for the upcoming class
4. Assist students to cultivate lifelong reading habits.

VERIFICATION OF READING

Parents are responsible for verifying that a book has been read by their child, or that they have listened attentively to one that has been read to them. To do this, parents might open the book to several random spots, read a few lines to the student, and then ask him/her to explain what is happening in the story. If the student has read the book well, he/she should be able to perform this task. Titles of books, authors, and point values should be recorded on the child’s literature log and submitted by the designated due date each quarter. **The required parent signature at the bottom of the form certifies that the parent has verified the child’s reading as well as the accuracy of all points recorded.** *All questions regarding book point values and acceptability of reading selections should be directed to the school librarian.*

LIMITATIONS FOR NON-LIST BOOKS

For every 3 list books recorded on the literature log, students may record 1 non-list book which they have read. Points allotted for the non-list books will follow the word count formula given below.

CALCULATING POINT VALUES FOR NON-LIST BOOKS

The calculation of points for non-list books are as follows: 15,000 to 30,000 words = 1 point. After the first point, each additional 30,000 words count as an additional point: 30,000 to 60,000 words = 2 points, 60,000 to 90,000 words = 3 points, and so forth. **The number of words can be approximated** by the following process:

1. Choose a page of text
2. Count the number of words in ten lines.
3. Divide this number by 10 (for the average number of words in a line).
4. Multiply this number by the number of lines on one page.
5. Multiply this number by the number of pages in the book. (Pictorial pages should not be factored into the total number of pages.)

Example:

10 lines on a page contains **90** words

90 divided by 10 equals **9** words on average per line

9 times 30 lines on the page equals **270**

270 times **300** pages in the book equals **81,000 words**

Therefore, this book would be awarded **3 points**.

Abridged versions of classics (for example, Great Illustrated Classics) that are on the literature list may *also be counted as a literature list book*. Great Illustrated Classics are awarded 2 points each. Points awarded to other abridged versions should be calculated according to the above formula for non-list books.

BIOGRAPHIES

Third through sixth graders are expected to read **three historical biographies** each year. Students who have not fulfilled the requirement of three historical biographies by the end of the fourth quarter **will have their literature grade dropped one letter grade for every biography they are missing**. Suggested books are listed below, **but others may be read with teacher approval. These biographies may be counted as toward** the “literature log.” **To calculate the point value of a biography, allot 1 point for every 15,000 words in the book.**

We recommend biographies from *The Landmark Series*, *The Sower Series*, and *Heroes of the Faith Series*. Books from the *Childhood of Famous American Series* are fictionalized biographies **acceptable for third and fourth graders only** as transitional biographical reading. They are awarded a value of 2 points per book.

The CPLS library also contains several pre-approved pictorial biographies, designated with a pink dot. Although shorter in length, they are valuable reading and may be used to count as one-half of a biography for third and fourth graders. Any comparable works must be approved by the librarian.

1.16 Literature List

Please visit the CPLS family website for the entire “Book Me a Passage Literature List” complete with titles and point values.

All K-6 classrooms will follow the approved schedule for reading *The Chronicles of Narnia* series with students:

Kindergarten: *The Lion, the Witch and the Wardrobe*

1st Grade- *The Horse and His Boy*

2nd Grade- *The Magician’s Nephew*

3rd Grade- *Prince Caspian*

4th Grade- *The Voyage of the Dawn Treader*

5th Grade- *The Silver Chair*

6th Grade- *The Last Battle*

1.17 Summer Reading Program (SRP)

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

Students must choose two books from the list below for their incoming grade level that they have not previously read. These books come from various disciplines—history, theology, philosophy, science, art and music, as well as poetry and fictional prose. Upon completion of the books, parents will sign a form confirming that their son or daughter has read the books. Students will be responsible for obtaining their own copy, whether by purchase, download, or borrowing the book from the library. The selections are all part of the “canon” of Great Books and so should be readily available and relatively inexpensive.

7th Grade

Read at least two of the following:

- *20,000 Leagues Under the Sea* by Jules Verne
- *Around the World in 80 Days* by Jules Verne
- *The Bronze Bow* by Elizabeth George Speare
- *Sign of the Beaver* by Elizabeth George Speare
- *Red Badge of Courage* by Stephen Crane
- *The Hobbit* by J. R. R. Tolkien
- *White Fang* by Jack London
- *The Princess Bride* by William Goldman

8th grade

Read at least two of the following:

- *A Morbid Taste for Bones: The Chronicles of Brother Cadfael* by Ellis Peters
- *The Robe* by Lloyd C. Douglas
- *Last Days of Pompeii* by Lord Edward Bulwer-Lytton
- *Pilgrim’s Progress* by John Bunyan
- *Eagle of the Ninth* by Rosemary Sutcliff
- *Looking for the King* by David C. Downing

- *The Dragon and the Raven* by G.A. Henty
- *The Merry Adventures of Robin Hood* by Howard Pyle
- *Wulf the Saxon* by G. A. Henty
- *Alfred the Great* by John Asser
- *The Fellowship of the Ring* by J.R.R. Tolkien
- *The Two Towers* by J.R.R. Tolkien
- *The Return of the King* by J.R.R. Tolkien

9th Grade

Read at least two of the following:

- *The Last of the Mohicans* by James Fennimore Cooper
- *Moby Dick* by Herman Melville
- *A Connecticut Yankee in King Arthur's Court* by Mark Twain
- *O Pioneers* by Willa Cather
- *Night* by Elie Wiesel
- *The Chosen* by Chaim Potok
- *Darwin's Black Box* by Michael Behe
- *The Pearl* by John Steinbeck
- *Here I Stand* by Roland Bainton

10th Grade

Read at least two of the following:

- *Song of Roland & Sir Gawain and the Green Knight*
- *The Count of Monte Cristo* by Alexandre Dumas
- *Till We Have Faces* by C. S. Lewis
- *The Four Loves* by C. S. Lewis
- *1776* by David McCullough
- *The Oregon Trail* by Francis Parkman
- *Profiles in Courage* by J. F. Kennedy

11th Grade

Read at least two of the following:

- *Henry IV Pts 1&2* Shakespeare
- *Henry V* Shakespeare
- *King Lear* Shakespeare
- *Ivanhoe* by Sir Walter Scott
- *David Copperfield* by Charles Dickens
- *Great Expectations* by Charles Dickens
- *Tale of Two Cities* by Charles Dickens
- *Frankenstein* by Mary Shelley
- *Up From Slavery* by Booker T. Washington
- *Knowing God* by J.I. Packer

12th Grade

Read at least one of the following:

- *Les Miserables* by Victor Hugo
- *War & Peace* by Leo Tolstoy
- *Brothers Karamazov* by Fyodor Dostoevsky
- *The Agony and the Ecstasy* by Irving Stone

AND at least one of the following:

- *Orthodoxy* by G. K. Chesterton
- *The Great Divorce* by C. S. Lewis
- *Mathematics: Is God Silent?* by James Nickel
- *Art and Fear* by David Bayles & Ted Orland

1.18 School Calendar

AUGUST

- 11 CPLS Campus Work Day
- 13-14 Teacher In-Service
- 14 Orientation Night
- 16 First Day of School (K-12)
- 23-24 H.S. Retreat
- 28 College Night

SEPTEMBER

- 3 No School-Labor Day
- 13 School Pictures
- 26 See You at the Pole

OCTOBER

- 10 PSAT
- 11 End of 1st Quarter
- 12 Teacher Workday – No School
- 18 School Picture Retakes
- 19 P/T Conferences- No School

NOVEMBER

- 5-9 ERB Testing (2nd – 8th Grade)
- 9-10 9th – 12th Drama
- 16-17 9th – 12th Drama
- 21-23 Thanksgiving Break

DECEMBER

- 10 K-6th Christmas Concert
- 17 7th – 12th Christmas Concert
- 17-19 9th – 12th Finals
- 19 End of 2nd Quarter
- 20 Christmas Break begins

JANUARY 2019

- 3 First Day Back to School
- 19 Silver Bells
- 21 No School – MLK Day
- 26 Connect Meeting

FEBRUARY

- 7-9 6th – 8th Grade Musical
- 13-14 Singing Valentines
- 18 No School- Teacher Work Day
- 28 Fine Arts Festival (5th-8th)

MARCH

- 1 Fine Arts Festival (9th-12th)
- 7 End of 3rd Quarter
- 8 No School- Teacher Work Day
- 11-15 Spring Break
- 22 Kindergarten Round Up

APRIL

- 10 Senior Retreat
- 11-13 9th-12th Musical
- 18, 20 9th – 12th Musical
- 18 Grandparents Day/ ½ Day of School
- 19 No School- Good Friday
- 29-30 7th – 12th Tour

MAY

- 1-3 7th – 12th Tour
- 6 K-6th Spring Concert
- 8 Junior Retreat
- 9-11 5th-6th Grade Tour
- 15-17 Senior Finals
- 17 Seniors' Last Day of School
- 19 7th – 12th Choir Concert
- 21-23 9th – 11th Finals
- 23 Last Day of School for K-11th
- 24 8th Grade Accolade
- 25 Senior Graduation

2. SCHOOL POLICIES

2.1 Admissions

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

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

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

2.2 Admission Standards

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

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

GRAMMAR (K-5) AND MIDDLE (6-8) SCHOOL: Cair Paravel Latin School requires administrative review of previous school records and the most recent standardized test scores.

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

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

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

2.3 Student Records

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

2.4 Transcripts

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

2.5 Processing Parent Complaints

It is the school’s intent for parents, faculty and staff to work out any problems following the guidelines of Matthew 18:15-17.

Parents should first approach the faculty/staff member with a problem (not Board members or Administrators). To insure thoughtfulness and accuracy, the faculty/staff member or parent may request that both parties write out the problem following their conversation.

If the matter is not resolved with the parent and faculty/staff member, the Administration may become involved. If there is still no satisfaction, the Board of Directors could become involved.

If a parent declines to talk to the individual faculty/staff member, the appropriate administrator may arrange a meeting with the teacher. If it is decided to investigate or mediate, it may be required to have a written statement of the problem by both parties before proceeding. Hearsay notes or comments will be considered at administrative discretion.

2.6 Tours, Field Trips & Athletics

Reasons for Travel: Psalm 24:1

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

Reasons for Guidelines: I Corinthians 14:40

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

Dress Code: Matthew 5:16

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

Field Trips: All students shall wear school uniforms unless approved in advance by the Chief Administrator.

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

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

-Museums/Historical Sites: Uniform polo shirts, uniform collared shirts; uniform hoodies, uniform pants or jeans or khakis (tailored and in good repair); uniform shorts, jean, khaki or other modest shorts/pants (no short-shorts, nylon or athletic shorts, leggings as pants or yoga pants).

-Outdoor Activities: Jeans or modest shorts (no short-shorts); appropriate t-shirts in any of the following categories: CPLS (spirit wear or other, such as Spiritual Emphasis Week), Christian, sports, souvenir or plain; NOTE: All t-shirts must have sleeves and be long enough to tuck in.

-Swimsuits: Girls must wear only one-piece swimsuits; boys must wear loose trunks.

-Hair: Hairstyles while on a school-sponsored trip should be the same as at school; extreme styles are prohibited.

Entertainment: Philippians 4:8

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

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

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

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

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

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

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

Behavior Standards: Colossians 3:17

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

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

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

- Students should be made aware of the educational opportunities and travel itinerary before leaving.
- Students must stay with the sponsor they ride with at all times, including the time spent at their destination.

- Students under 12 years of age should not sit in passenger seats with airbags. Every person has to wear a seatbelt while the vehicle is moving – NO EXCEPTIONS!
- Kansas State Law requires students that are ages 4, 5, 6 and 7 and weigh less than 80 pounds or are shorter than 4’9” must be in a booster seat when riding in a vehicle. This law applies to school transportation which includes field trips. Parents are responsible for providing booster seats if their student meets this criterion. Students will not be allowed to go on a field trip if they don’t have a booster.
- No switching to ride in another vehicle without teacher’s permission and both drivers’ knowledge.
- Students may combine with another group of CPLS students once at the destination as long as they stay with the adult sponsors and sponsors/teachers are aware and approve.
- Since sponsors are responsible for the safety and whereabouts of the students under their supervision at all times, students must stay with their designated sponsor (some modifications may be made for high school students at the discretion of the teacher/coach in charge).
- Use or possession of any illegal drugs or alcohol or the improper use of prescription or non-prescription drugs is prohibited on school property or any school trips or during any school-sponsored activity. The school reserves the right to impose any disciplinary action thought appropriate including, but not limited to, suspension or expulsion of any students violating this provision with or without credit for any school term. Parents will be expected to immediately pick up their children from any activity regardless of the time or place of violation.

Tour Guidelines:

Disciplinary action will follow this chain of events:

1st offense – verbal warning

2nd offense –sit with sponsor (if on bus) and phone call to parents

3rd offense – parents will be phoned to arrange for the student’s immediate return home

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

Disciplinary action will follow this chain of events:

1st offense – phone call to parents

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

Student: Sponsor ratios for hotel rooms are as follows:

Grades 5-8 – 3:1

Grades 9-12 – 5:1

- Every room shall have an adult sponsor responsible for supervision and welfare of students.
- Prohibition on physical displays of affection will be enforced.
- TVs in hotel rooms are not to be turned on.
- On overnight bus trips, genders must be separated at “lights out” (time to be determined by the Tour Coordinator).

- Use or possession of any illegal drugs or alcohol or the improper use of prescription of non-prescription drugs is prohibited on school property or any school trips or during any school-sponsored activity. The school reserves the right to impose any disciplinary action thought appropriate, including, but not limited to, suspension or expulsion of any students violating this provision, with or without credit for any school term. Parents will be expected to immediately pick up their children from any activity regardless of the time or place of violation.
- Students may combine with another group of CPLS students once at the destination as long as they stay with the adult sponsors and sponsors/instructors are aware and approve.
- Since sponsors are responsible for the safety and whereabouts of the students under their supervision at all times, students must stay with their designated sponsor. Some modifications may be made for high school students at the discretion of the lead sponsor.

Sponsor Responsibilities: 1 Peter 5:2

Field Trips:

- It is the responsibility of sponsors/drivers to demonstrate a positive, cooperative and supportive attitude toward field trip leadership; any hint of dissension is ultimately harmful to the attitude of the students. Sponsors must know in advance their responsibilities and agree to them. The following are items to keep in mind, but the list is not intended to be all-inclusive:
- Sponsors are responsible for the safety and whereabouts of the students under their supervision at all times; therefore, students must always be accompanied by their designated sponsor. Some modifications may be made for high school students at the discretion of the lead sponsor.
- Driver information should be on file in the school office.
- Sponsors shall enforce all CPLS discipline policies, as well as any specific trip policies.
- Drivers should exchange cell phone numbers, if available, before leaving.
- Students will be assigned to a sponsor/driver in advance.
- Sponsors should be made aware of the educational objectives and itinerary before leaving.
- Travel directions/simple maps from school to destination for all drivers will be provided.
- Drivers must obey speed limits and traffic rules.
- Students under 12 should not sit in passenger seats with airbags.
- Every person has to wear a seat belt while the vehicle is moving.
- Whenever possible, vehicles must travel with at least one other vehicle in case of breakdowns or emergencies.
- No switching to ride in another vehicle without permission and both drivers' knowledge.
- Students may combine with another group of CPLS students once at the destination as long as they stay with the adult sponsors and sponsors/instructors are aware and approve.
- All students and drivers should meet in one place and be accounted for by the teacher upon arrival at their destination and before leaving their destination.
- When arriving back after 3:30 p.m. dismissal time, sponsors and/or the instructor are responsible to see that each child is picked up.
- In the event of a medical emergency, a sponsor will be designated to remain with the student.

Tours:

- It is the responsibility of tour sponsors to demonstrate a positive, cooperative and supportive attitude toward tour leadership; any hint of dissension is ultimately harmful to the attitude of the students. Sponsors must know in advance their responsibilities and agree to them. The following items are things to keep in mind, but the list is not intended to be all-inclusive:
- Sponsors are responsible for the safety and whereabouts of the students under their supervision at all times; therefore, students must always be accompanied by their designated sponsor. Some modifications may be made for high school students at the discretion of the lead sponsor.
- The Tour Coordinator will establish a chain of authority. For smaller groups of students or older students, each student will have a designated sponsor. For larger groups, it is recommended that each student has a designated sponsor who reports to a team leader, who reports to a tour leader.
- Sponsors will meet as a group as needed during tour.
- Tour Coordinators should meet with classes before the tour to go over itineraries and policies.
- Using the provided sample letters available in the CPLS office (“Sponsor Letter of Understanding”, “Student Letter of Understanding”, and “Parent Letter of Understanding”), tour leaders should prepare for Board approval documents for each sponsor, student and parent to sign before the trip. This will help foster an atmosphere of agreement on responsibilities for all before leaving town.
- Sponsors shall enforce all CPLS discipline policies, as well as any special tour policies.
- Sponsors are responsible for knowing the whereabouts of students under their supervision at all times.
- Tour Coordinator needs to make arrangements for devotions.
- Sponsors should enjoy mingling with the students, and should encourage the students to mix and mingle as well. Minimizing “cliques” is an important goal.
- On buses, genders must be separated at “lights out” (time to be determined by lead sponsor).
- On buses, sponsors will sit throughout the bus in designated “sponsor seats”; sponsor seating assignment will be rotated throughout the tour, as necessary.
- In the event of a medical emergency, a sponsor will be designated to remain with the student.
- All tour sponsors will be screened using both the state and national Sexual Offenders Database.
- Family financial accounts must be current for a parent to participate as a tour sponsor.

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

2.7 Transportation Policy

OBJECTIVE:

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

POLICY:

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

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

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

- The student may only use their own vehicle if the vehicle has been registered at the school office (please see Registration of School Vehicles for exact requirements)
- A signed permission slip and waiver of liability has been given to the school sponsor.
- Students will not transport other students (Exception: with signed permission from parents, students may drive other students to athletic practices off campus or open lunch)

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

- Only those Staff or Administration authorized can transport students to and from school sponsored events. All required documents must be on file in the school office prior to the transportation.
- Staff members and Administration may not transport a single student under any circumstance. An Administrator may waive this condition if he/she feels that an emergency situation exists.
- All passengers in the vehicle must wear an individual seatbelt. There is to be no 'double buckling' of students.
- Always drive cautiously, remembering that you have students aboard and remain professional at all times.

CAR SEATS:

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

2.8 Student Dress Code

Revised April, 2018 –Parents are primarily responsible for assuring that their students’ dress conforms to the dress code requirements of CPLS. Students of all ages are secondarily responsible. Compliance with the dress code requirements reflects respect for authority, reduces the distractions from class activities, and helps to forge a distinctive school culture.

All Students

1. Uniforms must have a proper fit and should not be over-sized or too tight.
2. All clothing must be in good repair with no split seams, stains, holes, fading or discoloration.
3. Shirts must always be tucked in.
4. Hats are not allowed in the classroom.
5. The outerwear approved to be worn in the classroom includes uniform sweaters, uniform fleece, and “spirit wear” items (including sweatshirts and jackets) that are available by special order through the Athletic Department. Non-approved outerwear should be removed prior to entering the classroom if coming from outside and should NOT be worn during travel between classes within the building.
6. T-Shirts worn under uniform shirts must be solid red, navy, grey, or white. Long sleeved t-shirts are not to be worn under short sleeved polo shirts.
7. Belts can be navy, red, white, brown, black, or school uniform plaid. Belts with patterns or designs are allowed when the above colors are used. Clothing with belt loops must be worn with a belt. Kindergarten and 1st grade students are not required to wear belts.
8. Bleaching or unnatural coloring of the hair is prohibited. No extreme or distracting hairstyles including, but not limited to, mohawks, faux-hawks etc. Final decisions made by administration.
9. Tattoos must remain covered.
10. Neckties in the CPLS plaid pattern are allowed when worn with an oxford (not a polo) shirt.

11. Shoe Guidelines

- * Acceptable shoe colors are navy, white, red, grey, black or brown. Other colors are allowed as accents but may not be the predominant color. Replace bright shoelaces with neutral ones to help play down brighter accent colors. Shoes should be sensible, have proper fit, and coordinate with uniform colors.
- * Sneakers are the only footwear appropriate for gym class.
- * Shoes with eyelets must be laced and tied.
- * Dressier shoes and/or sandals are permitted.
- * NO flip flops, Crocs, Vibram Five Fingers, Athletic Slides or similar shoe is allowed.
- * Backless footwear is permitted for grades 7-12, but not permitted for K-6.
- * Boots are acceptable if they follow the rules above with regard to color and fit.

Females:

Hair Accessories: must be school colors or neutral and coordinate with the uniform. Distracting hair pieces like feathers, bandanas, scarves and laurel wreaths are not allowed. Headbands should not have commercial logos.

Socks and Tights: must be solid navy blue, white, dark grey, or black. Patterns, designs, red, and heather-grey (resembling sweatpants) are NOT approved.

Ankle-Length (not calf-length) Leggings K-6: Because they are still participating in outdoor recess, K6 girls may wear navy blue, black, dark grey or white leggings. Patterns, designs, red, and heather- grey (resembling sweatpants) are NOT approved.

Neither tights nor leggings should be worn under shorts.

Jewelry should be simple, coordinate with uniform colors, and not distract. Earrings are the only acceptable piercings.

Light facial makeup is acceptable.

Note that blouses, including those with rounded “peter pan” collars, are not part of the uniform.

Males:

1. Matching socks should be solid navy, black, brown, dark grey, or white. Red socks are not approved.
2. Facial hair is not allowed, and sideburns may not extend below the bottom of the ear.
3. Hair must be cut above the eyebrows, ears and collar.
4. No earrings or other piercings.

DAILY ATTIRE FOR K-12th GRADES

SHIRTS FOR ALL STUDENTS:

Short-sleeve and long sleeve red, white, or navy polo shirts may be purchased from any vendor. We follow the Rule of Resemblance which says that polo shirts must closely resemble the style and color of the polo shirts from Lands’ End.

- Polo shirts cannot have breast pockets or any embroidered brand logo other than the CPLS embroidered crest.
- Shirts must be solid in color and can be either pique (mesh) or interlock style.
- “Golf shirts” and performance polos made from dri-fit material are not allowed.
- Feminine cut style with capped sleeves are approved, but shirts should not be tight fitting.

White Oxford Dress Shirts: Short or long sleeved plain white oxford dress shirts are approved uniform pieces and can be purchased from any store.

Turtlenecks: Solid navy blue, white or red turtlenecks can be purchased from any store worn under other approved uniform pieces.

SHORTS AND PANTS FOR BOYS

Purchased only from an approved vendor:

Class Act: A+ or School Apparel in either Khaki or Navy (no cords or cargos).

Dickies: Select shorts or pants in Desert Sand, Navy, Dark Navy or Khaki (not olive)

The following styles are NOT approved: Cargo, Mesh, 5-pocket Twill, Cords, Carpenter, or Skinny Fit.

Lands' End: Any style Chino Pant or Shorts (except Cargos) in the School Uniform Dept. in Classic Navy or Khaki.

SHORTS AND PANTS FOR GIRLS

Purchased only from an approved vendor and may not be shorter than 2" above the knee.

Class Act: A+ or School Apparel Khaki or navy pants or shorts (no cords or cargos). Also approved are K12 brand "contemporary fit" pants

Dickies: Select shorts or pants in Desert Sand, Navy, Dark Navy or Khaki (not olive)

The following styles are NOT Approved: Skinny fit, Low-rise, 5 pocket Twill, Utility, Performance, Cargo, and Capri

Lands' End: Any style Chino Pant or Shorts in the School Uniform Dept. in Navy or Khaki

JUMPERS, SKIRTS & SKORTS (GIRLS) –

Purchased from an approved vendor and may not be shorter than 2" above the knee.

Class Act: A+ Brand Box Pleat Skort in Khaki, Navy or CPLS Plaid

K-12 Brand Khaki or Navy Skort (K – 2nd grade only)

A+ Brand Large-Tartan-Plaid Jumper

Lands' End: Blend Chino Skort in Classic Navy or Khaki (be mindful of the length)

"Pleated" Skirt in either Classic Navy, Khaki, or Classic Navy Large Plaid

"Plaid" Jumper in Classic Navy Large Plaid

(not Solid, Ponte' Pleat, Solid Button A-Line, or Plaid Button Front A-Line)

"A-Line" Skirt. Only approved in "Classic Navy Large Plaid".

*The A-Line Skirt in "Classic Navy" and "Khaki" will not be part of the uniform beginning in Fall of 2017. These skirts will be "grandfathered in" for the 2016-17 year and acceptable for upcoming year only.

SWEATERS & FLEECE for GIRLS & BOYS

Purchased from an approved vendor and may not be shorter than 2” above the knee.

Class Act: A+ Kick Pleat Skort in Khaki, Navy or CPLS Plaid (Jr sizes ONLY for appropriate length)

K-12 Wrap Skort in Khaki or Navy (sizes 4-6 for K–2nd grade only)

A+ Large-Tartan-Plaid Jumper

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

“Plaid” Jumper in Classic Navy Large Plaid

(not Solid, Ponte’ Pleat, Solid Button A-Line, or Plaid Button Front A-Line)

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

The A-Line Skirt in “Classic Navy” and “Khaki” was discontinued in 2016 and “grandfathered-in” for the 2016-17 and 2017-18 years. It is no longer an approved skirt.

The Blend Chino Skort in Classic Navy or Khaki will be discontinued. This skort will be “grandfathered-in” and may still be worn if it is less than 2 inches above the knee.

Final decisions on clothing and appearance will be made by Administration

PHYS ED CLASSES

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

7th – 12th: Clothing for class should be modest shorts (no shorter than 2” above knee) and tops, or warm-ups.

SPORTS/ACADEMIC TEAMS

Due to wear and tear on team uniforms, CPLS athletes are no longer allowed to wear jerseys to school on game days.

SPIRIT-WEAR (special ordered twice each year by the CPLS Athletic Department)

Items approved as part of the uniform include sweatshirts (hoodie and crewneck) and track jackets. Last names can be added to these items in 2-inch black or white letters. No nicknames or phrases.

Other items are available but are not part of the daily uniform, including hats, sweatpants and t-shirts.

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

CONCERT ATTIRE REQUIREMENTS

K-4th Grade Students:

Dressy clothing as appropriate for the season with dress shoes. (uniform is optional)

5th - 8th Grade Students:

The below attire is required several times throughout the year --at concert events, the Fine Arts Fair, speech performances and some field trips. Every piece required for “concert attire” can also be worn daily as part of the regular uniform.

Boys:

Any approved Khaki uniform pant

White long-sleeved button-down oxford shirt

Navy V-neck sweater vest from either Class Act

The V-neck vest from Lands End has been discontinued. It will be grandfathered-in for 2018-19 and may still be worn if it is not too faded

CPLS Plaid Tie (other ties will still be acceptable for 2018-2019)

Dress shoes (no athletic footwear) with dark socks. No boots

Girls:

- Kick Pleat Skort from Class Act Uniform Store in Junior Sizes (for appropriate length) only.
- White, long-sleeved button-down oxford shirt (no rounded “peter pan” collars)
- Navy V-neck sweater vest from Class Act Uniform Store The V-neck vest from Lands’ End has been discontinued.

It will be grandfathered-in for 2018-19 and may still be worn if it is not too faded

- Dress shoes should be flats or have a heel no higher than 1 inch. No boots.
- Nude hosiery is optional.

The Lands’ End Khaki A-line skirt was phased out of the required Concert Attire. The only approved skirt for concert attire beginning in Fall 2016 is the Kick Pleat Skort purchased from Class Act Uniforms.

9th – 12th Grade Choir Members:

Females: Black dress or black skirt/black top with sleeves with modest neckline and hemmed to knee or below; hosiery is optional (nude or black hosiery only) and black dress shoes (heels should be no higher than 1”). No boots

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

APPROVED VENDORS

Approved attire may be purchased from the three vendors listed below.

Lands' End 1-800-469-2222 www.landsend.com/school

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

Class Act 785-273-0551 301 SW Gage Blvd., Topeka

Dickies 1-866-411-1501

These can be purchased online year-round at www.dickies.com or www.walmart.com or sometimes can be found at local Wal-Mart stores.

2.9 Weather Policy

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

2.10 Grading Scale

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

<u>Letter</u>	<u>%</u>	<u>GPA</u>	
A+	100-98	4.00	
A	97-93	4.00	Exceptional / Excellent
A-	92-90	4.00	
B+	89-88	3.66	
B	87-83	3.33	Good
B-	82-80	3.00	
C+	79-78	2.66	
C	77-73	2.33	Satisfactory
C-	72-70	2.00	
D+	69-68	1.66	Needs Improvement
D	67-63	1.33	
D-	62-60	1.00	
F	59-0	0.00	Failing

An A+ will be added to a student's "quality points" when determining Valedictorian and Salutatorian (Class of 2019, 2020)

2.11 Graduation Requirements

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

1. Students must pass all the **Required Classes** (listed below) with a D- or higher
2. Students must attain a cumulative GPA 2.0 or higher
3. Students must acquire 4 Fine Arts Credits
4. Students must acquire 4 Summer Reading Credits

Cair Paravel Latin School will distinguish its honors graduates as either cum laude (3.00-3.49), magna cum laude (3.50-3.99), or summa cum laude (4.00).

REQUIRED CLASSES

Grade	Subject	Course	Semesters
9	Theology & Philosophy	Life of Christ	1
9	Language Arts	American Literature Rhetoric	2
9	Language Arts	Material Logic	2
9	History	Western Civilization-Integrated Humanities	2
9	Science	Biology	2
9	Mathematics	Geometry	2
9	Foreign Languages	Latin III or Greek I	2
9	Fine Arts	Design	1
10	Theology & Philosophy	Acts & The Epistles	1
10	Language Arts	World Literature	2
10	Language Arts	Rhetoric	2
10	History	American History I	2
10	Science	Chemistry	2
10	Mathematics	Algebra II	2
10	Foreign Languages	Latin IV or Greek II	2
10	Fine Arts	Visual Communication	1
11	Theology & Philosophy	Hermeneutics	1
11	Theology & Philosophy	Great Ideas I	2
11	Language Arts	British Literature	2
11	History	American History II	2
11	History	Art History	1
11	Science	Physics	2
11	Mathematics	FTP	2
12	Theology & Philosophy	Apologetics	1
12	Theology & Philosophy	Great Ideas II	2
12	Language Arts	Genre Studies	2
12	History	Music History	1

12	Science	Science & Theology	2
12	Mathematics	College Algebra or Calculus	2
12	Core Elective	Adv. Chem. or Adv. Humane Letters	2
9-12	Finance	EverFi Financial Literacy	1

Fine Arts Participation

As a school that wishes to foster lifelong participation in truth, goodness and beauty, CPLS emphasizes the need of appreciation of and participation in the beauty of the fine arts. Four credits are to be earned at some time during each student's ninth through twelfth grade years (preferably one per year). These are a graduation requirement. Work in a small group (2-6) or as an individual is necessary to earn this credit. At the discretion of the teacher or Chief Administrator, credit may be given in a drama or other fine arts activity. Among the categories included are: art, music, and speech. Fine Arts credits may also be obtained for church or community performances with prior approval by the Chief Administrator.

2.12 Academic Honors

The following academic honors will be calculated at the end of a student's senior year:

Summa Cum Laude	4.00
Magna Cum Laude	3.99-3.50
Cum Laude	3.49-3.00

****CLASS OF 2019, 2020:**

Academic honors for graduation will be determined by cumulative GPA. Total quality points will be used to break any ties regarding class rank and Valedictorian.

What are Total Quality Points? They are a summation of the numeric value of the grade received times the number of credits earned. An A is worth 4 grade points, B is 3, C is 2, D is 1, F is 0. A core block class like Geometry is worth 1.0 credit per semester. An elective like Latin 3 that only meets 3 days a week for 45 minutes is worth 0.6 credits per semester. A sample semester could be:

		CREDITS	GRADE PTS.	QUALITY PTS.
Class 1	A	1.0	4.0	4.0
Class 2	B	1.0	3.0	3.0
Class 3	B	1.0	3.0	3.0
Class 4	A	1.0	4.0	4.0
Class 5	C	1.0	2.0	2.0
Class 6	B	1.0	3.0	3.0
Elective	B	0.6	3.0	1.8
Total Quality Pts				20.8

The more classes you take and the better grade you earn will result in the most quality points. GPA is calculated by dividing quality points by total credits. In this case 20.8 divided by 6.6 equals 3.15.

The Board will be notified and if two students end up with the exact same GPA, class rank will be decided by which has earned the most Quality Points and actual grade calculations. By taking electives, the student risks lowering their GPA if they earn a poor grade, but will be rewarded with extra quality points that could benefit them if a tie occurs. Parents will also be notified in the case of a tie.

The Board believes this is a fair way to honor our students who strive to achieve academic excellence as they pursue the high academic standards we offer at CPLS. A student who does not attend all four years of high school at CPLS will not be ranked or eligible for Valedictorian or Salutatorian but will still be eligible to receive a diploma and participate in graduation.

****CLASS OF 2021 and beyond:**

The student with the highest cumulative GPA will be named Valedictorian and the student with the second highest cumulative GPA will be named Salutatorian. To qualify for either title, a student must have attended CPLS all four years of their high school career and have been on good academic standing their senior year (see 2.21). If two students should tie for either of these honorary titles, a weighted average of their total numeric grades for all courses will be calculated to break the tie. The weighted average is calculated by assigning a weight of “1” to all core classes and a weight of “0.2” for each period within a weekly time frame that an elective meets.

2.13 Failed Classes

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

2.14 Retention (K – 8th)

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

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

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

Considerations before Retention

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

Middle School Policy:

A middle school student is a candidate for retention if both of the following requirements are NOT met:

1. Student has a 70% annual average in math, history and writing (calculated at end of school year)
2. Student passes at least one semester (70% or higher) in Bible and Latin.

Teachers will notify parents at the end of the 1st semester if their child is a candidate for retention.

2.15 Drop/Add Policy

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

2.16 Testing

STANDARDIZED:

All students, second grade through eighth grade, will take the Educational Records Bureau (ERB) tests. This is a check for the school to ensure that we are meeting minimum competency standards, and it is a check for the students to ensure that they are performing at the appropriate grade level or higher. We compare our scores to the national averages and report to parents. We also have access to special needs testing through the district in which you live. A copy of the class average will be made available to parents.

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

CLASSROOM (9th – 12th):

Barring unusual circumstances, teachers should return all work to students within one week. No more than two major tests may be scheduled on the same day for a given grade level. Reviews will be given for all major tests/exams. Dates for major tests and exams will be given to the Dept. Head, who will prepare a calendar of all dates to even out the workload.

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

2.17 Independent Study

To foster a love of learning and address the reality that Cair Paravel course offerings cannot address the interests of all students, a program of independent study has been developed. A student may engage in independent study for either semester or year long periods of time. Independent study courses will be granted 0.4 credits per semester. The following guidelines must be met for participation in independent study

1. The student must have a cumulative GPA of 3.0 and have received no D's or F's in the previous semester of work.
2. A prospectus must be created by the student and supervising teacher that contains a course description, objectives, sequence of activities/lessons and assessment plan.
3. Prospectus must be approved by the Dept. Head before commencement of the course.
4. No less than one assessment must be made quarterly for the determination of a course grade. It is preferred that at least three assessments be made per quarter.
5. Students may take a total of 2 independent studies during a semester.

2.18 Concurrent College Credit Courses

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

2.19 Outside Classes

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

2.20 Part-Time Student Studies

Any high school or middle school aged student wishing to benefit from instructors who have expertise in specific courses of study may enroll in a Cair Paravel Latin School course of study. A part-time student may enroll in as many courses as the schedule allows and is not limited by grade level or age requirements. For example, a student could take a freshman language course and a junior Physics course simultaneously provided any stated prerequisites have been met. Enrollment is limited to the space available for students in each course.

A part-time student will be afforded all of the privileges and opportunities that full-time students enjoy that are specific to the courses taken. Participation in extra-curricular activities such as Madrigals, or dramatic productions is limited to full-time students. A part-time student will be expected to fulfill all requirements of the course. These include attendance, assignments, projects, field trips and exams. A part-time student will be expected to conform to the school's uniform code while attending classes and will be counted upon to uphold the behavioral and spiritual standards of Cair Paravel Latin School.

Tuition for a one semester, full block course is \$450. Tuition for a full year, full block course is \$900. Tuition for all other courses is listed with the course description in the part-time student prospectus and must be paid before the semester commences.

Full agreement with the school's statement of faith by the student and at least one parent as well as an interview of the student and at least one parent with the admissions committee is required for enrollment in any Cair Paravel Latin School course.

2.21 Plagiarism Defined and Explained

Every student who submits work for CPLS must be the author of that work. When a student uses facts or ideas originating with others, he/she must make clear what is his/her work and what is not by proper footnoting and bibliographical information. Failure to make such a distinction is to be guilty of offering as one's own what is in fact someone else's (plagiarism). Plagiarism, which is both lying and stealing, is a form of cheating and will be handled by the Administration. Cheating refers to academic dishonesty. This can occur both during testing and non-testing times. It includes copying another student's work and turning it in as your own. It is within the teacher's prerogative to send a student to the Dept. Head or the Chief Administrator immediately if this is suspected.

Both plagiarism and cheating are offenses that will result in a student receiving a zero on the assignment/test and losing academic honor status for that nine weeks. A second offense will result in suspension.

Seniors will lose the opportunity to vie for class honors such as Valedictorian and Salutatorian.

The following are examples of the chief forms of plagiarism:

- Word-for-word copying of someone else's writing without placing the copy in quotation marks and footnoting the source. A common way of doing this is to copy from an internet source and then paste it onto one's own writing.
- Modification of wording of someone else's writing. This practice is the same as the first with the exception that the student merely changes some of the wording of the source or eliminates some portions of it.
- Unacknowledged borrowing of ideas. An illustration of this would be to state in an essay, "The three long-range causes of World War I were nationalism, internal dissent, and militarism" without acknowledging in a footnote that the idea for the three causes came from Jackson Spielvogel's *Western Civilization*.

2.22 Financial Integrity

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

- We believe that this school belongs to God, not to any individual. It is neither a monument to anyone's ego nor a legacy to anyone's memory. We are all considered fellow servants in the work of the Kingdom.
- We believe that although the Lord has chosen to place His seal of approval on the CPLS ministry, He is free to take it away. If that were to occur, the Board would accept this and yield the outcome to Him, even if this resulted in the dissolution of the school. Until then, we will devote every ounce of our energy to the task at hand, educating the children.
- One of the ways we can discern the Lord's will regarding the continuation of our work is through the support He sends (or doesn't send) from His people. Therefore, during lean times, we will make our obligations known to our CPLS family. We will never resort to what we consider to be disrespectful or dishonorable methods of fund raising, even when the needs are serious.
- We will ask people not to support CPLS until their obligations to the local church have been met. The local church is the first area of giving for the family.
- We will not operate the school at a deficit. Although from time to time it is necessary to borrow funds for large capital expenditures, such as for a new building, we will seek to repay the loans as soon as possible.
- We consider the contributions we receive to be "sacrificial" – sent from loving people who have sacrificed to make their gifts possible. Our obligation is to spend that money conservatively and wisely in continuing the ministry. Every penny is stretched as far as possible to serve the needs of our CPLS families.
- We will receipt all donations in order to help contributors determine the tax-deductible values available from our 501 (c3) IRS status.
- When we make a purchase, we will pay the invoice within 30 days, if possible.
- We will try not to raise more money than we need.
- We will always try to remember that Jesus Christ is our possessor and our dispossessor. He ordained and blessed this ministry. It belongs to Him.

2.23 Fundraising Policy

BACKGROUND

The CPLS Constitution includes the following direction regarding finances:

1. This school depends completely on God's grace and provision in all things, including the finances to accomplish the purposes herein.
2. The primary source of funds for the operation of the School shall be from the payment of tuition; but contributions from interested people or groups are welcome.
3. In the event that the requirements of the budget are not met by tuition receipts the Board shall take the matter to God in prayer. The Board shall not resort to public fundraising campaigns except with clear direction from God.
4. A regular financial report shall be made available by the Board to all interested persons.
5. All financial dealings will be conducted with Biblical standards of honesty and openness that the school might never bring shame to the name of our Lord Jesus Christ.

GENERAL POLICY

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

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

2.24 Gifts

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

2.25 Tuition Payment & Financial

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

1. **Annual** – The Annual tuition plan is available to new and returning families who choose to pay their entire annual tuition amount in a lump sum. A discount of \$50 per student is offered to those opting for this payment plan if tuition is paid by June 1st.
2. **Monthly** – The Monthly tuition plan spreads the annual tuition over the twelve months, June – May. Tuition is due on the 5th day of each calendar month. For new families enrolling after June 1st, tuition may be spread over eleven or ten months, depending on the date of enrollment.
3. **Bi-Monthly** -The Bi-Monthly plan spreads the annual tuition over 24 equal payments with two per month, June – May. Tuition is due on the 5th and 20th of each calendar month. For new families enrolling after June 1st, tuition may be spread over 22 or 20 payments, depending on the date of enrollment.

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

TUITION

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

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

INCIDENTAL BILLING

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

PREPAY (HOT LUNCH)

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

PAST DUE ACCOUNTS

- Any payment made to CPLS will be applied towards the oldest balance, with tuition being paid first.
- Withdrawals that fail due to insufficient funds will result in a \$30 NSF fee which will be automatically withdrawn 4 business days after the failed withdrawal. The scheduled withdrawal will be attempted again in two weeks.
- Student activities (athletics, fine arts, tours) may be suspended when any balance is 30 days past due.
- Once an account is 30 days past due, families will not be allowed to incur incidental charges until the past due balance is paid.
- Grade cards may be withheld and RenWeb access disabled if balances are due at the end of the quarter/semester/school year.
- Families may be required to meet with the Chief Administrator and Finance Director if account balances are 60 days past due to establish a payment plan.
- Families may be unenrolled if account balances are 60 days past due and the established payment plan agreement is not met.

TUITION REFUND POLICY

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

2.26 Childcare Payment Policy

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

Any K-6th student who arrives at school more than 30 minutes prior to the beginning of the school day may be sent to our childcare facility and the parents will be billed on the 5th of the month. Any K-6th grade student that remains in the building more than 15 minutes after the end of the school day and not remaining for a specific supervised activity (i.e. rehearsals, clubs, etc.), will be sent to the playground/childcare facility and the parents will be billed on the 5th of the month.

2.27 Child Abuse and Neglect

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

2.28 Drug & Alcohol Policy

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

2.29 Sexual Harassment

No student shall be subjected to sexual harassment by any school employee or other student. No student shall subject another student or any school employee to sexual harassment. Sexual harassment includes the following misconduct: sexually derogatory remarks; unwelcome verbal sexual advances; requests for sexual favors; unwelcome physical contact; or other verbal or physical conduct of a sexual nature. Students who believe they have been subjected to sexual harassment by another student or any school employee should submit a complaint in writing to the Chief Administrator.

2.30 Library Return Policy

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

3. DISCIPLINE

3.1 Discipline Policies

The purpose of discipline is to create a safe and orderly environment that is conducive to learning. All members of the faculty and staff share this responsibility with the parents.

Grammar School (K-6th Grade):

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

Cell Phones and Electronic Devices: Cell phones and electronic devices may be used only before and after school. If a student is caught with their cell phone or electronic device out at any other time the following will take place: 1st offense, cell phone/electronic is taken away and given to the office where student can pick it up at the end of the day. 2nd offense: cell phone/electronic is taken away and only a parent can come and pick it up at the end of the day. 3rd offense: conference with the child/parent.

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

Middle & High (7th – 12th Grade):

Tardies: After 3 unexcused tardies in any one class, the student will be required to serve detention with that particular teacher in their classroom. Tardies are only excused for medical appointments, illnesses or funerals. Students need to be sure that they have visited their lockers and gone to the restroom before arriving at class so they will not obtain a tardy by asking to leave shortly after the bell has rung. Detention will be served at a day and time determined by the teacher involved. Detention will be served for 30-45 minutes.

Dress Code Violations (7th – 12th): Each teacher will send an email of the violation to a pre-determined email address (uniform@cpls.org) where a record of violations will then be presented to the Chief Administrator on a weekly basis. After the first 3 warnings are issued a detention will be served. Each violation after the 3rd will result in an additional detention. This may include but is not limited to serving the school on a designated day from 7:30 a.m. – 8:15 a.m. This will be supervised by the Chief Administrator. Patterns of repeated violations will be

discussed among faculty members and a meeting with the student and/or their parent may take place to discuss changes of behavior and possible consequences.

Cell Phones and Electronic Devices (7th – 12th): Cell phones and electronic devices may be used only before and after school. If a student is caught with their cell phone or electronic device out at any other time the following will take place: 1st offense, cell phone/electronic is taken away and given to the office where student can pick it up at the end of the day. 2nd offense: cell phone/electronic is taken away and only a parent can come and pick it up at the end of the day. 3rd offense: conference with the child/parent.

Laptops may be allowed for high school students at the discretion of their high school teacher. They may be used during study hall or at the end of a class period with teacher permission. Only work on CPLS homework and projects will be allowed. If found in violation, laptop privileges may be taken away. Students are not allowed to access locked Wifi signals on campus.

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

Students may not chew gum during the school day.

Food or drink (except water if approved by the teacher) is not allowed in the classroom. Exceptions to this are for a special occasion approved by the teacher in advance.

3.2 Eligibility for Participation in School Sponsored Activities

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

Participant Status

Full-time students, in good standing, enrolled at Cair Paravel Latin School are eligible for participation in these school-sponsored activities: sports, cheerleading, scholars bowl, drama, musical, and Student Council.

With regard to the Sports/Athletic Programs offered (girls volleyball, boys/girls soccer, football, cheerleading, boys/girls basketball, and boys golf), home schooled students may participate under the following conditions and at the discretion of the Athletic Director:

1. The Athletic Program has not reached its maximum roster capacity as determined by the Athletic Director and the coaches, -and-
2. Either the homeschooled student's family is not already a member of a home school organization, or the particular Athletic Program is not offered in the home school community, -and-
3. The student and the student's parents/guardians agree with and sign the school's Statement of Faith as stated in Sect. 4.14 of the CPLS Student and Family Handbook, -and-
4. The student and the student's parents/guardians agree that the student is academically eligible in accordance with Sect. 3.2 of the CPLS Student and Family Handbook, and

5. All appropriate fees are paid in full and an athletic physical is on file, valid and up to date.

Academic Probation

9th – 12th Grade Eligibility for Initial Participation- Participation in such activities will be contingent upon high school students obtaining a cumulative 2.0 GPA. If a student's cumulative GPA is below 2.0, the student will begin the activity on probation for 2 weeks. During the 2-week probation, the student may not participate in practice. The student may attend home games with the team but is not allowed to attend away games. They can attend any summer camp, training or conditioning. After the student has completed the 2-week probation, they may resume participation in the activity if they have fulfilled the grade requirements of eligibility as listed below. No grades will be checked until the 4 ½ week checkpoint.

6th – 8th grade eligibility for initial participation- There is no requirement for initial participation in extra-curricular activities.

6th – 12th grade eligibility for continued participation in CPLS sponsored extracurricular activities depends on the student's grades. Any student receiving 2 "D's" or 1 "F" at the 4 ½ week checkpoint or at the end of the quarter will be placed on Academic Probation for the next 2 weeks and will be ineligible to participate in extracurricular activities. During the 2-week probation, the student may not participate in practice. The student may attend home games with the team but is not allowed to attend away games. The period of ineligibility begins the Monday after parent/student notification.

During that two-week period, the student will be expected to raise his/her grade(s) to an acceptable level for regaining eligibility for extracurricular activities. At the conclusion of the 2-week probation, the student should request a current grade report from the Director of Administration. If the student no longer has 2 "D's" or 1 "F", an Administrator will sign the grade report to confirm that the student has regained eligibility. He/she will present this report to the coach/sponsor and may resume participation in extracurricular activities the next day. If the student is still deemed ineligible, they will not be able to resume participation until the student no longer has 2 "D's" or 1 "F". Spring Break and school tours are not considered part of a 2-week probation period. Should academic probation fall during those times, one week will be served before and one week after the week of break or tour.

4. FOUNDING DOCUMENTS



CPLS LOGO

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4.1 The Origin of the Logo

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

With these words he handed to Peter a shield and a sword.

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

The hilt of the sword was of gold and it had a sheath and a sword belt and everything it needed, and it was just the right size and weight for Peter to use.

Peter was silent and solemn as he received these gifts, for he felt they were a very serious kind of present.

4.2 School Song

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

4.3 Christian Pledge

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

4.4 School Fight Song

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

4.5 Pledge to the Bible

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

4.6 School Colors

Navy & Gray

4.7 School Motto

Dominus Illuminatio Mea
(God is my light)

4.8 School Mascot

Rampant Red Lion

4.9 Vision

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

4.10 Mission

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

4.11 Core Values

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

4.12 Parents' Challenge

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

OUR PARENTS ARE CHALLENGED TO:

- Pray regularly for the teachers, students and administration of CPLS.
- Cooperate fully in the education purpose of CPLS, doing their best to make Christian education effective in the lives of children that they may love and serve the Lord Jesus Christ for all their lives.
- Pay all financial obligations to the school on or before the date they are due. If a parent is ever unable to pay on time, they will notify the school.
- Support the school through fundraisers and by gifts in addition to tuition payments as the Lord enables them.
- Assume volunteer duties and responsibilities for CPLS as opportunities arise and as God provides the strength and time.

- Resolve matters of dispute with the person or persons involved, not criticize the school, faculty or staff before students, and follow the biblical instruction found in Matthew 18:15 for conflict resolution.
- Seek the advancement of CPLS in all areas: spiritually, academically, and physically.
- Become aware of and support the policies of the school.

4.13 Philosophy

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

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

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

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

4.14 Statement of Faith

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

- We believe the Bible to be the only fully inspired, infallible, inerrant, and authoritative written Word of God (II Timothy 3:16; II Peter 1:21).
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit (Genesis 1:1; John 10:30, 37-38; Matthew 3:16-17; 28:19).

- We believe in the full deity and full humanity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious, substitutionary atonement through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15, 7:25, 9:12; John 2:11, 11:25; Colossians 1:14; Acts 1:11; Revelation 19:11, 16).
- We believe that the human race is fallen in Adam and that the salvation of lost and sinful man depends upon the substitutionary death of Jesus Christ and is made effectual by faith alone. Salvation is evidenced by repentance toward God, faith in Jesus Christ, and a growing desire to honor God by obeying His commandments (Romans 3:19, 23; John 3:16, 19; Ephesians 2:8, 9; Titus 3:5, 6; John 4:24).
- We believe in the present ministry of the Holy Spirit, by whose indwelling and filling the Christian is enabled to live a godly life (Ephesians 4:30, 5:18; I Corinthians 3:16, 6:19, 20).
- We believe in the resurrection of both the saved and the lost; they who are saved unto the resurrection of life and they who are lost unto the resurrection of damnation (John 5:28, 29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ. We believe that all disciples are called to attend, worship and serve Him in a local congregation or fellowship that is part of His Body, the Church (Romans 8:9; I Corinthians 12:12, 13; Galatians 3:26, 28).
- We believe that man was created in the image of God, and that, from the moment of conception, each human being bears His image (Genesis 1:26, 27; 5:1, 2).
- We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27).
- We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Corinthians 6:18; 7:25; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- We believe that any form of sexual immorality (including, without limitation, adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest and use of pornography) is sinful and offensive to God. (Matthew 15:18-20).
- We believe that in order to preserve the function and integrity of the School and to provide a biblical role model to the families of the School and the community, it is imperative that all persons employed by the School in any capacity, or who serve as volunteers, agree to and abide by this Statement of Faith, including these statements on Marriage, Gender and Sexuality. (Matthew 5:26; Philippians 2:14-16; 1 Thessalonians 5:22).
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11).

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

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

4.15 Affiliations

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

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

For athletic purposes, CPLS is a member of the Kansas Christian Athletic Association (KCAA) and the Mid-America Christian Athletic Association (MCAA). CPLS is also recognized as an approved school with the Kansas State High School Activities Association (KSHSAA) for purposes of fine arts, academic and athletic competition.

4.16 Athletics

CPLS offers the following sports through our athletic department:

- Fall season Boys’ Soccer
- Fall season Boys’ Football
- Fall season Girls’ Volleyball
- Fall/Winter/Spring Girls’ Cheerleading
- Winter Boys’ & Girls’ Basketball
- Spring Girls’ Soccer
- Spring Boys’ Golf
- Spring Boys’ Volleyball

Other sports may be offered through Heritage Christian School or Cornerstone Family Schools as students show interests (i.e. baseball, track and field). Refer to the Athletic Handbook regarding which grades may participate.

For further information and policies on our athletic program, see the Athletic Policy Handbook, available through the CPLS Athletic Department [and www.cpls.org/family](http://www.cpls.org/family).

4.17 Bible

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

4.18 High School Course Offerings

Theology and Philosophy

The Life of Christ

Course Title: Life of Christ

Grade Level: 9

Course Length: One semester

Course Description: This course is a survey of the New Testament Gospels with a focus on genre, historical setting, theology, and personal application. Emphasis will be on the uniqueness of Christ as true God and true Man, the sole mediator of God’s salvation.

Acts & The Epistles

Course Title: Acts & the Epistles

Grade Level: 10

Course Length: One semester

Course Description: This course is a survey of the New Testament from Acts to Revelation. The focus will be on the genre, historical context, theology, and personal application. Students will have a greater understanding of the uniformity and diversity within these books and will come away with a greater understanding of the truth that God is proclaiming through His word.

Hermeneutics & Theology

Course Title: Hermeneutics & Theology

Grade Level: 11

Course Length: One semester

Course Description: A study of the interpretation, application, and communication of the Scriptures and a survey of the Christian theology.

Apologetics

Course Title: Apologetics

Grade Level: 12

Course Length: One semester

Course Description: Apologetics is the branch of theology that offers a rational defense for the truthfulness of the divine origin and the authority of Christianity. Within this discipline two distinct tasks emerge: (1) to “dismantle” or “speak away” (*apo*—away; *logia*—speak) arguments against Christianity; (2) to offer positive arguments and evidences in creative ways to persuade the unbeliever of the truthfulness of Christianity. As such, this course introduces to students the broad issues and themes of Apologetic methodology as well as providing the student with the intellectual tools to defend the truth of Christianity in the public square.

Great Ideas Ia: Epistemology**Course Title:** Great Ideas I: Epistemology**Grade Level:** 11**Course Length:** One semester**Course Description:** This course is one part of the four semester course “Great Ideas”. In this semester, the definition and nature of *truth* and *knowledge* are investigated. Various theories derived from ancient, medieval, and modern thinkers are explored and assessed for their validity.**Great Ideas Ib: Political Philosophy****Course Title:** Great Ideas II: Political Philosophy**Grade Level:** 11**Course Length:** One semester**Course Description:** This course is one part of the four semester course “Great Ideas”. In this semester, the definition and nature of *justice*, *liberty* and *equality* are investigated. Various theories derived from ancient, medieval, and modern thinkers are explored and assessed for their validity.**Great Ideas IIa: Moral Philosophy****Course Title:** Great Ideas III: Moral Philosophy**Grade Level:** 12**Course Length:** 1 ½ semesters**Course Description:** This course is one part of the four semester course “Great Ideas”. In this semester, the definition and nature of *goodness* is investigated. Various theories derived from ancient/medieval/modern thinkers are explored and assessed for validity.**Great Ideas IIb: Aesthetics****Course Title:** Great Ideas IV: Aesthetics**Grade Level:** 12**Course Length:** ½ semester**Course Description:** This course is one part of the four semester course “Great Ideas”. In this semester, the definition and nature of *beauty* is investigated. Various theories derived from ancient, medieval, and modern thinkers are explored and assessed for their validity.**Language Arts****Course Title:** Rhetoric I: Composition**Grade Level:** 9**Course Length:** One Semester**Course Description:** In order to better prepare students for the rigorous practices of exposition and analysis that they will do in their various classes, further training in grammar, composition, and critical thinking is to their advantage. This course will give students training in editing, paragraph composition, and critical thinking exercises in order to make their written responses more mature, thoughtful, relevant, and directed.

Course Title: Rhetoric II: Communication

Grade Level: 9

Course Length: One Semester

Course Description: This course introduces listening strategies for the purpose of following the main ideas of conversations, lectures, and or presentations. Non-verbal communication skills will be introduced and conventions such as clarifying information will be practiced. Attitudes toward language learning and the cultural adaptation process will be explored. Strategies for learning vocabulary for various academic disciplines will be introduced. Identified grammatical features will be reviewed.

Sophomore Rhetoric

Course Title: Sophomore Rhetoric

Grade Level: 10

Course Length: Two semesters

Course Description: This course introduces the students to the definition, purposes and fundamental parts of Rhetoric. The definitions and purposes are grounded in classical rhetoric as found in Plato and Aristotle. The fundamental parts of rhetoric include the Five Canons (Invention, Arrangement, Style, Memory and Delivery), the common topics, the means of persuasion, the six parts of a discourse and figures of speech. The culminating exercise of the course is the preparation and presentation of the Great Ideas “Good Life” project.

Literature

British Literature

Course Title: British Literature

Grade Level: 11

Course Length: Two semesters

Course Description: This course is a chronological study of the literature of Great Britain, beginning in the first semester with literature from the Anglo-Saxon period and continuing through the Medieval and Elizabethan ages. The second semester begins with literature from the Puritan Age and continues through the Restoration, Neo classicism, Romanticism, Victorian Age and a brief look at the modern era. Along with the study of literature, the course will also include instruction and assessment in vocabulary building, grammar and composition.

Genre Studies

Course Title: Genre Studies

Grade Level: 12

Course Length: Two Semesters

Course Description: This course is a study of four literary genres: short story, novel, poetry, and dramatic literature. Since students have already been exposed to these forms in previous grades, this study will build on that knowledge and emphasize literary analysis and criticism. The course will also include instruction and assessment in vocabulary building, grammar and composition.

History

Integrated Humanities

Course Title: Integrated Humanities

Grade Level: 9

Course Length: Two semesters

Course Description: In this first history course in the Rhetoric school sequence, the life, times, writings, and art of the Roman Empire are encountered and explored. Students will gain an understanding of how Romans influenced Western Civilization and how the early Church emerged and changed the world.

American History I

Course Title: Colonization to Civil War

Grade Level: 10

Course Length: Two semesters

Course Description: American History from early Colonization up to the Civil War.

American History II: Civil War to Present

Course Title: Civil War to Present

Grade Level: 10

Course Length: Two semesters

Course Description: The second year of a two-year sequence of American History from the beginnings of the Colonial Era to the present. In the fall semester American History II will cover from the Civil War Era up to the Great Depression. In the spring semester American History II will cover from the Great Depression to the present.

Art History

Course Title: Art History

Grade Level: 11

Course Length: One semester

Course Description: A survey of art history in Western culture from cave paintings to the modern era.

Music History

Course Title: Music History

Grade Level: 12

Course Length: One semester

Course Description: This course is intended to help students better understand and appreciate music. To develop this appreciation, the course begins with a general study of the elements of music: melody, rhythm, harmony, timbre, and form. Those foundational elements are used to understand the stylistic characteristics of the Middle Ages, Renaissance, Baroque, Classical, Romantic and contemporary periods of music. Students study these time periods by composing in imitation and exploring the works of Palestrina, Vivaldi, Bach, Handel, Haydn, Mozart, Beethoven, Schubert, Chopin, Liszt, Mendelssohn, Berlioz, Tchaikovsky, Brahms, Wagner, Schoenberg, Copland, et al. To enhance the appreciation of music, students are required to attend live performances of these and other great composers' works.

Mathematics

Geometry

Course Title: Geometry

Grade Level: 9

Course Length: Two semesters

Course Description: The groundwork for all of higher mathematics – and critical to the full development of logical thinking – Geometry explores the various figures and shapes of the world God has created. The geometry discussed is almost exclusively Euclidean, with the emphasis placed on applying the properties of various figures to real-world situations. Area and volume, triangle congruence, polygons, circles, lines, angles, reflections, and symmetry are among the topics covered. Proofs are a required part of the course, and students are expected to be able to use logic, postulates, and previously proven theorems to justify their answers.

Algebra II

Course Title: Advanced Algebra

Grade Level: 10

Course Length: Two semesters

Course Description: In Advanced Algebra, students are able to perfect and extend the Algebra skills they learned in 8th grade. Students encounter topics such as variation, linear functions, systems of equations, quadratic functions, power functions, inverse functions, radical functions (square roots, cube roots, etc), exponential functions, and logarithmic functions. Trigonometry is introduced at the end of the course, setting the stage for a fuller discussion of this topic in Physics and in Pre-calculus.

FTP

Course Title: Functions, Trigonometry, & Pre-calculus

Grade Level: 11

Course Length: Two semesters

Course Description: Precalculus combines elements of a typical precalculus course with algebra review to prepare all students for the mathematics they will encounter in school and in real life. The class breaks into three parts. An algebra review focuses on the material covered in the later half of the Advanced Algebra class, providing students with the opportunity to sharpen their skills with linear, exponential, and logarithmic functions as well as solving quadratic equations. The second part, trigonometry, discusses the various trigonometric ratios and the trigonometric functions. Finally, a sequence of precalculus topics covers polynomials, polynomial factoring, sequences and series, limits of sequences, permutations and combinations, limits and derivatives, vector arithmetic, and conic sections.

College Algebra

Course Title: College Algebra

Grade Level: 12

Course Length: Two semesters

Course Description: College Algebra studies the various advanced functions and mathematical relationships that make up God's creation. As a capstone mathematical course, this class requires student to apply functions in real-world contexts. Content covered includes functions, complex numbers, linear equations, quadratic equations, polynomials, factoring, translations, dilations, exponential functions, logarithmic functions, systems of equalities, systems of inequalities, matrices, and analytic geometry.

Calculus

Course Title: Calculus

Grade Level: 12

Course Length: Two semesters

Course Description: Calculus is the study of the behavior of functions. Integrating ideas from all of the previous courses, Calculus takes algebra, trigonometry, and geometry and merges them into new, powerful tools that describe many aspects of the world around us. Topics covered in this course include (but are not limited to) limits, derivatives, integrals (definite and indefinite), trigonometric substitution, and problem solving. Students who take this class may take the AP Calculus Test, although additional time outside of class to prepare for the test will be necessary.

Science

Biology

Course Title: Biology

Grade Level: 9

Course Length: Two semesters

Course Description: This course provides the student with a hands-on approach to the study of biology with a focus on the scientific method as a tool to observe, process, and draw conclusions about the topics at hand. This will enable them to think critically within the framework of a Christian worldview to give glory back to God.

Chemistry

Course Title: Chemistry

Grade Level: 10

Course Length: Two semesters

Course Description: Chemistry is a full year laboratory course in which students study the structure, properties and reactions of matter and the interactions of such matter in the Universe. Topics include chemical nomenclature, calculations of chemical quantities, describing chemical reactions, stoichiometry, modern atomic theory, gas laws, and acids/bases.

Physics

Course Title: Conceptual Physics

Grade Level: 11

Course Length: Two semesters

Course Description: Physics is the study, conceptually and mathematically, of the world around us. Originally based in the Christian world view that God created an orderly universe that can be studied and understood, physics today forms the basis for our modern way of life. Topics covered primarily involve the Classical physics: Mechanics, electromagnetism, and Thermodynamics and Modern Physics: Quantum Mechanics. Emphasis is placed on problem solving, conceptual understanding and solid foundation of what physics is.

Science & Theology

Course Title: Science & Theology

Grade Level: 12

Course Length: Two semesters

Course Description: The Science and Theology class is an ongoing conversation regarding

the intersections between and implications of science and faith. Through the avenues of Astronomy, Geology and Biology students will discuss and research the various historical and present day scientific concepts that have shaped our world. Students will then learn the implications of the various positions held and how these positions mesh with scripture, are contrary to scripture, or where scripture is silent.

Foreign Languages

Latin III

Course Title: Latin Prose

Grade Level: 9

Course Length: Two semesters

Course Description: Latin III Prose is designed to continue grammar study and help the student transition to unadapted passages of classical authors including Cicero, Caesar, and Pliny. Special attention will be given to the primary and secondary sources related to the late Republic and early Empire and their milieu. Students will read from primary and secondary sources related to this period.

Latin IV

Course Title: Latin Poetry

Grade Level: 10

Course Length: Two semesters

Course Description: Latin IV Poetry is designed to introduce the student to Latin poetry of the late Republic and early Empire. Emphasis will be placed upon reading the original texts with attention to meter and style.

Greek II

Course Title: Attic Greek II

Grade Level: 10

Course Length: Two semesters

Course Description: Building on the concepts and skills of Greek I, Greek II continues to expand a student's knowledge of Classical Greek. More complex grammatical concepts and constructions are emphasized, with attention to nuance and context.

Visual Arts

Ninth Grade Art

Course Title: Visual Design I / Elements of Design

Grade Level: 9

Course Length: One semester

Course Description: Freshman Art or Art I is the first of two semesters of the study of visual design including application of the elements of design to visual problems in the form of finished art work.

Tenth Grade Art

Course Title: Visual Design Part II / Elements and Principles of Design

Grade Level: 10

Course Length: One semester

Course Description: Application of the elements and principles of design to visual problems in the form of finished art work

Electives

Purpose of Electives

Electives are offered on a rotating basis, based on student interest and faculty availability. Classes may not be offered every semester or even every year. Description of courses and offered classes will be listed on the Fall and Spring Elective forms distributed to students.

4.19 Curriculum

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

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

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