

Student Handbook



#cplions 22'

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***Student Hand Book Subject to Change.**

Central Park Christian Academy’ purpose is to “train up a child in the way he should go and when he is old he will not depart from it”.

The staff here at Central Park Christian Academy strive to inspire Christian principles that will prepare our students for a brighter future through scripture and educational excellence.

Orientation Day: Orientation day will be held on a Friday, the week before the school year begins at 10am. A lot of important information will be given in regards to the school year. Also, it is a great opportunity for students, parents and teachers to get acquainted and collect points.

****Orientation Day is valid for three non-service points****
Est. 1994 Proverbs 22:6

*****All documents need, and school supplies are to be turned in on/or prior to Orientation Day. *****

****if student supplies are not received at orientation day a \$80 - \$100 fee will be added to your account to purchase your students supplies (all supplies must be in good condition) ****

****All student art supplies must be turned in on the Friday before the students first art project****

School Arrival

First bell.....	7:20 am
Second bell	7:30 am
Third bell	7:40 am
Tardy bell.....	7:45 am
Absent	8:00 am
Regular Dismissal.....	2:45 pm

****School doors will be closed at 8am. Student that arrive after 8am will not be admitted into the facility.**

As classes are already in session. Some exceptions can be made depending on the nature of the circumstance.**

*****Please reference school calendar for the first day of school. *****

COVID-19 Guidelines: If your child is feeling sick they must stay home (regardless if it’s the Flu or a Cold). Please get your child immediate attention. Child/ren will not be permitted to return to school without a Dr. note (all Dr. notes will be verified in the front desk) failure to do so will result in unexcused absences. If your child/ren does come to school and feels sick he or she will be sent home immediately. *What if my child test positive for COVID-19?* They must remain home till they receive a negative test result. The children pertaining to that class will be quarantined and must take a COVID-19 Test with a negative result in order to return back to class.

Background Check: All the staff and family members of the children enrolled in Central Park Christian Academy are required to have cleared background check done two weeks prior to the date planned to attend or participation on school campus.

New Student(s) Registration Checklist

- Application
- Registration Fee \$175.00
- IOWA Testing Fee \$30.00 (1st -12th grade)
- Graduation Fee \$75.00
- Standard of Conduct
- Parent Contract
- Shot records (most recent & up to date)
- Birth Certificate & Social Security (student)
- Parents Social Security or ITIN
- Driver's License (Parent)
- Transcript-Grades from other school
- Withdrawal form from previous school

*** All registration fees must be paid in full by first day of school. No exceptions. ***

Should you have any questions please feel free to call the school office directly at **(972) 608-3633**

Late Fees: Payments can be made via credit cards, debit card, cash, check or money orders (checks may be paid online through FACTS) Money orders or Cashier check should be made out to: Central Park Christian Academy.

**First four weeks of tuition are due before Payment plans can be arranged. **

Tuition is to be paid in full by end of each designated term (monthly, bi-weekly or weekly). A late fee of \$35.00 will be applied after the fifth of the month, for those paying weekly or bi-weekly it will be after 2 business days you will be charged a \$25.00 late fee. Auto draft payments will be filtered through FACTS. If Balance is not paid books will be withheld from the student/s.

No school records, grades, health records, diploma, transcripts will be released nor will student be permitted to graduate until all tuition and fees are paid in full.

Parent 50 Points: Each family is required to accumulate **50** Points (20 which are Non-service points) If in any given case you cannot complete your points you can cash out (\$20 per point). We also ask that each student sell two boxes of chocolates per school year and that each family complete **30** point of service In the following activities: bake sales, Yard Sales, Silent Auctions, book club, lunch club, decor club, Wednesday food fundraiser club etc.....

Snack Time: ***Parents of the Pre-kindergarten and Kindergarten class will be placed on a snack rotation list: they will bring the fruit for the week allotted. (if you can't bring the fruit for the allotted week you can opt out by paying for snack at the school's front desk)

Rules and Policies

Address or phone number change: Any time an address or phone number (home or work) is changed, please notify the school office.

Attendance: All students are expected to attend school the full 180 days of school inclusive of class parties, graduation, field trips, conventions etc.

Absences: In case of absence, the day the student returns, the parent should send a sign and dated note to the office explaining the reason for the absence. If student is out sick for more than 2 days the student is to bring a signed doctors note stating that student may return back to class. **Any student who is absent 5 days or more in one SEMESTER without Excuse will have \$25 fee for every additional absent day.**

Unexcused Absences: Unexcused absences will result in after school detention. Every additional unexcused absence will result in a \$25 fee.

Tardies: Student is considered tardy if student arrives after the third bell. We have a “3 strikes you’re out” tardy policy, after the 3rd tardy the student will receive after school detention, if and when tardies continue there will be \$25-dollar fee per tardy and every 3rd tardy will be counted as an absence.

Leaving School Early: If a student must leave school early (with less than 2 hours in attendance) he/she will be counted absent for the entire school day. Should the student need to leave for a doctor’s appointment, student is required to bring back a doctor’s note in order for the absence to be an excused. Failure to bring in a doctor’s note will result into an unexcused absence.

Detention: Detention will be served afterschool. We have “3 strikes you’re out” detention policy, after the 3rd detention, a parent teacher conference will be held to discuss a higher level of punishment.

Correction measures Prek-5th Grade:

Pre-K -Kinder Grade will have to serve “Timeout” in the classroom for the allotted time the teacher prescribes. (All children are spoken with before having to put them in time out.)

Playground: Students are only allowed at playground with teacher or adult supervision. **The school is not responsible for students on the playground before school or after school hours.**

After-school Hours: We encourage parents to pick up students promptly after school activities are over. The school is not responsible for students who remain after school hours. There is a 30-minute grace period after school for pickup. After the 30-minutes there is a \$25 Fee**It is against school policy for students to stay after school in the parking lot, on the school grounds, or in the area, to attend an evening ball game or youth service. Parents must pick students up in the afternoon and return them for the evening event. Students enrolled in after school program may be on campus till time permitted time of the program.

Lost and Found: The academy is not responsible for personal property left in the building or on the premises. All clothing should be well marked with the student's name. The academy office will have a lost and found area. Please check with the academy office for any missing items. All clothing and personal items not claimed at the end of each semester will be discarded.

Fire and Tornado Drills: Practice Fire Drills and Practice Tornado Drills will be held during the school year. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each teacher, will be with his/her group.

Bad weather conditions

CPCA will send Emergency notification messages via channel 8 ABC News, voicemail, e-mails, or text messages to inform parents of pertinent information. Go to <http://www.wfaa.com/weather> to check for any updates.

Automobile policies

It is a privilege to be able to bring a car to school.

1. All student-driven cars are to be registered in the Academy office immediately when the student begins driving to school and must have a valid driver's license.
2. Cars are to remain locked and parked until students leave for the day
3. Cars are not to be occupied during school hours, nor are student to sit in parked cars while waiting for school to begin, or after school dismisses.
4. Car Keys must be turned in to the school office.

Failure to follow these policies will cancel the privilege of bringing your car to school and may lead to expulsion.

Uniforms: All uniforms must be purchased in the school office. All students must come in complete uniform.

Boys: must come in burgundy tie white oxford shirt (with logo), gray pants, black shoes, black belt, black socks and navy-blue blazer.

Girls: must come in their gray dress (with logo), white knee highs, black and white saddle shoe, white oxford shirt and blue blazer. All dress attire must be modest. Failure to comply with uniform policy will result in student being sent home. ***please reference the uniform handout***

General Appearance: Proper uniform must be worn at all times. Non-school sweaters are not allowed.

-All clothing should be clean, pressed, and in good repair.

-All clothing is to be marked with the student's name.

-Students should arrive at school and leave school in complete uniform.

-Middle school and high school students must use a clear backpack; through and through.

-All shirts, chapel, PE uniforms must have the school logo.

Bad conduct:

Participation: Failure to participate in classroom daily routines will result in a warning. continual failure to comply will result in detention. The third infraction will result in suspension.

Foul language: foul language is not permitted. If failure to comply you forfeit your privilege to be a part of CPCA.



Boy's Appearance

Boy's haircuts: should be above the eyebrows, trimmed neatly on the sides, as well as off the ears. It should be tapered on the sides and back with uniform length and thickness and not touching the collar. No designs are to be cut into the hair. Passing fad cuts are unacceptable (no cut eyebrows). Hair is to be kept at the natural color.

- Pants should not be torn.
- No baggy pants. All pants must be tied at the waist.
- Pants should touch the top of the shoes.
- No pins, badges, earrings, or other body piercings are allowed.
- Watches are acceptable.
- One ring on each hand are allowed.
- No exposed tattoo's or henna
- No short shorts (must be longer than the tips of your fingers)

Girls Appearance

Girl's Hair: should be feminine looking and neatly styled. Passing fad cuts are unacceptable. Hair should be kept out of the eyes. Hair is to be kept at a natural color.

Make-Up: should be worn by Convention Age girls only and should be natural and not obvious.

- Small earrings (no hoops) may be worn on the ear lobe only. No more than two earrings may be worn in each earlobe.
- No other body piercings are allowed.
- No pins, badges, or anklets are to be worn.
- One bracelet and ring are allowed on each hand.
- No Fake nails or lashes.
- No crop tops. All jumpers/skirts must be at the knee.
- No exposed tattoo's or henna
- No short shorts (must be longer than the tips of your fingers)

PE Uniforms:

All students must arrive in the proper PE uniform. With school logo. No legging unless worn under school PE shorts.

Electronic Devices/Personal Belongings

School provided electronics: if broken by the student a fee to replace the device will be added to your monthly tuition bill.

Personal electronics: Students are not to have electronic games (tablets, music devices and cellular activated smart watches etc.) in school. If they are brought to school they must be placed in their case, and turned in to the school front desk, and picked up after school. All electronic devices that are not turned in, and are picked up by school staff, will be turned in to the front office. Detention will be served per infraction. At the 3rd offense, the electronic devices will be turned in to the front desk and the electronic device/s must be picked up by parent with a fee of \$15. Use of cell phones and electronic devices is not permitted in the school or anywhere on campus. Students are asked to use school phones for emergencies only. A courtesy telephone is available for students to use before and after school. Students are not allowed to use the schools' courtesy phone without permission from the school staff.

Personal belongings: are to remain at home blankets, toys, games, stuffed animals, slime and so forth. Unless the teacher instructs otherwise (show-n-tell).

Special Programs

Parents will be notified of our upcoming special programs and events through cplions.com and the schools Facebook account. We will also send notifications via flyers and text message.

All students are required to attend the special Programs: or counted absent.

Please like our Facebook page to stay updated

Thanksgiving chapel & Lunch We encourage parents and close family members to attend and be part of our special Thanksgiving chapel & lunch. Parents are asked to participate in bringing different items for our lunch. Students prepare a special chapel for friends and family and after chapel we join together for lunch. Students are not required to wear uniform on this day if they dress up as a Pilgrim or Indian.

Christmas chapel & lunch We encourage parents and close family members to attend and be part of our special Christmas chapel & lunch. Parents are asked to participate in bringing different items for our lunch. Students prepare a special chapel for friends and family and after chapel we join together for lunch. Students are not required to wear uniform on this day if they dress up in nativity attire.

Easter chapel & lunch We encourage parents and close family members to attend and be part of our special Easter chapel & lunch. Parents are asked to participate in bringing different items for our lunch program. Students prepare a special chapel for friends and family and after chapel we join together for lunch. Students are required to wear chapel uniform on this day.

Field Day: the entire school participates in a fun outdoor athletic event held the last month of the school year. It's an opportunity for students to have fun as they compete against each other. Students are divided into colored teams and compete and play all day. Lunch is provided for a small fee.

Lunch Room Guidelines

\$6.75 Lunch.

\$8 Buffet Breakfast.

\$1.75 per Breakfast item.

Lunch Break: All lunch bags must be delivered in the morning with your child at the time of arrival. No delivery or outside food (take out or delivery) is permitted on school camp grounds while school is in session.

Lunch Card:

Lunch Cards, are a card that can be loaded with the desired cash amount upon request. Each student will receive one lunch card along with their ID.

- Lunch boxes, sacks, and lunch containers must be labeled with student's first and last name.
- Special meals for groups are welcomed for example to celebrate your child's birthday. Please notify the school two weeks in advance. Parent/s should serve and clean up after their event.
- Microwaves are available for student use (teachers assist the younger students)

**Pre-Kinder – fifth grade will have lunch at 11:00. Sixth through eighth grade will have their lunch at 11:30am and all Other grades will have Lunch at 12pm

PE:

Physical Education is held every Tuesday & Thursday. All students must come to P.E. in proper P.E. attire and sport fit tennis shoes.

***Grades are based on participation, cooperation, quizzes and wearing proper uniform. ***

Insurance

Students participating in interscholastic sports (cheerleading, volleyball, Soccer, football... etc.) must provide proof of health insurance.

Field Trips & Special Trips

All field Trips are mandatory. If your children fail to attend it will be counted as an absence. Field trip forms and waivers are required for all field trips and special trips. If not received, student will not be able to attend. Field trips are educational and are required. Students with excessive demerits will not be able to attend.

Illness/ Medication

For the welfare of your child and others in the school, all children who are sick must be kept at home. When the child is well enough to participate in a normal school day, please send a Dr.' note with the child on the following day to school; failure to provide a Dr.' note will result in an unexcused absence. If your child requires medication during school hours and we do not have signed authorization (Authorization for Administration form) it will be necessary for you to stop by and personally administer the medication to your child. If you would like to fill out this form; it is available at the front desk. Prescription medication must have a parent/guardian signature on prescription bottle with a note and must be turned in to the front desk.

School staff will not be held responsible for carrying out these duties.

Re-enrollment

During the month of January re-enrollments for the fall term are accepted on a first-come, first-served basis. The fee for re-enrollment is \$100.00. After February 3rd, re-enrollment will have a late fee of \$75.

Withdrawals

All withdrawals must go through the school office. Failure to do so will result in truancy. Students attending one full day or more of any week will owe the full week/s tuition. In the event that the account is paid in full; there will be a 25% fee on the remaining balance, before the remaining amount will be refunded. Enrollment fee, Graduation fee, Book fee, P.E. fee and Student supplies fee is nonrefundable. **No school records, grades, disciplinary records, diploma, transcripts will be released nor will student be permitted to graduate until all tuition and fees are paid in full.**

Parent-Teacher Meetings

It is mandatory for the parents to attend P.T.M. in the event that one cannot attend, a representative must attend in the place of the parent/guardian. Failure to attend will result in a \$50 penalty. P.T. meetings are held at the end of each nine-week period, report cards will be handed out that night.

Parent Teacher meetings are held in student's classroom and are scheduled in advance with the class Teacher. (Collection of non-service points are collected at each PTM)

Spiritual Development

Daily Devotions

Every morning, daily devotions will be held in the student's classroom.

Bible

King James Version shall be the official and only translation used by the students. The Bible must be in book form and not an electronic device.

Scripture Memory

C.P.C.A. intentionally integrates Scripture memorization as a part of the students' educational process. Students are to memorize God's Word on a daily basis. Monthly Bible verses are rewarded with a non-educational trip. Memorizing God's Word does take time and discipline, but like any spiritual discipline, the reward of growing closer to God is beyond measure.

Chapel

In order to provide every student, the opportunity to know Jesus Christ as his/her Lord and Savior, and encourage every student to dedicate his/her life to Christ in Christian service, C.P.C.A. holds a weekly chapel for the students on the last Wednesday of the month. All students enrolled are required to be present and bring their Bible. They are encouraged to bring a designated notebook, and pen to every chapel service.

Students are required to come in their formal attire (Blazer and tie.)

Homework and Reports:

All homework and reports must be done by the due date provided in class. following classroom explanation, illustration, and review of new work and reports, homework is given so that the material will be mastered. We do request parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework will result in student forfeiting P.E. time to accomplish the work not done, if the student continues to bring incomplete homework a conference will be held with both parents and student. After the third warning he/she will be suspended for one week. *** only two suspensions are permitted before forfeiting their privilege of being a part of CPCA. ***

Report Cards


At the end of each six-week period, report cards are sent home. Report cards will be withheld for students who have a balance.

***Important notice if your account is clear on the last day of school, final report cards will be mailed with the final statement. If there is a balance owed on your account, final report cards are to be picked up at the office between 8:30am-11am on the last day of school (please reference school calendar). ***

****Report cards must be signed and returned.**

Graduation Requirements Course of Study

All classes must be registered and paid at the front desk. Any classes dropped will show in the students' transcript as a withdraw.



Grade 9	Credits
English 9	1
Algebra 1	1
World Geography (one semester)	½
Physical Science	1
Health (one semester)	½
Hebrew History: Kings of Israel	1
† Physical Education 1	1
	Credits Needed — 6



CENTRAL PARK CHRISTIAN ACADEMY

Grade 10 *All ninth-grade courses are pre-requisite for tenth grade*

	Credits
English 10	1
Algebra 2 or other math elective Honors (Prerequisite—Algebra 1)	1
World History 10	1
Biology	1
Bible Doctrines	1
Spanish 1 or elective	1



Grade 11 *All tenth-grade courses are pre-requisite for eleventh grade*

	Credits
English 11	1
Plane Geometry Honors (Prerequisite—Algebra 1)	1
U.S. History	1
Chemistry (Prerequisite—Algebra 1)	1
New Testament: Jesus and His Followers (one semester)	½
Life Management (one semester)	½
Spanish 1 or elective	1
	Credits Needed — 6



Grade 12 *All eleventh-grade courses are pre-requisite for twelfth grade*

	Credits
English 12	1
Precalculus or other math elective Honors (Prerequisites—Alg. 1, Alg. 2, Geometry)	1
American Government (one semester)	½
Economics (one semester)	½
Old Testament: Genesis (one semester)	½
Revelation (one semester)	½
Practical/Performing Arts Elective	1
Elective	1



Electives

	Physics Honors (Prerequisite—Algebra 1)	1	*	Orchestra 2 (<i>Jaffe Music Courses</i>) (Prerequisite—Orchestra 1)	1/2
	Spanish 2 Honors (Prerequisite—Spanish 1)	1	*	Keyboarding (typing)	1
	Precalculus Honors (Prerequisites—Algebra 1, Algebra 2, Geometry)	1	*	Document Processing (one sem.) (Prerequisite—Keyboarding)	1/2
	Consumer Math	1	*	Family/Consumer Sciences (one sem.)	1/2
	Business Math	1	+*	Home Ec.—Sewing (one sem.)	1/2
*	Speech (one sem.)	1/2	+	Physical Education 2	1
*	Orchestra 1 (<i>Jaffe Music Courses</i>)	1/2			

*practical performance arts

+not online

+* partial online



Parent Contract

I understand that for my convenience in meeting my financial obligations, the annual tuition can be divided into 10 or 12 monthly instalments not including textbooks or added fees. I, understand that the school reserves the right to suspend, expel any student who fails to comply with the established regulations and discipline or whose financial obligation remains unpaid.

I hereby, pelage to pay my financial obligations to Central Park Christian Academy on the due date, and understand that it may be necessary to withdraw my child/ren if proper arrangements are not made on a past due account, and give full permission to C.P.C.A. to withdraw the remaining balance of our past due account upon failure to comply with our financial obligations.

I hereby, agree to support and uphold the high academic standard, and all the rules and regulations of Central Park Christian Academy in the applicant's behalf and authorize C.P.C.A. to follow through and employ their form of discipline, as it deems wise and expedient for the training of my child/ren, as written in this book.

I hereby, agree to support my child/ren in providing a place at home for my child/ren to study and fulfill their homework assignments.

I hereby, appreciate the standards of C.P.C.A. and do not tolerate profanity, obscenity in word or action, dishonor to the Godhead and the word of god, or disrespect to the staff of the school.

I hereby, agree to help C.P.C.A. in the compliance of my child/ren in wearing the full uniform as described in this student handbook.

I am fully aware of the service points, I need to complete by the end of each quarter. Failure to do so, will result in a \$20 fee per point not served.

I have agreed to complete Parent Orientation, and submit all required documents and procedures in admissions, and understand the terms stated on this Application and agree thereto.

Parent/Guardians signature

Fathers/ Guardian

Date

Mother/ Guardian

Date