

Central Florida Preparatory School

UPPER SCHOOL STUDENT HANDBOOK

2024-2025



BRINGING INNOVATION TO EDUCATION

TABLE OF CONTENTS

Introduction.....	3
Student Rights	3
Student Responsibilities.....	3
Attendance	4
Car Riders: Drop-off and Pick-up	8
Drop-Off and Pick-Up Traffic Flow Map	9
Curriculum	10
Discipline.....	12
Dress Code.....	20
Driving Privileges.....	22
Emergencies	22
Field Trips.....	22
Health and Medical Forms.....	23
Lunch Program.....	23
Medical	24
Parent/Teacher Conferences.....	25
Tuition/Finances.....	25
Technology.....	26
Movies	28
Use of Video, Audio, and Surveillance.....	28
Student Handbook Agreement Form.....	29

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.

STUDENT RIGHTS

Students attending Central Florida Preparatory School have a right to a high-quality college preparatory education, which includes the right to equal educational opportunities without regard to race, national origin, gender, religion, sexual orientation, or disability. Students are vested with other fundamental rights. Among these are the rights to:

- » A safe and orderly environment in which to learn;
- » Be treated with dignity and respect by all school personnel and by fellow students, as well as;
- » Be secure in their personal property;
- » Be informed of the rules of conduct and expectations for dress and grooming;
- » Reasonable and fair treatment.

STUDENT RESPONSIBILITIES

The following declaration outlines the fundamental responsibilities of all students who attend Central Florida Preparatory School:

“Responsible Students Make the Difference.” Students are expected to:

- » Attend school daily;
- » Report to every class on the schedule on time to ensure accurate attendance may be taken and all students are accounted for;
- » Treat others with dignity and respect, including but not limited to: all school personnel, fellow students (current and former), volunteer parents, guests on campus, and others in authority - both on and off campus;
- » Treat school property and the property of others with respect;
- » Exhibit good character and conduct themselves in a fashion that will be a credit to CFP;
- » Respect the privacy of others;
- » Have in their possession only those items allowed by law and/or rules and policies of CFP;
- » Listen courteously to the opinions and points of view of others;

- » Come to class with all the necessary items and be prepared to learn;
- » Take advantage of their learning opportunities;
- » Report hazardous or dangerous conditions to an adult in authority;
- » Report any threats to do harm of which you are aware to an adult in authority;
- » And submit original work.

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.

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.

International Students with an F-1 Visa

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

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.

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 25 minutes after the end of school (2:25 p.m. on Wednesdays and 3:25 p.m. 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.

Upper School Student Attendance

Regular school attendance is both a right and responsibility of the parent and student. Central Florida Preparatory School recognizes that consistent school attendance is essential for academic success and that all absences affect learning. Therefore, a comprehensive Student Attendance Policy has been developed to meet the following objectives:

- » To raise student achievement and close gaps in student performance
- » To identify attendance patterns in order to design attendance improvement efforts
- » To know the whereabouts of every student for safety and other reasons
- » To verify that individual students are complying with education laws relating to compulsory attendance

Florida Statute 1003.21 establishes that regular school attendance is required of ALL students enrolled in a public school. This statute also points out that only those students who have attained the age of 16 years and have filed a formal declaration of intent to terminate school enrollment are not subject to compulsory school attendance laws. The declaration to terminate school enrollment must be signed by both the student and the student's parent. This declaration requires the student and parent to acknowledge that terminating enrollment is likely to reduce the student's earning potential or career opportunities in the future. Parents are responsible for the attendance of their children within the compulsory attendance age (Florida Statute 1003.24). Whenever a student of compulsory school attendance age is absent without the permission of the person in charge of the school, the parent of the student will, as soon as practical after learning of the absence, report and explain the cause of such absence to the appropriate school personnel.

At the minimum level at CFP, we expect our families to comply with this Florida statute. As such, all students are expected to attend school regularly and on time. Parents are expected to inform the administrative assistant in the front office before 8:15 a.m. for any absences or lateness (407-290-8073). Students who are late should immediately check in at the front office upon their

arrival on campus. They will be logged in and issued an admittance pass to class.

Excessive absences or a pattern of absenteeism is cause for disciplinary action and may result in termination of the enrollment contract and dismissal from school or loss of re-enrollment for the subsequent year.

Students who exceed 10 unexcused absences in a class per semester may not earn credit in that course (i.e. if a student has 10 or more unexcused absences in first period mathematics but attends all other classes, they may not earn credit for the mathematics class).

School and Class Attendance Defined

- » For the purpose of this policy, students late up to 5 minutes for any class during the school day are considered tardy for that period. Students arriving more than 5 minutes after the start of any period without an excused pass from the office will be marked as absent.
- » Absences for students in 6th-12th grades will be counted per each class period.
3 tardies = 1 absence
- » Students are not permitted to attend school-sponsored functions or participate in Interscholastic Athletics, Fine and Performing Arts, or other sports and/or extracurricular activities unless they have been in attendance for a full day or have been given an excused absence by a school administrator
- » The teacher shall maintain the official record of attendance by class period of instruction
- » A student will be considered to be in attendance when participating in school-sponsored events/activities or when attending to school-related business.

Excused Absences

- » 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.
- » The parent(s) is required to provide to the school's attendance office documentation justifying their child's absence(s) from school whenever such an absence occurs. Note: a parent note **does not** excuse an absence.

After an absence, immediately upon return to school, parents/guardians must provide the school notice indicating that one of the following has occurred if they wish the absence(s) to be excused:

- » Medical treatment provided by a licensed physician;
- » Sickness or injury makes attendance inadvisable; *
- » Observance of a religious holiday (notice provided prior to the observation of the holiday);
- » Law enforcement order or court subpoena requiring the student's attendance;
- » Death of a close friend or family member;
- » Natural disaster;
- » Traffic accident that directly involved the student, or
- » Other extraordinary circumstances or situations approved by the Director.

Exceptions to the 10 absence policy may be given for non-school sponsored events or educational enrichment activities that are requested from and approved by the Executive Director. In order to be considered for an exception, the student must:

- » Have a 2.67 or higher GPA
- » Provide a written request detailing 1) the reason for the absence and 2) the dates of the absence
- » Present the request along with documentation of the event well in advance of the requested

time off

- » Receive written permission from the Director prior to the date of the absence

Failure to follow these steps will result in the absence accruing towards the 10 absences that result in the loss of credit.

*Disability related absences: If a student will miss school due to doctor's appointments, therapy sessions, or other disability related issues which require accommodations to the attendance policy, such requests should be made as part of the student's accommodation plan and coordinated with the student's counselor.

Should the Director or person in charge of the school reasonably suspect an abuse of any of the above provisions, he/she may require additional documentation as a condition for declaring the student's absence excused.

Unexcused Absences

Absence from class for any reason other than those enumerated above shall be considered unexcused. Unexcused absences can constitute breaches of expected behavior as defined in the matrix of infractions and consequences and as such may subject the student to disciplinary action. Students who are unexcused from class on the day of an assessment will subsequently make up the assessment at the "re-take" level with a maximum score of 83%.

Students who exceed 10 unexcused absences from a class in a semester may lose credit in the course.

Guidelines for Make-Up Work

- » A student who is absent is required to make up all coursework missed, regardless of whether the absence is excused or unexcused. It is the student's responsibility to consult with their teacher(s) prior to their absence or upon returning to school regarding any questions related to make-up assignments or quizzes/tests. Students are expected to email teachers or access Schoology during their absence for assignments and class work
- » The student shall have the number of days equal to the number of days they were absent from school to complete and hand in make-up work for credit. Specific arrangements, which will be final, must be made with the student's teacher(s).
- » Unless exempted from this requirement by the Director or Director's designee, assignments given by the teacher at least one (1) week (five school days) in advance of a student's absence will be due by the assigned date.
- » If a pattern of absenteeism suggests absences for the purpose of test avoidance, physician confirmation of the cause of absence will be required. Additionally, the teacher may give an alternate form of exam/assessment format to the student in such cases.
- » Absences due to out-of-school suspension are not recorded as excused or unexcused absences. They are directed absences from the school community in response to behavioral issues. It is not the intent of CFP to suspend any student into failure. Students are required to make-up, for full credit, any academic assignment missed during the term of a student's suspension. Missed class assignments, homework, quizzes, tests, and exams shall be made up in a timely manner (one day given for each day of suspension upon the student's return to school).

Upper School Tardy Policy

Students late up to 5 minutes for any class during the school day are considered tardy for that period. Students arriving more than 5 minutes after the start of any class period without an excused pass from the office will be marked as absent.

The school day starts at 8:30 a.m. Students who arrive at their classroom after 8:30 will be marked tardy. Students who arrive after 8:30 must first report to the office to check in and then immediately go to class and excuse themselves to the teacher. Students who accumulate 5 first period tardies in a quarter will be required to meet with their parents or legal guardians and the Director to discuss a plan to arrive at school on time. Additional consequences will be given at the administration's discretion up to and including suspension or expulsion.

A detention is assigned to every third tardy a student receives in a quarter. A lunch detention will be given for the 3rd-5th tardies. **After school detention from 3:30-4:30 will be assigned for the 6th-11th tardies for a fee of \$25 per time. An in-school suspension will be given for the 12th tardy for a fee of \$100.** Additional consequences will be given at the administration's discretion after the 15th tardy, up to and including expulsion.

The administration reserves the right to create an individual attendance policy and plan for students who are struggling with tardies and absences. The administration reserves the right to issue a tardy or absence for excessive trips to or in the restroom.

Thank you for working with us as we continue to help our students grow and mature through the middle and high school years.

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. Students must be pre-registered for Before Care. Placards will be issued during our Meet the Teacher evening.

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 7:45 a.m. and 8:25 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 After Care or the appropriate enrichment. Please see the After Care guidebook for dismissal policies.

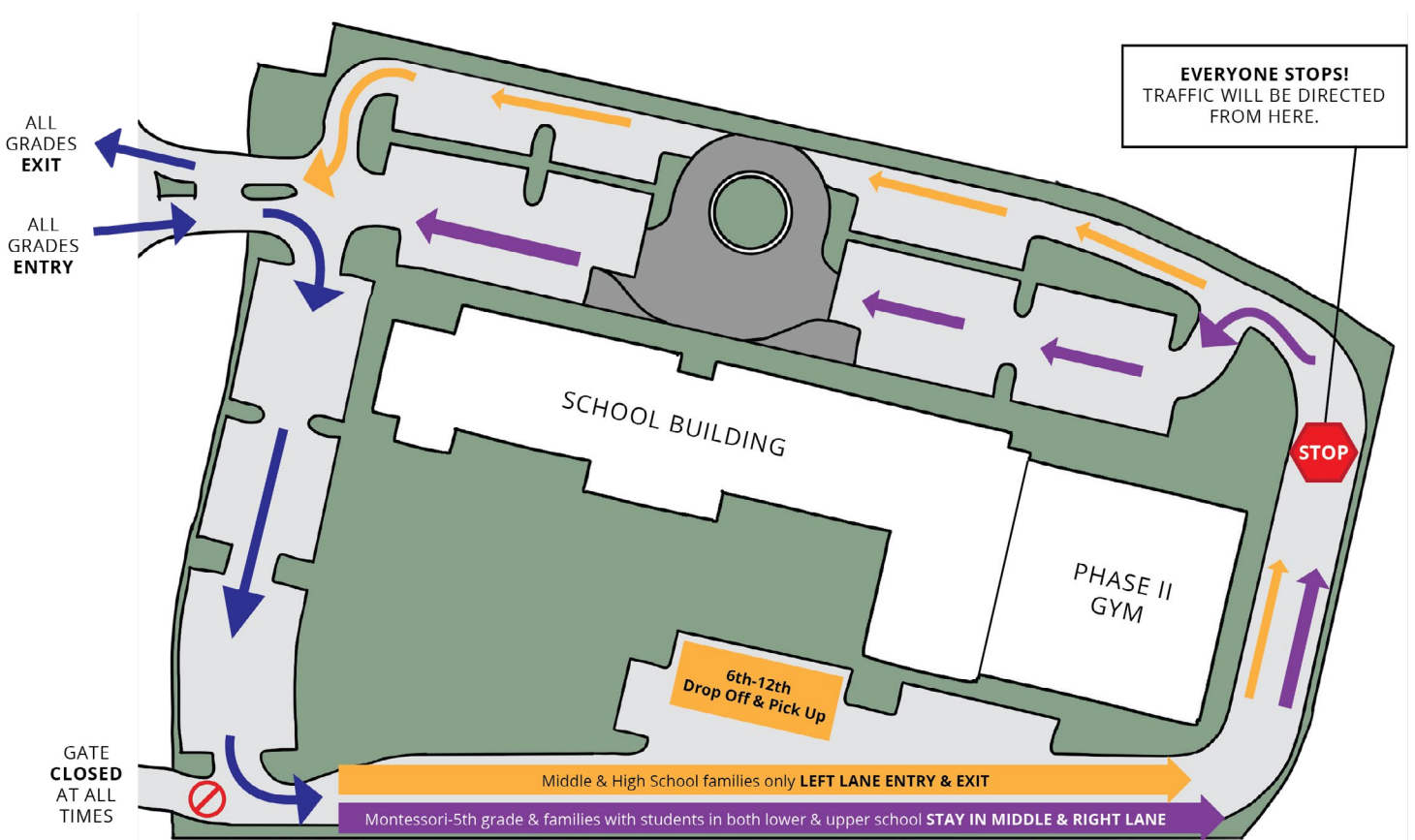
- » Car tags should be hung from the rearview mirror.
- » Parents should proceed to the designated dismissal loop. (see diagram)
- » An administrator or teacher will call for your child and escort him/her to your vehicle.

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. Upper School students must use the cafeteria entrance for rainy day arrival.

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 riding bicycles, skates, scooters, skateboards, etc. to campus must wear a helmet. In the event of inclement weather, walking students will be held on campus if there is lightning within 5 miles of campus.

For everyone's safety, we ask that there be no pedestrian traffic in our parking lot between the hours of 3:00p.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
- » 6th through 12th grade students must complete all assignments within five school days of its due date or receive a zero for those assignments

Late Work Policy

Check with your teacher's syllabus for classroom policies.

Academic Integrity Policy

Classroom teachers will notify students of their individual standards and expectations regarding classroom conduct, attendance, testing, and grading. The ethical standards of honesty and integrity with regards to school work applies to students, parents, faculty, and staff.

Examples of academic misconduct include but are not limited to:

► Cheating

Cheating is committing fraud and/or deception on a record, report, paper, computer assignment, examination, or any other course requirement. Examples of cheating include but are not limited to the following:

- » Using websites, apps, help forums, or other technological means to find answers to coursework
- » Using technological means to share notes or answers to an assignment, quiz, or test
- » Giving a false excuse for missing an exam or deadline
- » Obtaining work or information from someone else and submitting it under one's own name
- » Allowing another person to do one's work and submitting it under one's own name
- » Using unauthorized notes, study aids, or information from another student's paper on an examination
- » Communicating answers with others before, during, or after an exam
- » Helping someone else cheat on a test
- » Altering graded work after it has been returned and then submitting the work for re-grading
- » Submitting substantially the same paper for two or more classes in the same or different terms without the expressed approval of the instructors

- » Fabricating data which was not gathered in accordance with the appropriate methods for collecting or generating data and failing to include a substantial accurate account of the method by which the data were gathered or collected
- » Listing real but unread sources in a bibliography
- » Copying from another student on a test, with or without his or her knowledge
- » Falsely claim to have handed in a paper or class work
- » Copying material and turning it in as one's own
- » Turning in someone else's work as one's own

► **Plagiarism**

Plagiarism is representing someone else's ideas, words, statements, or other work as one's own without proper acknowledgment or citation. Examples of plagiarism include but are not limited to the following:

- » Copying word for word or lifting phrases or a special term from a source or reference, whether oral, printed, or on the internet, without proper attribution
- » Paraphrasing, that is, using another person's written words or ideas, albeit in one's own words, as if they were one's own thought
- » Borrowing facts, statistics, graphs, or other illustrative material without proper reference, unless the information is common knowledge, in common public use

► **Unacceptable Collaboration**

Collaboration is unacceptable when a student works with another or others on a project and then submits written work that is represented explicitly or implicitly as the student's own individual work. Examples of unacceptable collaboration include but are not limited to the following:

- » Using answers, solutions, or ideas that are the result of collaboration without citing the fact of collaboration
- » Students also engage in unacceptable collaboration when they expressly have been instructed to do their own work and have not been given prior approval by the instructor to collaborate
- » Receiving substantial, unauthorized help on an assignment
- » Allowing someone to copy class work

► **Abiding and Abetting Dishonesty**

Providing material or information to another person with knowledge that these materials or information may be used improperly. This includes both deliberate and inadvertent actions.

Progression, Eligibility, and Academic Probation Policy

Students enrolled in grades 6-12 at Central Florida Preparatory School must maintain a GPA equal to or more than 2.0 at all times. If a student's GPA falls below 2.0, if a student receives a grade of D in two or more subjects, or an F in any subject, his/her status will be changed to "probationary." In addition, continued failure to complete and submit assignments on time, as documented by the teacher and administration, may result in a student being placed on academic probation. Students and families will be notified of this change in status by an official letter emailed to the parent(s) or guardian which may require a meeting with the family. A student's placement on academic probation for consecutive academic quarters will be grounds for repetition of grade, immediate termination of the enrollment contract, or revocation of a contract offered for the next school year. Families are required to adhere to financial obligations as outlined in the contract.

During the probationary period, a team including the family, teachers, upper school administration will develop a plan to provide support in regaining expected academic standing status. This may entail following a tutoring schedule, enrollment in the BFA program, meeting with specific teachers, completing weekly progress reports or any other supportive process agreed upon by team members. Failure to participate in the developed plan will reflect negatively upon the student and will be grounds for immediate termination of the enrollment contract, or revocation of a contract offered for the next school year.

Students who have an F or two D's after the first three reporting times will be ineligible until the next reporting time (progress report or end of quarter report). Students may make an appeal two weeks after the initial ineligibility time if they have raised their grades. Their appeal will be made to the Upper School Director and the teacher(s) in whose class(es) the low grade(s) were. They also must not have two D's or any F's in any other class when the appeal is made.

Students who are ineligible may not participate in practices, meetings, or competitions of extra-curricular clubs or sports. The students may not join the team or club on the bench nor ride with them to any of the activities. The students are encouraged to work to raise their grades so they may join their clubs or teams if they appeal the decision after two weeks.

The following factors will be considered in the final decision regarding continued enrollment:

- » GPA for the last grading period (minimum expectation is 2.0)
- » Grades earned in academic subjects
- » Willingness to undertake supplemental and/or summer coursework as prescribed by the school
- » Previous academic history
- » Credit accumulation relative to graduation requirements
- » Individual effort and adherence to guidance, counseling, and administrative support

Please note that students who earn a D or F in an honors, AP, or IB course for the semester **will or may** be dropped to a lower-level course. A grade of a D or F shows that the student did not master the content and will likely not be successful in the subsequent semester.

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.

Guidelines for Rules

- » All rules are in effect at school and all school-related activities.
- » 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.
- » No corporal punishment will be administered at CFP.
- » 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, and
- e. previous conduct

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.

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.
- » 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, lockers, bathroom equipment, computers, etc.
- » Possession of weapons, including, but not limited to, firearms, projectile devices, explosive devices, etc.
- » Participation in a sexual act

Discipline

The Matrix of Infractions and Consequences (Figure 1), which follows on the next page, is intended to serve as a guide to good behavior. The Matrix does not provide an all-inclusive list of specific expectations, but rather, it provides a compilation of behaviors, which sometimes occur on private and public school campuses across the nation. The listed behaviors are deemed to be both inappropriate and unacceptable at CFP. The Matrix of Infractions and Consequences is designed to inform high school students and parents of the array of discipline response options that are available to members of our administrative team, if and when they may be called upon to respond to any of the enumerated behavioral infractions.

Please take the time to reflect upon the Matrix of Infractions and Consequences. All Middle and High School students need to make a personal commitment to refrain from the behaviors listed. Every minute of the school year has educational value. It is our hope and our expectation that each student, armed with the knowledge of what is expected, will consistently exercise the self-discipline to avoid any referrals for inappropriate behavior. **Note: the “O” stands for “optional” and the “M” stands for “mandatory.”** The administration reserves the right to decide which option may be used depending on the severity of the situation.

Derogatory Language or Hate Speech

Derogatory language is defined as a term, slur, or phrase expressing negative connotation or low opinion of someone showing a lack of respect, usually used to express criticism, hatred, or disregard. Hate speech is defined as “abusive or threatening speech or writing that expresses prejudice against a particular group, especially on the basis of race, religion, or sexual orientation.” Because we are a school that is supportive of our diverse population, we cannot allow such divisive language to be used in our school setting. Should a student be found to have engaged in such language, he or she will face zero-tolerance disciplinary action as outlined by the Matrix of Infractions. This includes symbols or imagery that are prejudicial or racist in nature. Students can expect a suspension and, depending on the severity and nature of the language, a recommendation for expulsion.

We understand that all individuals may or may not agree with one another in classroom debates, yet healthy dialogue can lead to increased learning and awareness. While teachers are present within the classroom to monitor such discussions, we know that conversations often carry over to the hallways. At all times, we expect students to be respectful and cognizant of their language when not in the presence of teachers and other staff. These parameters around language are designed to promote a safe and welcoming environment for all of our students and staff.

Figure 1: The Matrix of Infractions and Consequences

	Verbal Warning	Detention	Suspension	Confiscation	Restitution	Parking Privilege Suspension/Revocation	Bus Probation/Suspension	School Behavior Contract	Recommendation for Expulsion	Referral to Law Enforcement
Plagiarism	O	O	O							
Unauthorized Aid	O	O	O	O						
Duplication	O	O	O	O						
Collusion	O	O	O	O						
Citation Error	O	O	O							
Uniform Violation	O	O	O							
Drug/Alcohol Possession			M	M					M	O
Disruptive Behavior	O	O	O			O	O	O	O	
Classroom Disruption	O	O	O			O			O	
Fighting/Physical Altercation	O	O	M		O		O	O	O	O
Contraband	O	O	O						O	O
Weapons Possession			M	M					O	O
Disrespect/Insubordination	O	O	O			O	O	O	O	
Insubordinate to Teacher or Faculty	O	O	O			O	O	O	O	
Derogatory Language	O	O	O		O			O	O	
Disrespectful to Peers	O	O	O			O	O	O	O	
Late	O	O	O			O	O	O		
Leaving Class	O	O	O			O		O		
Lied/Lying	O	O	O			O		O		
Misuse of School Equipment/Property	O	O	O	O	O			O	O	O
Misuse of Technology	O	O	O	O	O			O	O	O
Major School violation	O	O	O	O	O	O	O	O	O	O
Left campus w/o permission	O	O	O			O		O		
Other/Miscellaneous	O	O	O	O	O	O	O	O	O	O
Phone use Infraction	O	O	O	O		O		O		
Failure to sign in and out of	O	O	O			O		O		
Repeated Misconduct		O	O			O		O	O	
Sexual harassment	O	O	M					O	O	O
Skipping Class	O	O	O			O		O	O	
Smoking	O	O	O	M				O	O	O
Stealing/Theft	O	O	O	O	O			O	O	O
Swearing	O	O	O					O		
Tardy to Class	O	O	O			O		O		
Vandalism	O	O	O	O	O	O		O	O	O
Unsafe Driving	O	O	O			M		O	O	O
Horseplay	O	O	O			O		O		
Unpreparedness	O	O						O		

Bullying and Harassment Policy

Since Central Florida Preparatory School opened its doors to students, the faculty, staff, administration, parent volunteers, and stakeholders have been committed to providing a safe and orderly environment for learning to the students of CFP. The school continually seeks to promote the personal physical, social/relational, emotional, and academic growth and well-being in all of its students.

Among the rights accorded to students at CFP are the following:

- » The right to experience a safe and orderly environment in which to learn
- » The right to be treated with dignity and respect by all faculty and students
- » The right to be informed of the rules of conduct, and
- » The right to reasonable and fair treatment

CFP students, as members of the Mariner Family, are also held responsible for certain types of behavior and personal decorum, including the responsibility to treat others with dignity and respect ...including all school personnel, fellow students (current and former), volunteer parents, guests on campus, and others in authority.

CFP is committed to maintaining an environment wherein bullying and harassment are appropriately responded to and never tolerated; and, wherein, victims are never responsible for being the target of bullying or harassment.

For the sake of clarity and understanding, the following definitions are utilized in the CFP community:

Bullying

Means systematically and chronically, over time, inflicting physical hurt or social or psychological distress on one or more students (including former students), a school employee, a school parent, or a school volunteer. Bullying includes any unwanted and repeated written/visual, verbal, relational, or physical behavior (including any threatening, insulting, demeaning, hateful, or dehumanizing language and/or gesture that is severe or pervasive enough to create an intimidating, hostile or offensive educational environment; cause discomfort, humiliation, social exclusion and/or isolation of a student within the school community, or unreasonably interferes with the individual's school performance or participation).

There are four types of bullying:

- » Physical: includes, but is not limited to, behaviors, such as hitting, kicking, or any other form of violence toward another.
- » Verbal: includes, but is not limited to, behaviors, such as name calling, teasing, insulting, or threatening (spoken or in writing).
- » Relational: includes, but is not limited to, behaviors, such as gossiping, intentional exclusion, and rumor spreading.
- » Cyber: includes, but is not limited to, behaviors, such as sending inappropriate texts/ sexting, emails, or instant messages; posting inappropriate pictures, videos, or messages about others in blogs, on Web sites, or via any other type of social media; using someone else's username to spread falsehoods, rumors, or lies about someone or something, making a fake profile, or harassing another person.

Harassment

Is offensive and inappropriate conduct relating to a person's race, color, religion, sexual orientation, gender identity, national or ethnic origin, or disability. Various forms of bullying outlined above may constitute harassment when the behavior is based on race, etc. Examples of harassment include, but are not limited to, racial slurs, jokes about disability or national origin, teasing one about his/her sexual orientation, and other similar offensive behaviors.

Instances of bullying or harassment should be immediately reported to the student's Director, Vice Principal, or School Counselor, so that school personnel can get involved to investigate, discern the facts, and adjudicate the situation. It is typical for school administrators to utilize progressive discipline and professional discretion in dealing with the facts of each specific infraction, consistent with the Student Conduct and Discipline Code. Every effort is made to eradicate misconduct and simultaneously to use every disciplinary encounter as a learning and growth experience for any student involved.

When the school administration becomes aware of harassment or bullying that is within the school's jurisdiction, the situation will be investigated as soon as possible. The scope of the investigation will depend on the nature of the complaint. It is expected that all students involved will cooperate fully in the school's investigation, including providing login/password credentials to any social media platforms, email accounts, mobile phones, or messaging apps where necessary to aid in the investigation of allegations of bullying or harassment.

Fair and thorough investigations can take some time, so we ask all individuals who may be a party to any filed complaint to be patient and to understand that the school may not be able to report the final outcome to parents or students quickly. Moreover, the school will only convey specific disciplinary information to parents regarding their own child, consistent with the school's confidentiality guidelines.

The scope of the school's responsibility is typically limited to behaviors by any member of our school community that occur on campus, on any mode of school-provided transportation, or at a school-sponsored event, regardless of venue. However, due to the pervasive use of digital devices and social media and the reliance on such communication modalities by students, the school may assert jurisdiction to discipline in cases of student behaviors that occur off campus, over the internet, or through the use of social media, which:

- » **negatively impact a victim student's ability to function comfortably at school,**
- » fail to align with each student's responsibility to treat fellow students (current and former) and all other members of the school community with dignity and respect,
- » demonstrate exceedingly poor character on the part of the offending Mariner student, or
- » could be construed in any manner to bring or have the potential to bring reputational harm to CFP

In such cases, students who engage in cyber bullying or harassment of a fellow Mariner student or faculty member may be either summarily suspended or expelled and the enrollment contract terminated.

In addition:

- » School personnel regularly seek to operate CFP as a "Golden Rule School," an educational institution and a total community in which we treat one another in ways that are consistent with the manner in which we would wish to be treated.
- » School personnel are not interested in playing the game of "Gotcha!" with any of our students. Rather, we seek to clearly communicate "reasonable expectations", and we expect "willing compliance" as a consequence.
- » CFP offers professional development to the CFP staff to provide the tools to enable our teachers and other personnel to maintain the special kind of environment that positively defines CFP.

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.

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 be no more than 2-4 inches above the knee when standing; skirts and skorts should cover the entire thigh when seated and the hem line should be appropriate for a modest and professional school environment.
- » 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. 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 under a skirt or skort.
- » 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.
- » Gauge earrings are prohibited.
- » NO body piercing is allowed. Any body piercing must be removed.
- » Tattoos are prohibited and may never be visible at any time; 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 hair 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 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 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.
- » 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 dress code rules are left to CFP administration.

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, call 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.

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).

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 in the east parking lot. Driving privileges may be revoked because of noncompliance with any CFP policy. Students may drive other 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/guardians will be notified by phone via our FACTS communication system. Parents/guardians, staff, and students are prohibited from entering or exiting the building during a medical emergency.

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.

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. CFP also encourages nourishing lunches be packed in reusable containers.

Candy, gum, soda, coffee, and energy drinks 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, parent drop-off, 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.

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

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 based on your FACTS payment plan. Tuition is considered late after 7 days past the due date.
- » 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, downloading, 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, as well as

any AirPods/ear buds and/or smart watches, 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.

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.

Use of Personal Technology and Devices for Driving Students

Any driving student who does not adhere to the technology policies will have their driving privileges revoked. Parents will be required to pick up and drop off student. If a parent is unable to drive their student to or from school, out of school suspension policies will ensue.

- » First Offense: 1 week driving privileges revoked
- » Second Offense: 3 weeks driving privileges revoked
- » Third Offense: Driving privileges revoked for the school year

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

MOVIES

Sixth and 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.

USE OF VIDEO, AUDIO, AND SURVEILLANCE

At Central Florida Prep, ensuring the safety and security of our students, staff, and visitors is paramount. To support this goal, the school employs video and audio surveillance systems in various public areas around the campus, including hallways, common areas, entrances, and outdoor spaces. These systems are used to monitor activity, protect individuals, and safeguard school property. Surveillance footage and audio recordings are strictly confidential and accessed only by authorized personnel for safety, security, and investigative purposes. All surveillance practices comply with relevant laws and regulations, and signage is displayed to inform individuals of the presence of these systems. The privacy of our school community is respected at all times, and any misuse of the surveillance system will result in disciplinary action. If you

have any questions or concerns regarding this policy, please get in touch with the administration office.

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 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

