

Central Florida Preparatory School

# STUDENT HANDBOOK

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2022-2023



BRINGING INNOVATION TO EDUCATION

At Central Florida Preparatory School, we are committed to providing the best possible educational environment to reach our goal of providing every student with the tools he or she needs to be successful. The following information is for the benefit and protection of all students, parents, and staff members of Central Florida Preparatory School; all members of our staff will enforce these policies. All parents are required to read this information and help us maintain the standards set forth herein. Thank you in advance for your help in making CFP the best possible learning environment for your children.

**Our Mission Statement**

The mission of Central Florida Preparatory School is to instill a love of learning in all students by providing a top-quality, innovative education while recognizing that each student is a unique individual worthy of receiving whatever he or she needs.

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*It is our policy to be fair and impartial and avoid unlawful discrimination in all our relations with students and student applicants without regard to race, color, religion, gender, age, physical or mental disability, national origin, marital status, ancestry, medical condition or any other characteristic protected by state or federal law.*

## **ATTENDANCE**

### **PreK – 12th Grade**

Students attend 180 days of school each school year, with approximately 45 days in each 9-week period. For all grades, the school day runs 8:30 a.m. until 3:00 p.m. Wednesdays are “early release” days and school will be dismissed one hour earlier (2:00 p.m.). Montessori and elementary students who are late should be signed in at the office by a parent and then report to their class. Middle and upper school students should sign in at the school office and receive a tardy slip to be admitted to class. If you know your child will be tardy or absent, please contact the school office.

VPK hours are from 8:30 A.M. until 11:30 A.M. each school day. Every month a VPK student’s parent or guardian is required to verify his or her attendance by signing an attendance log form. Parents must print their names, sign the forms, and date the signatures.

It is a very important policy, for the safety of all children, that they sign in through the office when arriving at school after 8:30 a.m. This allows us to have an accurate roster of all students in the event of an emergency.

Students should not miss school except when absolutely necessary; however, students should not be sent to school if there are any signs of fever, rash, head lice, pink-eye, etc. Please notify the school if your child is absent due to a contagious illness.

If a student needs to leave prior to dismissal, he/she may do so only with parental permission. Non-driving students must be signed out in the office by a parent or by someone specified in writing by the parent or guardian of the student. Students who drive themselves must have written permission from a parent or guardian and must check out in the office before leaving campus. Office personnel will verify this written permission before a student is allowed to leave campus.

### **Before and After School Program**

Central Florida Preparatory School provides an extended day program for the convenience of those parents who need to drop off their children early or pick up their children late. This program is offered at an additional fee; see the flyer on the following page for pricing information. Before school, students may be dropped off at any time between 7:00 a.m. and 8:05 a.m. This class will be held in the cafeteria. After school, students may be picked up as late as 6:30 p.m. Any time after 6:30 p.m. will be charged at an additional fee of \$2.00 for the first five minutes and \$1.00 per minute thereafter. Parents are billed on a monthly basis for these services.

It is the school policy that teachers will remain with their students until 15 minutes after the end of school (2:15 on Wednesdays and 3:15 on all other days). At that time, the teacher automatically escorts all remaining students to the after-care location (playground in nice weather; cafeteria in other weather).

### **Lower School – Absences**

Each classroom teacher is responsible for recording daily attendance for his or her class. A student in 1st-5th grade is considered absent if he/she leaves before 11:30 a.m. and is gone for the remainder of the day. If a student needs to leave during the day, the parent should send a note informing the teacher and sign out the student in the school office. Students who are absent may not participate in a school function after school hours such as special events, field

Central Florida Preparatory School

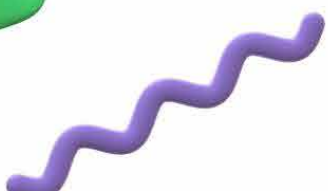
# Before & After Care

- Monday through Friday
- Before School care begins at 7:00 a.m.
- After School care ends at 6:30 p.m.
- Morning Only: \$20/week\*
- Afternoon Only: \$45/week\*
- Both: \$65/week\*

\*Billed weekly

**Advanced registration required for staffing purposes.  
Advanced weekly payment required.**

**Visit  
[bit.ly/CFPaftercare](https://bit.ly/CFPaftercare)  
or scan QR code  
to register**



trips and athletic events.

### **Lower School – Tardies**

It is very important to the teacher and staff that students arrive at school and put their belongings away in time to start class at 8:30 a.m. A student is considered tardy if he/she arrives after 8:30 a.m. The classroom teacher will handle tardies. If a student has 5 or more tardies in a 9-week period, the principal will request a conference with the parent/guardian.

### **Upper School – Absences**

Each first period teacher will take roll and report first-period absences to the office each morning. In addition, each teacher will take roll at the beginning of each class period; this report is turned into the office at the end of each week. Absences for students in 6th-12th grades will be counted per each class period.

The eleventh (11th) unexcused absence in a semester will result in a 9th-12th grade student failing a course for that semester. Absences will be excused by the office for the following: illness documented by a doctor's excuse, appointments documented by a doctor's excuse or death in the family. All excuses must be presented to the office upon a student's return to school. If the excuse is not presented upon a student's return to school, the absence will be counted as unexcused. It is the responsibility of the student or parent to bring the excuse to the office within 24 hours of the absence. Students who are absent may not participate in a school function after school hours such as special events, field trips, or athletic events on the same day as an absence.

For all students, if a student is absent because of a contagious illness, parents are asked to notify the school office as soon as possible.

### **Upper School – Tardies**

A student is considered tardy if he/she arrives to the classroom after class has begun. Excused tardies will be granted with a doctor's excuse, which must be presented to the office upon a student's arrival at school. Three unexcused tardies equal one absence.

## **CAR RIDERS: DROP-OFF AND PICK-UP**

### **Vehicle Safety**

For the safety of everyone, we ask that drivers refrain from cell phone use while driving in our parking lot, that drivers proceed very slowly in our parking lot, and that no one park in the drop-off/pick-up loop.

### **Arrival and Dismissal Procedures**

All students who arrive prior to 8:05 A.M. must go to before-care located in the cafeteria. Placards will be issued during our Meet the Teacher evening.

Arrival: Students may be dropped off between 8:05 A.M. and 8:25 A.M.

- Parents are asked to stop at the designated arrival location (see enclosed diagram).
- Car tags should be clearly visible on the rear-view mirror
- A teacher or administrator will approach your vehicle to assist with off-loading.
- Students will proceed to their classroom
- Parents must park and accompany students who arrive after 8:30 A.M. to the office for tardy

passes.

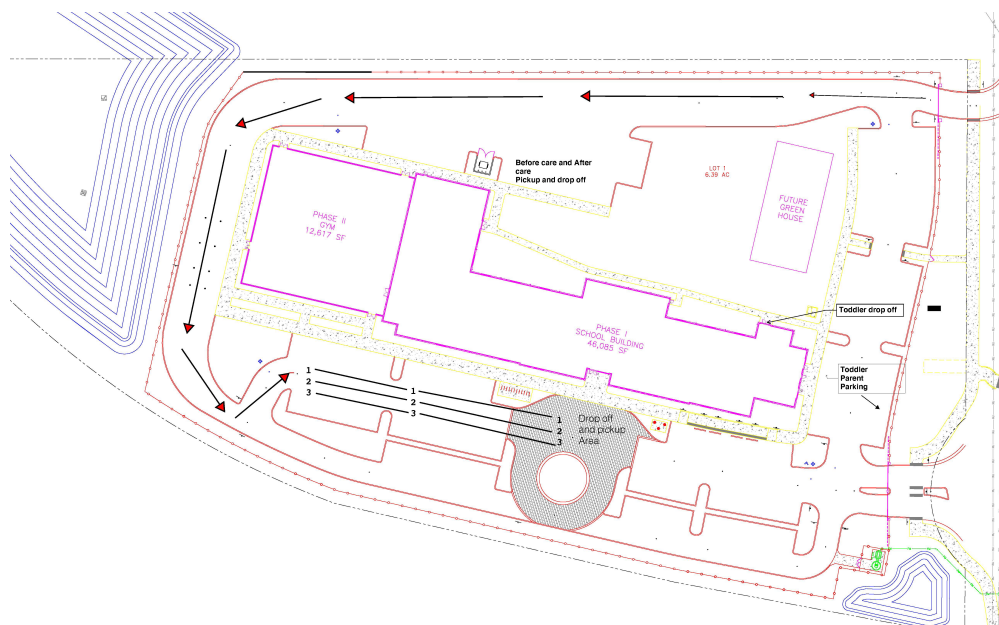
For everyone's safety, we ask that there be no pedestrian traffic through the drop-off area between the hours of 8:05 A.M. and 8:25 A.M.

Dismissal: Dismissal is from 3:00 P.M. to 3:15 P.M.; 2:00 P.M. to 2:15 P.M. on Wednesday. Students who remain after that time will be escorted to aftercare or the appropriate enrichment.

- Car tags should be hung from the rearview mirror.
- Parents should proceed to the designated dismissal loop. (see diagram)
- An administrator or teacher will call for your child and escort him/her to your vehicle.

For everyone's safety, we ask that there be no pedestrian traffic in our parking lot between the hours of 3:00 P.M. and 3:15 P.M.; 2:00 P.M. and 2:15 P.M. on Wednesday. The latest a child may be signed out by a parent is 30 minutes prior to dismissal. After that time, parents must use the loop.

## DROP-OFF AND PICK-UP TRAFFIC FLOW MAP



## CURRICULUM

CFP offers a structured curriculum, which meets or exceeds guidelines for Orange County Public Schools. This curriculum is based on the Florida Department of Education Curriculum Frameworks.

### Homework

Homework not only reinforces skills taught in the classroom, but also helps parents keep track of what is happening at school. Effective, long-lasting study habits occur through reasonable and purposeful homework assignments. Review the following guidelines throughout the year:

- Check student's homework calendar each night (applicable to grades 1 – 12; found on your child's digital dashboard)
- Set a specific time and place for homework
- Read each night

- If a student is absent, he/she will be given equal time to make up the work, but it is up to the student to find out what was missed
- 6th through 12th grade students must complete all assignments within five school days of its due date or receive a zero for those assignments

## **DISCIPLINE**

### **All School**

Central Florida Preparatory School reserves the right to terminate services to any child at any time for any reason. At no time may any teacher or staff member use corporal punishment or confinement.

### **Montessori (ages one through kindergarten)**

The form of discipline used in Montessori classrooms is Conscious Discipline. The child is redirected from the source of the disruption to an appropriate area of work. Ground rules are set, explained and enforced in the beginning of the year to ensure the safety and happiness of all the children in the classroom. In the event that redirection does not work, the teacher will contact the parents for a conference to determine possible causes for the child's behavior and implement a plan to help the child. Children "misbehave" because they do not understand or have conflicting ground rules to follow, or in some instances, it is due to their inability to express their emotions and feelings brought on by some unhappy event in their lives. We are here for the children and will work with parents to the best of our abilities. In rare cases where parents will not cooperate with the school, or when a child becomes physically violent, the Director may request the removal of the child from school.

### **Lower/Upper School**

1. Guidelines for Rules
2. All rules are in effect at school and all school-related activities.
3. This list is not intended to be all-inclusive. Modifications will be made when necessary at the discretion of the administration. Additional infractions will be added and penalties will be modified as the need arises at the discretion of the administration.
4. No corporal punishment will be administered at CFP.
5. In all instances, consequences will be administered equitably and fairly. Discipline will be based on careful assessment of the circumstances of each case. Factors considered will include: 1) seriousness of the offense, 2) student's age, 3) frequency of misconduct, 4) student's attitude, and 5) previous conduct.

### **Behavior Guidelines**

The following behaviors are considered consistent with achieving academic success:

- Positive Attitude
- Appropriate dress (uniforms) as defined by administration
- Consistent attendance
- Promptness to school and class
- Compliance with school and class rules
- Completion of assigned tasks, including homework
- Preparedness for class
- Respect for others

The following offenses are items in conflict with the mission and philosophy of the school and

will result in disciplinary action:

- Acts of disrespect (i.e., disobeying classroom rules, name calling, profanity)
- Bullying and/or ostracism
- Cyber bullying (i.e., Facebook.com bullying, Twitter.com bullying, Snapchat bullying, Internet chat bullying, etc.)
- Cyber ostracism
- Plagiarism
- Failure to attend class/leaving class or campus without permission
- Dangerous behavior (i.e., aggression, fighting, threats, stealing)
- Dress code offenses (see Dress Code)
- Eating, chewing gum, or drinking in class without permission
- Public display of affection (i.e., kissing, hand holding, embracing) while on the school campus or at school related events
- Electronics, such as cell phones, mp3 players, hand-held game units, etc., are prohibited at CFP. They will be confiscated and turned in to the principal. Electronics that are confiscated will need to be picked up by a parent/guardian.
- Central Florida Preparatory School is not responsible for lost or stolen electronics
- Heelys are prohibited at CFP

The following offenses are items in conflict with the mission and philosophy of the school and will result in expulsion:

- Drug possession (including, but not limited to, tobacco, nicotine products, alcohol, and associated paraphernalia)
- Destruction of property, including, but not limited to, desks, chairs, tables, lockers, bathroom equipment, computers, etc.
- Possession of weapons, including, but not limited to, firearms, projectile devices, explosive devices, etc.
- Participation in a sexual act

### **Minimum Consequences for Lower/Upper School**

The administration reserves the right to evaluate each situation individually and impose whatever consequence is deemed appropriate, depending upon the severity of the action and the age of the child.

- 1st Offense – Verbal Counseling
- 2nd Offense – Conference and Consequences. A conference will be held with the teacher, student, administrator, and perhaps parent/guardian. Discipline will be set at the discretion of the principal and a discipline form will be filed. Examples of discipline: work detail, silent lunch for a set number of days, etc.
- 3rd Offense – Minimum One to Three Day Suspension. In-school or out-of-school suspension at the discretion of the principal. All assignments and assessments must be completed, at a maximum credit of 60%, and a conference with parent/guardian, student and principal held before the student returns to class. A discipline form will be filed.
- 4th Offense – Minimum Five Day or more Out-of-School Suspension. All assignments and assessments must be completed, at a maximum credit of 60%, and a conference with parent/guardian, student and principal will be held before the student returns to school. Student will be placed on a behavioral contract. A discipline form will be filed.



## **Disclosure at Time of Initial Registration**

At the time of initial registration, each student must note previous school expulsions, and arrests leading to a conviction or adjudication. Failure to do so will result in immediate expulsion.

## **DRESS CODE**

Realizing that a relationship exists between standards of dress and behavior/performance and that high standards of dress foster a positive self-image, Central Florida Preparatory School maintains certain expectations, which result in the following guidelines of student dress.

Students are expected to dress and to groom themselves in a way that reflects neatness, moderation, and appropriateness for school. Central Florida Preparatory School students are also expected to adhere to the spirit of the guidelines specified below, which reflect conservative standards of acceptability. In partnership, parental assistance in assuring that guidelines are followed is expected and very much appreciated.

ALL DRESS CODE CLOTHING MUST BE PURCHASED FROM OUR APPROVED UNIFORM SUPPLIER, [POINTER PRINTING UNIFORMS](#). EACH STUDENT IS REQUIRED TO BE IN FULL DRESS CODE COMPLIANCE EVERY SCHOOL DAY. ADHERENCE TO THE DRESS CODE MUST BE MAINTAINED FROM THE STUDENT'S ARRIVAL ON CAMPUS TO HIS/HER DEPARTURE.

### **PreK Through Kindergarten**

- Bottoms will consist of traditional khaki pants, shorts and skirts. These must be purchased from our approved uniform vendor. Also available are plaid skirts through our approved uniform vendor. Soffee shorts/bike shorts should be worn under skirts.
- Shirt will consist of Central Florida Prep monogrammed collared polo shirt (long or short sleeved), which is available in navy, heather gray, burgundy, black, and white from our approved uniform vendor. A gray school logo t-shirt or any CFP spirit shirt may be worn on Friday. All shirts must be purchased through our approved uniform vendor.
- Central Florida Prep monogrammed school black hoodie/fleece jacket may be worn over the school shirt. These must be purchased through our approved uniform vendor. Only solid white turtleneck or long sleeve shirts may be worn under any CFP uniform shirt.
- Central Florida Prep monogrammed school jacket may be worn over the school shirt. These jackets must be purchased through our approved uniform vendor. No other winter outer-wear will be permitted in school buildings.
- Clothing must be neat and clean with no rips, tears, or frayed edges.
- Closed toe shoes must be worn at all times. Shoes must be soft-soled, not hard-soles such as cowboy boots. The heels of any shoe may not exceed ½" in height. Stiletto heels and Crocs-style clogs are not allowed.
- Hats are not to be worn inside school buildings.
- Leggings or tights must be solid colored white, black, gray, burgundy, or navy blue.
- Female students may wear only one earring in each ear lobe. For safety reasons, these earrings must be post style. Students in Montessori and elementary may not wear hoops, feathers, or any other dangling earrings.
- Earrings/gauges of any style are prohibited for all male students.
- NO body piercing is allowed. Any body piercing must be removed.
- Hair: Boys – Hair must be worn in a conservative, traditional style and be neatly groomed. Hair may not extend below the collar in back and must be above the eyebrows in front. No unnatural hair colors. Students may not shave designs in their hair. Students may not wear their hair in pony tails, "manbuns," or mohawks, faux or otherwise. Boys may not wear

headbands or clips of any type.

- Hair: Girls – Hair must be worn in a traditional, conservative manner. No unnatural hair colors. Scarves/bandanas etc. are not permitted. Makeup may not be worn by girls in grades 5 and below. Students may not shave designs in their hair.
- Students may not shave lines or designs into their eyebrows.
- Final decisions regarding the appropriateness of all dress code rules are left to CFP administration.
- Please provide in a zip-lock bag an extra set of clothing, including socks and underwear. Names should be clearly marked on all clothing, particularly sweaters and jackets.

### **1st Grade Through 5th Grade**

- Bottoms will consist of traditional khaki pants, shorts, or skorts. These must be purchased from our approved uniform vendor. Also available are plaid skirts through our approved uniform vendor.
- Shirt will consist of Central Florida Prep monogrammed collared polo shirt (long or short sleeved), which is available in navy, heather gray, burgundy, black, and white from our approved uniform vendor. A gray school logo or any CFP spirit t-shirt may be worn on Friday.
- Students in grades 2 through 12 must tuck their shirts in at all times and wear a black, brown, or gray solid-color belt if applicable.
- PE uniforms consist of uniform athletic shorts, uniform t-shirt or school athletic shirt, and sneakers. In cooler months, students may wear black compression leggings or the uniform fleece pants. No other fleece pants will be allowed. PE uniforms are mandatory for grades four and up; they are optional for grades one through three.
- Socks must be worn.
- Undershirts must be solid white, no writing or drawing on them.
- Leggings or tights must be solid colored white, black, gray, burgundy, or navy blue.
- Central Florida Prep monogrammed school black hoodie/fleece jacket may be worn over the school shirt. These must be purchased through our approved uniform vendor. Only solid white turtleneck or long sleeve shirts may be worn under any CFP uniform shirt.
- Central Florida Prep monogrammed school jacket or hooded sweatshirt may be worn over the school shirt. These jackets must be purchased through our uniform vendor. No other winter outer-wear will be permitted in school buildings.
- Clothing must be neat and clean with no rips, tears, or frayed edges.
- Closed toe shoes must be worn at all times. Heels may not exceed 1 ½ inches in height. Stiletto heels and Crocs-style clogs are not allowed. Shoes in grades 5 and below must have a back-strap.
- Hats are not to be worn inside school buildings.
- Female students may wear only one earring in each ear lobe. For safety reasons, these earrings must be post style. Students in Montessori and elementary may not wear hoops, feathers, or any other dangling earrings.
- Earrings/gauges of any style are prohibited for all male students.
- NO body piercing is allowed. Any body piercing must be removed.
- Hair: Boys – Hair must be worn in a conservative, traditional style and be neatly groomed. Hair may not extend below the collar in back and must be at least one inch above the eyebrows in front. No unnatural hair colors. Students may not shave designs in their hair. Students may not wear their hair in pony tails, “manbuns,” or mohawks, faux or otherwise. Boys may not wear headbands or clips of any type.
- Hair: Girls – Hair must be worn in a traditional, conservative manner. No unnatural hair colors. Scarves/bandanas etc. are not permitted. Makeup may not be worn by girls in grades 5 and below. Students may not shave designs in their hair.

- Students may not shave lines or designs into their eyebrows.
- Final decisions regarding the appropriateness of all dress code rules are left to CFP administration.

### **6th Grade through 12th Grade**

- Bottoms will consist of traditional khaki pants, shorts, skorts or skirts. These must be purchased from our approved uniform vendor. Also available are plaid skirts through our approved uniform vendor. Skirts and skorts must fall, at minimum, 1.5 inches below the fingertips.
- Shirt will consist of Central Florida Prep monogrammed collared polo shirt (long or short sleeved), which is available in navy, heather gray, burgundy, black, and white from our approved uniform vendor. A gray school logo or any CFP spirit t-shirt may be worn on Friday.
- Students in grades 2 through 12 must tuck their shirts in at all times and wear a black, brown, or gray solid-color belt if applicable.
- PE uniforms consist of uniform athletic shorts, uniform t-shirt or school athletic shirt), and sneakers; students may wear school spirit shirts to PE. In cooler months, students may wear black compression leggings or the fleece uniform pants. No other fleece pants will be allowed. PE uniforms are mandatory for all students in grades six through twelve who are scheduled in a PE class.
- Undershirts must be solid white, no writing or drawing on them.
- Socks must be solid white, black or khaki worn in a conservative manner.
- Leggings or tights must be solid colored white, black, gray, burgundy, or navy blue.
- Central Florida Prep monogrammed school black hoodie/fleece jacket may be worn over the school shirt. These must be purchased through our approved uniform vendor. Only solid white turtleneck or long sleeve shirts may be worn under any CFP uniform shirt.
- Central Florida Prep monogrammed school jacket or hooded sweatshirt may be worn over the school shirt. These jackets must be purchased through our uniform vendor. No other winter outer-wear will be permitted in school buildings.
- Clothing must be neat and clean with no rips, tears, or frayed edges.
- Closed toe shoes must be worn at all times. Stiletto heels and Crocs-style clogs are not allowed.
- Hats are not to be worn inside school buildings.
- Female students may wear only one earring in each lobe. Students in grades six through twelve MAY wear hoop or dangling earrings.
- Earrings/gauges of any style are prohibited for all male students.
- NO body piercing is allowed. Any body piercing must be removed.
- Tattoos are prohibited and may never be visible at any time.
- Hair: Boys – Hair must be worn in a conservative, traditional style and be neatly groomed. Hair may not extend below the collar in back and must be above the eyebrows in front. No unnatural hair colors. Students may not shave designs in their hair. Students may not wear their hair in pony tails, “manbuns,” or mohawks, faux or otherwise. Boys may not wear headbands or hair clips of any type.
- Hair: Girls – Hair must be worn in a traditional, conservative manner. No unnatural hair colors. Scarves/bandanas etc. are not permitted. Makeup should be worn in a conservative manner. Students may not shave designs in their hair.
- No facial hair is permitted. Boys must be clean shaven at all times. Boys who violate arrive at school with stubble or facial hair will be required to shave on campus for the first offense. Each subsequent offense will require shaving on campus and a mandatory one hour after school stay with the Director.
- Students may not shave lines or designs into their eyebrows.

- Final decisions regarding the appropriateness of dress code rules are left to CFP administration.

### **Dress Code Offenses**

During 1st period, students found to be out of dress code will be brought to the office to notify parents/guardians and be afforded the opportunity to come into compliance.

- 1st Violation: Awareness Slip is issued, call home
- 2nd Violation: Awareness Slip is issued, call home
- 3rd Violation: Awareness Slip is issued, student calls home. Parents/guardians will be expected to bring the appropriate uniform item in order for the student to be allowed to return to class.

Absences from class due to noncompliance are considered unexcused.

### **DRIVING PRIVILEGES**

Students who are of legal driving age with a driver's license may drive to and from school only if their parent or guardian has completed a Student Driver Permission Form (available in the office). Student parking is located along the front row of the parking lot. Driving privileges may be revoked because of noncompliance with any CFP policy. Other students may drive students only if a Student Transportation Permission Form (available in the office) is properly completed by the parent or guardian of the student being driven by another student. Students must sign out in the front office before leaving campus.

### **EMERGENCIES**

Please keep in mind that CFP is housed in permanent structures; therefore, certain weather or traffic conditions may make it more hazardous to travel on the roads than to remain in the buildings. However, if an emergency occurs during the school day and the decision to close CFP is made by the administration based on what would be the safest course of action for the students; all parents will be notified by phone via our FACTS communication system. Supervision will be kept in place until all children have been picked up. If an emergency situation occurs overnight, CFP's decision to remain open or closed will be broadcast on local news and radio stations, posted on our website, and announced on or voice message. If you choose to pick up your child from school, please do not discuss the reason in front of other children. In such situations, the staff's main objective is to maintain a calm atmosphere.

If the emergency situation requires an evacuation of the school, the evacuation will be treated like a fire drill. All students will be escorted outside, and an administrator will activate our FACTS system and/or school staff will utilize cell phones to begin calling parents. Parent volunteers will be asked to come to school to help in calling other parents or in supervising students while staff members make the phone calls.

### **FIELD TRIPS**

A Medical Authorization Form and Field Trip Permission slip must be completed before any student is allowed to leave campus on a field trip. Please make sure your completed form is turned in to the office. This form will be kept in your child's file. Your child's classroom teacher

will notify you of each field trip occurrence.

## HEALTH AND MEDICAL FORMS

Both the Immunization Record form (blue - #DH680) and Annual Physical form (yellow - #DH3040) are required for each student file. These can be obtained from your pediatrician. For further information contact Orange County Health Department Immunizations 407-836-2502. The following are the Florida Department of Health's immunization requirements. Please be aware that some children in our care may not have current immunizations.

### ALL Grades Require:

- DTP Series
- Polio Series
- Hepatitis B
- Measles, Mumps, Rubella (MMR)
- #2 Measles (preferably MMR)

### PreK-K

- H. Influenza Type B (HIB)
- Varicella (Chicken pox)

### PreK-K - 3rd

- 2 Varicella (Chicken pox)

### K - 12th

- Second dose Measles (preferably MMR)

### 7th - 12th

- Hepatitis B Series
- Second Dose Measles (preferably MMR)
- Tetanus Diphtheria (TD) Booster

## LUNCH PROGRAM

Students may bring their lunch or purchase a lunch provided from our cafeteria. We have an on-site cafeteria that prepares delicious and nutritious meals each day. Lunches must be ordered a minimum of one week in advance. This means that all orders for each week must be placed by Thursday of the week before. The ordering window closes at that time, and you will not be able to order lunches once that happens.

### Lunch Ordering Procedures

- Log into your FACTS account
- Click on the Lunch Orders tab and order lunches you wish to purchase
- Pay through FACTS
- You must order one week in advance, but you may order up to a month in advance. Some families like to order for a month at a time; the choice is yours.

If your child brings a lunch, please make sure that the lunch boxes and bags are clearly marked with the child's name. For Montessori students, please include a cloth place-mat and cloth napkin. CFP also encourages nourishing lunches be packed in reusable containers. We would

appreciate no candy, gum, or soda.

If for any reason your child does not have lunch, we will call you to bring a lunch. You will also have the option to purchase an Uncrustable peanut butter and jelly sandwich, chips, and water.

Outside food vendor delivery to students is not allowed. Examples include UberEats, Door Dash, Postmates, Grubhub, restaurant delivery, etc.

## **MEDICAL**

In order to contain and prevent the spread of contaminants, CFP has adopted guidelines covering certain situations, and illness in general. These guidelines are not to be considered as all-inclusive; if or when other situations occur, they will be addressed accordingly. CFP adheres to the Rules and Regulations set forth by the Department of Children and Families for our toddler rooms.

### **Prescription Medicine**

Prescription medicine may be dispensed at school if the parent has completed an Authorization for Administering Student Medication form. Medicine must be provided to the school office ready to be dispensed (i.e., if a partial pill is required, it must be submitted to the office already halved or quartered) and with appropriate dispenser (if liquid).

### **OTC Medicine**

Over-the-counter medicine (Tylenol, Pepto-Bismol, etc.) may be dispensed to students complaining of headaches or stomachaches only after a parent has been contacted and permission given to administer the medicine. The office must verify your instructions with you before dispensing medication. If you anticipate that your child may need Tylenol or other OTC medication and you feel comfortable with the medication being dispensed at the discretion of the school office, then you may complete an Authorization for Administering Student Medication form stating under what circumstances and in what amounts such medication can be given.

### **Fever**

If a child has a fever, he/she should not be brought to school. Students with a temperature of 100.4 degrees Fahrenheit will be removed from class and isolated until a parent or guardian can retrieve them. Students must be fever-free, without medication, for 24 hours before returning to school.

### **Colds/Flu**

While some aspects of a cold may not seem serious enough to keep a child at home, please bear in mind that it is contagious. Parents should use their best judgment in this situation. Students in grades one through twelve are recommended to wear a mask while experiencing any symptoms of a cold, even if they are not severe enough to require the student to stay home. Students in PK3 – kindergarten are encouraged to do the same. Masks may not be used on students age two or below.

### **Chicken Pox**

Due to its contagious nature, it is critical that a child is kept home when symptoms of chicken pox appear. These symptoms include fever and red bumps covering the body (usually starting in the crevice areas). The student may return to school only after the chicken pox sores have scabbed over.

## **Head Lice**

CFP adheres to a “no nit” policy. This policy calls for the removal of all lice eggs (nits) and egg cases following application of a lice-killing product, and exclusion from school until such measures have been completed. A student will not be allowed to return if nits are present.

## **PARENT/TEACHER CONFERENCES**

Parents may schedule conferences at any time during the school year. All conferences are to be scheduled through the school office. All conferences will be documented for the student’s file and for future assistance in meeting the needs of each student. Parents may schedule conferences with their child’s teacher, lead teacher, principal, or director.

## **TUITION/FINANCES**

- Tuition is due the 1st of the month. Tuition is late after the 7th of the month.
- If payment is not received by the 7th of the month, a late fee will be assessed per your tuition contract.
- All tuition payments are to be made through FACTS. Payments may be mailed to: 1800 Marden Road, Apopka, FL 32703.
- Deposits are non-refundable. Deposit will be applied to annual tuition if child attends entire school year.
- If a student withdraws for any reason, the tuition for the remainder of the year will still be due. CFP does not pro-rate school days for withdrawal.
- No deductions will be made from tuition for absence during the school year.
- If a student enters after the school year has begun, charges for tuition are prorated according to the actual number of days enrolled.
- A fee of \$30.00 will be charged on all returned checks.
- Checks will not be held for deposit.
- Student records/report cards will not be released if account has an outstanding balance.

## **TECHNOLOGY**

### **Student Computer and Internet Use Policy**

Central Florida Preparatory School uses computers as one way of enhancing its mission to teach the skills, knowledge and behaviors students will need as successful and responsible adults in the community and as life-long learners. Computers provide unequalled opportunities to explore and use a varied and exciting set of resources. In order to make these resources available to everyone, those who use the school’s available technology must do so in a way that is consistent with their educational mission.

These rules are intended to provide general guidelines and examples of prohibited computer and Internet uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with the Central Florida Preparatory School Student Computer and Internet Use Policy and these rules may result in loss of computer and Internet privileges, and/or legal and disciplinary action.

#### **A. Computer Use is a Privilege, Not a Right**

Student use of the school’s computers, networks and Internet services is a privilege, not a right.

No person shall deliberately or willfully cause damage to computer equipment or assist another person in doing the same. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary action and/or legal action. The Director or school Principal shall have the final authority to decide whether a student's privileges will be denied or revoked.

#### B. Acceptable Use

Student access to the school's computers, networks and Internet services are provided for educational purposes and research consistent with the school's educational mission, curriculum and instructional goals.

The same rules and expectations govern student use of computers as apply to other student conduct and communication.

Students are further expected to comply with these rules and all specific instructions from the teacher or to his/her supervising staff member when accessing the school's computers, networks and Internet services.

#### C. Prohibited Use

The user is responsible for his/her actions and activities involving school's computers, networks and Internet services and for his/her computer files, passwords and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:

1. Accessing Inappropriate Materials - Accessing, submitting, posting, publishing, forwarding, down loading, scanning or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal;
2. Illegal Activities - Using the school's computers, networks and Internet services for any illegal activity or that violates other school policies, procedures and/or school rules;
3. Violating Copyrights - Copying or downloading copyrighted material without the owner's permission;
4. Plagiarism - Representing as one's own work any material obtained on the Internet (such as term papers, articles, etc). When Internet sources are used in student work, the author, publisher and Web site must be identified;
5. Copying Software/Media Files - Copying or downloading software without the express authorization of the system administrator; illegally downloading music, photos, movies or other such files;
6. Non-School Related Uses - Using the school's computers, networks and Internet services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes;
7. Misuse of Passwords/Unauthorized Access - Sharing passwords, using other user's passwords without permission and/or accessing other user accounts;
8. Malicious Use/Vandalism - Any malicious use, disruption or harm to the school's computers, networks and Internet services, including but not limited to hacking activities and creation/ uploading of computer viruses.
9. Unauthorized access to Social Networking/Chat Rooms/News Groups - Accessing social networking sites or software, chat rooms or news groups without specific authorizations from the supervising teacher.

#### D. No Expectation of Privacy

Central Florida Preparatory School retains control, custody, and supervision of all computers,



networks and Internet services owned or leased by CFP. CFP reserves the right to monitor all computer and Internet activity by students.

Students have no expectation of privacy in their use of school computers or other computers used for school curriculum, including email and stored files. Each person will respect the rights of others to the protection of the files they store on a computer and will not alter or damage such files.

#### E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs or damages incurred by the school related to the violations of the Central Florida Preparatory School Computer and Internet Use Policy and/or these rules, including investigation of violations.

#### F. Central Florida Preparatory School Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

CFP assumes no responsibility for any unauthorized charges made by students, including but not limited to credit cards charges, long distance telephone charges, equipment and line costs, or for any illegal use of a computer being used by a student.

### **Use of Personal Technology and Devices**

The use of personal technology including cell phones will not be permitted during school or in the Afterschool Enrichments or Aftercare Programs. If a student chooses to bring tablets or gaming devices of any kind to school, they must be silenced and kept out of view the entire time the student is on campus to avoid confiscation.

Middle School and High School students will turn off their phones upon entering the school building and turn it into a designated location prior to going to their first period class. Cell phones will be made available for students to pick up at the conclusion of the day. At dismissal, phones may be used solely for communication with parents/guardians.

Electronics that are confiscated Monday through Thursday will be returned after school on Friday. Electronics that are confiscated on Friday will be returned after school on Monday.

Note: Using personal technology such as a tablet or a cell phone in a restroom or any unauthorized recording or photographing during the school day is considered a major infraction and will result in a meeting with the student's parents and the administration.

**Depending on the severity of the infraction, consequences may include a written warning, detention, suspension, and/or expulsion.**

Students in grades 1 through grade 12 are required to have laptops along with signed rental agreements. Personally owned laptops are prohibited.

It is our belief that expectations can be met only if the expectations are known. The foregoing information is our attempt to state the expectations of Central Florida Preparatory School. As the need arises, we will send home additional information and policies. Thank you for choosing CFP and thank you for your participation in reaching our goal of success for each student.

# STUDENT HANDBOOK AGREEMENT FORM

**Please sign and return this page.**

We have read and understand this Student/Parent Handbook 2022 - 2023, and we agree to abide by ALL the policies contained herein.

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Printed Student Name

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Student Signature

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Date

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Printed Parent/Guardian Name

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Parent/Guardian Signature

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Date