

Central Florida Preparatory School

MONTESSORI & ELEMENTARY STUDENT HANDBOOK

2024-2025



BRINGING INNOVATION TO EDUCATION

TABLE OF CONTENTS

- Introduction..... 3
- Attendance 3
- Car Riders: Drop-off and Pick-up 5
- Drop-Off and Pick-Up Traffic Flow Map 6
- Curriculum 7
- Discipline..... 7
- Dress Code..... 11
- Emergencies 14
- Field Trips..... 15
- Health and Medical Forms..... 15
- Lunch Program..... 15
- Medical 16
- Parent/Teacher Conferences..... 17
- Tuition/Finances..... 18
- Technology..... 18
- Movies 20
- Student Handbook Agreement Form..... 21

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.

Our Mission Statement

Our mission is to bring innovation to education while giving each child what he or she needs to be successful, recognizing that not every child needs the same thing.

“Our commitment to supporting our students in their pursuit of educational and personal excellence, while developing strong bonds between students and teachers, is the driving force of everything we do.”

-Robert A. Flanders, Founder of CFP

INTRODUCTION

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.

ATTENDANCE

Students attend 179 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. Excused absences must be documented by a medical doctor.

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/guardians 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. Before school, students may be dropped off at any time between 7:00 a.m. and 7:45 a.m. This class will be held in the cafeteria. After school, students may be picked up as late as 6:30 p.m.

Late Pickup

Campus closes at 6:30 p.m. every day. Pick up after 6:30 p.m. will result in fees being assessed in the amount of \$20/child for the first 10 minutes past closing time and an additional \$5/minute after that. Late fees must be paid before the new week of service begins.

We reserve the right to suspend extended day services after the third instance of late pickup. In the event a parent/guardian experiences a true emergency, the Program Director must be notified via message in the Procure app or by email at ayorks@cfprep.org. If no contact has been received by 6:45 p.m., attempts will be made to contact persons on the child's emergency list. If the child is not picked up by 7:00 p.m., local authorities will be notified.

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. During the time from 2:25-2:45 p.m. or 3:25-3:45 p.m. students will not be released to parents/families while we transfer care from teacher to After Care. Please review the Before and After Care Guide for detailed policy. Parents/families must comply with the late pickup policy outlined in the parent agreement signed before services begin.

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 written communication 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 trips, enrichments, and athletic events.

The eleventh (11th) unexcused absence in a semester will result in the 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 the student's return to school, the absence will be counted as unexcused. It is the responsibility of the student or parent/guardian 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.

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. **3 tardies = 1 absence.**

International Student Attendance Policy

If you are an F-1 student studying in the United States, your DSO should be the first person you talk with if you have any questions regarding the legal requirements of your stay in the United States. Your DSO can assist in answering your questions or help you find someone who can help.

According to the Department of Homeland Security, F-1 students should speak with their DSO if you are planning to do any of the following:

- » Transfer to a new school or take a leave of absence
- » Take a break from school
- » Travel outside the United States
- » Move to a new address
- » Request a program extension

CAR RIDERS: DROP-OFF AND PICK-UP

Vehicle Safety

For the safety of everyone, cell phone use is prohibited in our parking lot. The speed limit in our parking is **5mph**. Please do not park in the drop off/pick up loop.

Arrival and Dismissal Procedures

All students who arrive prior to 7:45 a.m. must go to Before Care located in the cafeteria. All students who attend Before Care must be pre-registered.

Arrival: The car loop begins at 8:05 a.m. and ends at 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
- » All parents/guardians/families must remain in their vehicles at all times during car loop
- » 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 8:30 a.m.

Dismissal: Dismissal is from 3:00 p.m. to 3:25 p.m.; 2:00 p.m. to 2:25 p.m. on Wednesday. Students who remain after that time will be escorted to aftercare or the appropriate enrichment. Please reference the After Care guidebook for dismissal policies.

- » 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.
- » All students must use vehicle safety restraints that comply with Florida law.
 - » **Child Restraints:**
 - » Children aged 0-3 must be secured in a separate carrier or a vehicle manufacturer's integrated child seat
 - » Children aged 4-5 must be secured in a separate carrier, an integrated child seat, or a

booster seat

» **Seat Belt Use:**

» All passengers aged 6-17 must wear a seatbelt in any seating position

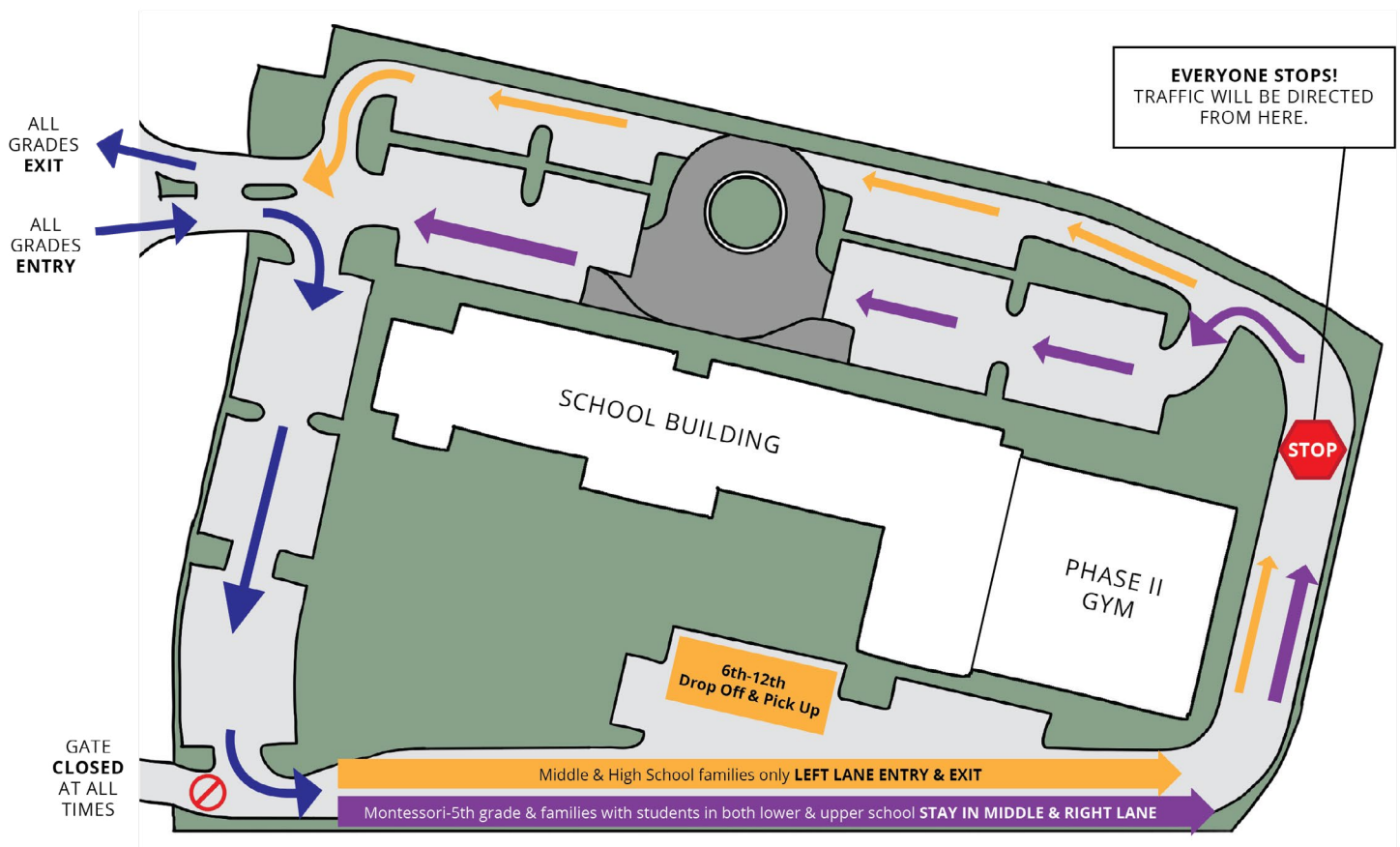
Rainy Day Dismissal Policy: In the event of inclement weather, a notice will go out to all families to follow the rainy day dismissal procedures. Parents/guardians/families must park and walk to the front doors with their car tag. Students will be dismissed from the front doors.

Rainy Day Arrival Policy: In the event of inclement weather, a notice will go out to all families to follow rainy day arrival procedures. Parents/guardians/families will be asked to park in a parking space and walk their child to the front doors.

Student Walker: In order for a student to be eligible to be a walker, he/she must reside within ½ mile from the school. Students who ride a bike, skates, scooter, skateboard, or any other riding equipment will be required to wear a helmet. **In the event of inclement weather, walking students will be held on campus if there is lightning within 5 miles of the school.**

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 3:25 p.m.; 2:00 p.m. and 2:25 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

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. If a student becomes physically violent toward themselves or others, an administrator may remove them from the environment. Corporal punishment is defined as the moderate use of physical force or physical contact by a teacher or principal to maintain discipline or to enforce school rule.

Professional Crisis Management

This policy outlines the procedures and guidelines for managing crises within our institution, in alignment with the standards set by the Professional Crisis Management Association (PCMA). Our primary goal is to ensure the safety and well-being of all students and staff members.

According to the Professional Crisis Management Association (PCMA), a crisis is defined as any situation in which a student's behavior poses an imminent risk of harm to themselves or others, or when the behavior significantly disrupts the learning environment and cannot be managed through less intrusive means. Specific criteria include:

1. **Imminent Risk of Harm:** any behavior that presents an immediate threat to the safety of the student or others, such as physical aggression, self-injurious behavior, or severe property destruction.
2. **Severe Disruption:** Behaviors that cause significant disruption to the educational process and cannot be controlled through standard disciplinary measures or de-escalation techniques.

I. Crisis Intervention Procedures

When a crisis is identified, trained staff members will implement the following steps to ensure safety and resolution:

1. **Assessment and Initial Response:** The staff member will assess the situation to determine if it meets the criteria of a crisis as defined above. Immediate efforts will be made to de-escalate the situation using verbal interventions and non-physical strategies.

2. **Implementation of Professional Crisis Management (PCM):** If de-escalation is unsuccessful and the behavior continues to pose a risk, trained staff members will use PCM techniques to manage the crisis. PCM interventions will be carried out in a manner that prioritizes the safety and dignity of the student and others involved.
3. **Transporting to a Safe Environment:** If necessary, the student will be transported to a designated safe environment within the facility. The transport will be conducted by staff members who are trained and certified in PCM techniques. The safe environment is a predetermined location designed to minimize risk and provide a space for the student to regain control.

II. Post-Crisis Procedures

Following a crisis, the following steps will be taken:

1. **Documentation:** Detailed documentation of the incident, including behavior that led to the crisis, interventions used, and the outcome, will be recorded. Reports will be reviewed by supervisory staff to ensure compliance with PCM guidelines and to identify areas for improvement.
2. **Follow-Up Support:** The student will receive follow-up support, which may include counseling, behavior intervention plans, and other resources to address the underlying causes of the crisis.

III. Training and Certification

All staff members responsible for implementing PCM techniques must undergo comprehensive training and certification by the Professional Crisis Management Association. This training includes:

1. **Understanding Crisis Dynamics:** Recognizing the signs & triggers of a crisis, and learning effective de-escalation techniques
2. **Physical Intervention Techniques:** Proper methods for safely transporting students to a safe environment, and ensuring the physical safety of all parties during intervention
3. **Post-Crisis Management:** Procedures for debriefing & documentation and strategies for providing follow-up support to students

IV. Conclusion

This discipline policy is designed to ensure that crises are managed safely, respectfully, and effectively. By adhering to the guidelines set forth by the Professional Crisis Management Association, we aim to protect the well-being of our students and staff while maintaining a positive and conducive learning environment.

Montessori

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.

Montessori/Elementary

Guidelines for Rules

1. All rules are in effect at school and all school-related activities.

2. 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.
3. No corporal punishment will be administered at CFP.
4. 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:
 - a. seriousness of the offense
 - b. student's age
 - c. frequency of misconduct
 - d. student's attitude
 - e. 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., bullying via Facebook.com, Twitter.com, Snapchat, Google Docs, Google Chat, text message, Internet chat, 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 soda, energy drinks, or coffee in class without permission. CFP administration may ask to see the contents of a student's tumbler/drink holder at any time.
- » 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.
 - » Cell phones must be turned into teachers when students enter the classroom. Phones will be returned to students when they are picked up for the day. If the student goes to an enrichment or aftercare, the cell phone will be turned into the After Care director.
- » 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 may 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, 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

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. Out-of-school suspension at the discretion of the principal. All assignments and assessments must be completed by the due date 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 by the due date 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. 4th offense may result in suspension or expulsion.

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.

Principles & Expectations Relating to the Parent/School Relationship

We believe that a positive and cooperative relationship between parents and the school is essential for a successful school year. Here are ten expectations to foster this partnership:

1. **Encouraging Independence:** We expect parents to support their students in addressing perceived inequities appropriately and independently, including reporting when necessary.
2. **Fostering Decision-Making:** Parents should encourage their students to make decisions on their own without constant reinforcement. It is important for students to learn and grow from their own choices, even if they differ from what parents might suggest.
3. **Seeking Assistance:** Students should learn to seek help from adults on campus for academic, athletic, or other needs. We have resources, including advisors, mentors, and other staff members available for support.
4. **Open Communication:** When parents contact the school without the student's knowledge, we will need to address the issue directly with the student. This encourages transparency and

accountability.

5. **Prompt Resolution:** The school will investigate and address issues quickly, often questioning students without parents present to expedite resolution.
6. **Patience with Concerns:** Concerns take time to address. We ask for your patience and understanding, avoiding repeated calls for updates.
7. **Privacy in Discipline:** Please respect that we cannot disclose details about discipline involving other students, just as we protect your student's privacy.
8. **Focused Communication:** The school will not communicate every detail of a student's daily life. Our focus is on ensuring the safety, security, and happiness of all students.
9. **Appropriate Channels:** We will communicate significant concerns through appropriate school channels. Daily updates on progress or difficulties will not be provided unless deemed necessary.
10. **Professional Interactions:** All communication between parents and school staff must be professional, cooperative, and appropriate. Maintaining this relationship is crucial for your child's success at our school.

Parent/Family Cooperation

We value a positive and constructive working relationship between the school and family members (parents, students, or others associated with the student). This partnership is essential to fulfilling our educational purpose and responsibilities to students. If any family member engages in disruptive, intimidating, or overly aggressive behavior that interferes with the school's safety or health procedures, or if they express strong disagreement with school policies, the school reserves the right to place restrictions on their involvement or activity at school, on school property, and at school-related events.

In cases where there is a significant loss of confidence in or disagreement with the school's approach, or if litigation is threatened or initiated against the school, the school may also consider dismissing the family member from the school community. This includes placing restrictions or even withdrawing an offer of enrollment or re-enrollment.

The school also requires all parents, regardless of their marital status, to cooperate with one another in the best interest of their children's education. Failure to do so may result in the dismissal of their children from the school or non-renewal of enrollment for future academic years.

Please note that there will be no refund of tuition if such dismissal occurs, and any unpaid balance remains payable in full according to the terms of the student's enrollment contract.

Recommendations

It is the policy of Central Florida Prep that we do not complete recommendation forms for students to attend other schools, with the exception of college recommendations. With signed parental permission, we will release student records. All records releases are generated through the front office.

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 skorts. 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.
- » PreK through 2nd grade girls may wear the CFP monogrammed dress.
- » 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.
- » Gauge earrings are prohibited.
- » NO body piercing is allowed. Any body piercing must be removed.
- » Tattoos are prohibited. This includes temporary tattoos.
- » 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.
 - » **Girls:** Hair must be worn in a traditional, conservative manner. **No unnatural hair colors.** Scarves/bandannas 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.
- » All students must be in appropriate attire during school functions. This includes but is not limited to Fall Festival, International Night, Spring/Winter Concert, etc.

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.
- » Pre-K through 2nd grade girls may wear the CFP monogrammed dress.
- » **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. 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.
- » Gauge earrings are prohibited.
- » NO body piercing is allowed. Any body piercing must be removed.
- » Tattoos are prohibited. This includes temporary tattoos.
- » 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.
 - » **Girls:** Hair must be worn in a traditional, conservative manner. **No unnatural hair colors.** Scarves/bandannas 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.
- » All students must be in appropriate attire during school functions. This includes but is not limited to Fall Festival, International Night, Spring/Winter Concert, etc.
- » Final decisions regarding the appropriateness of all dress code rules are left to CFP administration.

Policy Exception for Cultural/Religious Hairstyles

Cultural hairstyles include, but are not limited to:

- » Dreadlocks
- » Braids (e.g. box braids, cornrows)
- » Twists
- » Afros
- » Bantu knots
- » Natural hair textures and styles that reflect cultural heritage

Guidelines

- » Students with cultural hairstyles are allowed to wear their hair in a manner that honors their cultural traditions and identity.
- » Cultural hairstyles should be neat, clean, pulled away from face for boys and well-maintained.
- » Hairstyles should not interfere with the student's ability to participate in school activities or comply with safety requirements (e.g., in physical education or laboratory classes).

Dress Code Offenses

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
- 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.

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 our 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.

During a medical emergency, we will place the campus on a medical lockdown. No student, parent, or staff member may exit or enter the building during this time. If you are picking up your child, he/she will not be released until the medical lockdown is lifted.

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. Account must be current to attend any school field trips.

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. Cafeteria lunch is \$6.50.

We have an on-site cafeteria that prepares delicious and nutritious meals each day. Lunches

can be ordered up to a month in advance but *must* be ordered 1 DAY IN ADVANCE. The ordering window closes after that time, and you will not be able to order lunches past that time.

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 1 day 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. Candy, gum, soda, energy drinks, and coffee are prohibited.

If for any reason your child does not have lunch (no lunch or same-day orders), we will call you to bring a lunch. You will also have the option to purchase a turkey and cheese sandwich, chips, and water.

Any student lunches must be dropped off by the parent/guardian by 9:30 a.m. After 9:30 a.m. your student will receive a school lunch and your FACTS account will be charged.

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.

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. At no time may a student have any medication on their person. All prescribed and over-the-counter medication must be kept in the front office. This includes but is not limited to: cough drops, allergy medication, and itch ointment.

Communicable Illness

If your child develops any of these symptoms during the day or if they are not able to participate in normal daily activities, they must be picked up promptly (within one hour) and may not return until one of the following occur:

1. Your child has been symptom free for 24 hours without the use of medication.
2. When your child leaves CFP from a sick call, they are not considered symptom free. The 24-hour period begins when symptoms end while your child is at home recovering.
3. A doctor's note is provided stating that your child may return to school, participate completely, and is free from any communicable illnesses.
4. If your child has been to the doctor and has had an antibiotic prescribed, he/she must be on the medication for a minimum of 24 hours or 2 doses before returning to school, unless otherwise stated by a physician.

When a child develops a fever, it is necessary to either see a physician or stay home to rest and recover. Sending a child to school that has been on medication to reduce a fever is strictly prohibited.

If a child is sent home with a fever of 100.4 or higher, he or she may not return to school for one full day regardless if a doctor's note is supplied.

**For the health of other children, we reserve the right to ask you to keep your child at home, regardless of the doctor's note.*

Symptoms of a communicable illness include but are not limited to:

- » Children fever of 100.4 degrees or higher
- » Diarrhea episodes of more than two in a day
- » Skin rashes that are not diagnosed by a physician's note as non-contagious
- » Vomiting episodes of two or more
- » Nose drainage that is thick and green or excessive for the comfort of the child
- » Eye drainage of any type accompanied by red eyes or mucus crusted around the eyes
- » Pink eye or symptoms similar to those of pink eye
- » Chicken pox, measles, sores, or if Scabies is suspected
- » Respiratory problems including uneven breathing or severe coughing with wheezing or croup
- » Sore throat, especially if swollen glands are suspected
- » Strep throat symptoms are suspected
- » Head lice are found. CFP has a no-nit policy. Students returning to school will have their head checked and cleared by an administrator before entering the classroom.
- » Appearance or behavior is unusual and the teachers agree that the child is not feeling well enough to participate with the rest of the class including lack of appetite, confused or irritable

Absences due to illness are not considered excused unless a note from a medical doctor is provided.

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.

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.
- » Deposits are non-refundable. 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.
- » Payments more than 30 days late are subject to suspension of services.

Account Status

In order for students to participate in field trips and testing and/or standardized testing, account must be in a current status. **Standardized testing is a requirement of a family's scholarship contract.** Makeup testing is only available to students with an excused absence. Please see the CFP calendar for SAT-10 testing dates.

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.
10. Students are prohibited from using ChatGPT or any other AI site/service.
11. VPN use or attempting to play unlocked games is prohibited.

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

All 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. AirPods/ear buds and smart watches may not be used during the school day unless specifically required for curriculum. 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.

No personal electronics/devices may be used in Before or After Care.

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 5 are required to have laptops along with signed rental agreements. Personally owned laptops are prohibited.

MOVIES

PreK through second grade may only show G rated movies. Third through seventh grade may show either G or PG rated movies. Eighth grade and higher may view G, PG or PG-13 rated movies. The appropriate principal must approve any R rated films that would support curriculum before being shown. Parental permission slips are required for R rated films.

Each movie must have a specific educational purpose and be part of a lesson plan. Exceptions to this are reward movies; these must be approved in advance by the appropriate principal.

STUDENT HANDBOOK AGREEMENT FORM

Please sign and return this page.

We have read and understand this Student/Parent Handbook 2024 - 2025, and we agree to abide by ALL the policies contained herein.

Printed Student Name

Student Signature

Date

Printed Parent/Guardian Name

Parent/Guardian Signature

Date

