

CHRISTIAN PREPARATORY SCHOOLS

STUDENT HANDBOOK

2024-2025



WELCOME!

We are excited and honored to have your family join our school. We are confident you made an excellent choice. Along with encouraging your child academically, we are committed to partnering with you to develop and nurture them spiritually, morally, emotionally, intellectually, socially and physically. Along the way, you will have various opportunities to encourage and participate in your child's education. Parents are welcomed to serve as a chaperone during school field trips. You are encouraged to participate in our Chapel Services, Thanksgiving Feast, Christmas Party, Valentine's Party, Easter Celebration, Monthly Awards, End-of-Year Awards, Eagle Conference, Spirit Week and Graduation.

Our staff is dedicated to the school's vision and to helping each student with the essential skills and knowledge to be the absolute best.

Christian Preparatory Schools is a ministry seeking to serve all who enter our doors. We believe in community and fellowship. We encourage you to share any needs or prayer requests you have.

Together, we will continue to make this ministry that God has entrusted into our hands the best place for your child to grow and learn.

God Bless,

Christian Preparatory Schools Staff

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WHO WE ARE

VISION

The Vision of Christian Preparatory Schools is to build a Christ-centered school that emphasizes strong academics and fine arts in order to help students discover and strengthen their God-given talents and use these talents to glorify God.

MISSION

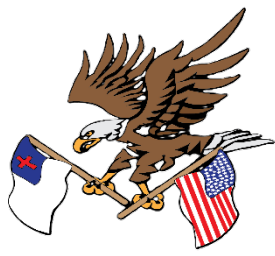
The mission of Christian Preparatory Schools is to prepare students for a successful future by providing spiritual, moral, emotional, intellectual, social, physical and academic learning opportunities designed to meet the individual needs and priorities of each student.

PURPOSE

The purpose of Christian Preparatory Schools is to provide a high quality, individualized education to every student including spiritually, emotionally, intellectually, socially, morally, and physically.

BELIEFS

- We believe that Jesus Christ is the Son of God; He died on the cross for our sins and was resurrected on the third day so that everyone who believes in Him will have everlasting life.
- We believe in teaching our students the Bible, which is our most important textbook.
- We believe in honoring God by doing our best in all aspects of our lives.
- We believe in accepting, loving and respecting each other for who we are.



Christian Preparatory Schools

2024-2025 SCHOOL CALENDAR

MONTH	DATE	
August	5-9	Student Holiday/Teacher Workdays
	9	Open House: 9 am-5 pm
	12	First Day of School/First Day of 1 st Grading Period
September	2	Labor Day-Student/Teacher Holiday
	10/12	Field Trip: WonderWorks
	27	Student Holiday/Teacher Workday
October	8/10	Field Trip: Gatorland
	14	Student Holiday/Teacher Workday
	15	First Day of 2 nd Grading Period
	31	Reformation Day
November	11	Veterans Day-Student/Teacher Holiday
	22	Thanksgiving Feast/Early Dismissal
	25-29	Thanksgiving Break-Student/Teacher Holiday
December	10-12	ICE @ Gaylord Palms
	20	Schoolwide Christmas Party/Early Dismissal
	23-31	Winter Break-Student/Teacher Holiday
January	1-3	Winter Break-Student/Teacher Holiday
	6	Student Holiday/Teacher Workday
	7	Classes Resume/First Day of 3 rd Grading Period
	20	Martin L King Jr. Day-Student/Teacher Holiday
February	4/6	Field Trip: SeaWorld
	14	Schoolwide Valentine's Day Party
	17	President's Day-Student /Teacher Holiday
March	21	Rodeo Day Student Holiday/Teacher Workday
	14	Student Holiday/Teacher Workday
	17-21	Spring Break-Student/Teacher Holiday
	24	Classes Resume/First Day of 4 th Grading Period
April	8/10	Field Trip: Medieval Times
	18	Good Friday-Student/Teacher Holiday
May	7/9	Field Trip: Animal Kingdom
	26	Memorial Day-Student/Teacher Holiday
	30	Last Day of Mandatory School/Early Dismissal
June	6	Graduation

Note: Field Trip days will be on Tuesdays for Davenport, Gainesville, Osceola, Poinciana and Poinciana South & Thursdays for Leesburg, Polk, Poinciana North, St. Cloud, & Titusville

Dates and events are subject to change.

ACADEMICS

We believe academics is one of the essential keys to a successful school year. Our school uses the Accelerated Christian Education, PACEs, as the core curriculum for English, Math, Social Studies, Science and Spelling. This curriculum allows students enrolled in 1st - 8th grade to work at a level that is challenging but not overwhelming. High School PACE books are organized by the appropriate credits needed for graduation (see graduation requirements).

MASTERY

We believe every student can master all learning materials. This is accomplished by parents, teachers and students setting appropriate academic goals. In order to provide mastery in learning, the school does not accept a 69% or below as a test grade.

If a student scores 69% or below, the teacher will re-teach the material. Teachers will work with the student until all work is correct. If a student scores 70% or above, he/she may choose to correct all problems to earn a higher score on his/her test.

Students in K-8th grade will receive full credit for the corrected work (100% final test score). High school students will receive half credit for the corrected work.

SUPPLEMENTAL LESSONS

Every class will have daily devotions focusing on Biblical stories and principles as well as daily group activities to supplement the students' education.

ELECTIVES

K-8th Grade Students

All classes K-8th grade will be offered electives such as physical education, art, music and technology.

High School Students

All High School students must earn the elective credits necessary to fulfill graduation requirements. Elective classes vary each semester. Electives include but are not limited to physical education, team sports, art, drama, speech and debate, career exploration, business, video production, creative writing, leadership, life skills, marketing, photography, Biblical Studies and SAT/ACT prep.

Foreign Language

We use Rosetta Stone to provide over 30 different language learning opportunities. Students may earn up to 4 foreign language credits during high school. Schedule an appointment with your Academic Advisor/Dean if you are interested.

GRADING SCALE

The following grading scale is utilized for all assignments completed by a student:

LETTER GRADE	PERCENTAGE
A	90-100%
B	80-89%
C	70-79%

HOMEWORK POLICY

Students will be assigned homework every day based on their individual learning goals. Work not completed during the school day will be assigned as homework. Homework assignments can also include class projects.

REPORT CARDS

Report cards will be available on the Family Portal approximately two weeks after each quarter has ended. A notification will be sent out to all families once report cards are available.

ACADEMICS: HIGH SCHOOL STUDENTS

DUAL ENROLLMENT

Our school has a dual enrollment agreement with multiple colleges. This is a great opportunity for any college-bound student to earn credit towards high school graduation and a college degree. There are specific requirements to participate in this program and deadlines for every step of the process. Any student considering dual enrollment must begin preparing at least one year prior to starting the enrollment process for the College. Individuals who are interested in this opportunity must schedule an appointment with our Academic Advisor/Dean.

CREDIT RECOVERY

A student who earned a D in high school prior to enrollment may recover the credit to boost their cumulative GPA. A student who earned an F in a high school prior to enrollment **must** recover the credit. Any credit to be recovered will be added to the student's academic workload. Individuals who are interested in this opportunity must schedule an appointment with our Academic Advisor/Dean.

TRANSFER CREDITS

High School credits completed at a different high school will receive an academic review to determine eligibility to transfer. It is a parent's responsibility to be aware of their child's transfer credits that were completed at the school previously attended.

The school reserves the right to reject any transferred credits.

TRANSCRIPT REQUESTS

Transcripts are completed for high school students only. High school transcripts are updated annually and will reflect a student's credits completed and grade point average (GPA).

All transcript requests must be completed online under the "Academics" tab on the school's website. The transcript request will be fulfilled within 10 business days. Five (5) business days expedited service is available for \$25 + form processing fees.

Note: Business days are Monday through Friday. Forms submitted past 5:00 pm are counted for the following business day.

GRADUATION REQUIREMENTS

According to the Florida Department of Education, students must earn at least 24 credits to earn a standard diploma.

The graduation requirements are as follows:

SUBJECT AREA	CREDITS REQUIRED	ELECTIVE SUBJECT AREA*	CREDITS REQUIRED
English	4	Art	1.0
Math	4 (must include Algebra 1 and Geometry)	Physical Education	0.5
Social Studies	3 (must take World History, U.S. History, American Government and Economics)	Health	0.5
Science	3 (must take Biology)	Foreign Language	2.0 **

* Students must earn 6 additional high school elective credits to satisfy graduation requirements.

** Foreign language is preferred especially for students who are college bound but not a necessary requirement to graduate.

GRADUATION GRADE POINT AVERAGE (GPA)

The minimum unweighted GPA required for graduation is 2.5.

ATTENDANCE

SCHOOL HOURS

6:00 am - 7:45 am	Early Drop-off
7:45 am – 7:55 am	Student Drop-off School
8:00 am - 2:30 pm	Hours
2:30 pm - 3:30 pm	Student Pick-up, After School Activities (Clubs, Sports and Tutoring)
3:30 pm - 6:00 pm	Extended School

*School hours are subject to change for special events.

ATTENDANCE REQUIREMENTS

Students are required to attend 170 school days to remain in good academic and scholarship standing. Our school offers 220 school days to meet attendance requirements (180 school days during academic year and 40 summer school days). **Students who do not meet the minimum attendance requirement must attend summer school.**

Students must arrive before 10:00 am and be present 4 hours of the day to be marked present.

Excessive early pick-ups, late drop-offs and absences can affect a student's academic progress and scholarship standing.

EARLY PICK-UP

If a student must be picked up early, an authorized person must visit the front office, present their photo ID and follow the sign-out procedures. It is recommended to bring a note when the student returns.

LATE DROP-OFFS

Parents/Guardians are not allowed pass the front office after 8:00 am. Attendance is taken daily by 10:00 am. A parent or guardian must communicate to their child's teacher or the front office when a student will be arriving late. It is recommended that the student bring a note upon their arrival.

ABSENCES

All absences should be communicated to the teacher via email, parent note or doctor's note.

Parents/Guardians are required to notify the school in writing if their child will be absent for more than 5 consecutive days to avoid jeopardizing their child's scholarship standing.

PREARRANGED ABSENCES

If a student will miss two or more days of school, parents must communicate to their child's teacher.

PACE books can be sent with the student for any prearranged absence.

SCHOOL DISMISSAL

Student dismissal is at 2:30 pm. To ensure all students' safety during dismissal, it is imperative that the school has parental support and patience during this time of day and in following school dismissal guidelines. There will be no charge to parents between 2:30 pm – 3:30 pm for student pick up. Students will work on homework and tutoring services will be provided during this time. After 3:30 pm, students will be placed in Extended School.

EXTENDED SCHOOL

All students who are not picked up after school hours will be placed in Extended School. This is an extension of the school day where students will be doing their homework, reading and outside play. There is a weekly fee of \$25.00 for any students staying past 3:30 pm until 6:00 pm. An additional fee of \$10.00 will be charged every 5 minutes after 6:00 pm.

*Reference the school's "Extended School Agreement" for more information

SCHOOL SAFETY

TRANSPORTATION

FIELD TRIPS

We believe the world is our classroom, and field trips play an essential role in the developmental process of a student's education. Throughout the school year, students will be given the opportunity to participate in class and schoolwide field trips, which parents and guardians are welcomed and encouraged to participate in.

CLASS FIELD TRIPS

Class field trips are planned by teachers. Field trips of this kind are educational, fun and preferably at no cost.

SCHOOLWIDE FIELD TRIPS

Schoolwide field trips are an important part of our school; all students are encouraged to attend. Please note there will be no alternative activities offered on campus during field trip days. Students that do not attend will have an assignment due on the day they return to school.

For students to participate in schoolwide field trips, a permission slip must be completed, field trip fees paid by the deadline and students must wear the field trip shirt on the day of the trip.

In the event a student violates any school policy, administration has the right to revoke the student's privilege to attend any field trips.

FAMILY MEMBER ATTENDANCE

Parents and other adult family members are always welcome to attend field trips. A cleared background check must be on file for any individual who is interested in attending these events. Additional costs may apply.

School-aged children not enrolled in one of our campuses cannot attend class or schoolwide field trips. Siblings, from infants to Pre-K, can attend with a parent chaperone. Additional costs may apply.

TRANSPORTATION CONDUCT

Our schools utilize school buses and vans to transport students and staff to school related field trips and events. To ensure the safety of both students and staff, students must adhere to the following busing behavior expectations:

1. Students must always wear their seat belts and remain seated at all times.
2. Students must leave their seat belts on until they are instructed by the driver to remove them.
3. Students must follow the driver's instructions.
4. Students must be respectful to everyone inside and outside the vehicle.
5. Students must keep their hands, feet, spit, objects and anything else to themselves.
6. Students must never throw any item out of the vehicle.
7. Students must keep all food and drink in a sealed container for the entire time they are in the vehicle.
8. Students must remove any trash and personal belongings when they leave the vehicle.

If a student violates any of the above guidelines, parents will be notified and may be requested to pick up their child immediately. Further consequences may include not being able to ride on any school transportation in the future.

*** A Busing Behavior Contract must be signed by the parent and student before riding on school transportation.**

WAY HOME

At the beginning of the school year or when a student is enrolled in the school, a parent must complete the "Way Home Form." If a student's way of getting home changes temporarily or permanently, a written note must be provided to the teacher by the parent. If a note is not received from a parent, the student will be sent home according to the information on file.

STUDENT DRIVERS

Student drivers must be at least 16 years of age, in good academic and behavioral standing and adhere to the following:

- The student who desires to drive and park a vehicle on school premises shall read the "Vehicle Registration and Parking Authorization Guidelines." This form can be obtained from the front office.
- A "Vehicle Registration and Parking Authorization Form" must be completed, notarized, signed and returned to the front office with student's valid driver's license, proof of insurance and vehicle registration.
- The vehicle(s) to be driven to school must be written on the "Vehicle Registration and Parking Authorization Form." The front office must be notified if a different vehicle is driven to school.
- **Students are not permitted to ride with a student driver. The only exception is an immediate family member with written permission from a parent or guardian.**
- **Student drivers are not allowed to drive off campus for lunch.**

A student who does not follow all the guidelines as a student driver may have parking privileges revoked.

***Read "Vehicle Registration and Parking Authorization" Packet for complete guidelines, processes and forms.**

SCHOOL FOOD POLICY

The following has been extracted from the school's "School Food Policy and Procedures."

Although our school currently offers a food program, below are the school's policies and procedures for students who bring a packed meal:

- Never pack food items that contain peanuts or nut products, including Nutella
- It is possible your child's teacher may inform you of an additional food allergy. In such cases, we kindly ask for your cooperation by not sending these food items with your child.
- Microwaves are provided for students to warm up their lunch, here are the policies regarding microwave use:
 - The time limit to warm up food is 1 minute. Food items that are frozen or require hot water to prepare are not allowed.
 - Students in Kindergarten through 3rd grade are not allowed to touch or use any microwave.
 - Any food which requires reheating must be provided in a microwave safe container (no glass containers)
 - No microwave popcorn is allowed.
- Hot beverages or energy drinks are not permitted on campus.
- Only plastic utensils are allowed.

Note: Students are only allowed to bring a packed meal. The use of food meal delivery services is NOT allowed.

MEDICATION, INJURY, AND ILLNESS

MEDICATION ADMINISTRATION

Medication should be given to your child before coming to school and after pick-up. A parent or guardian can

come to school during the school day to administer necessary medications or treatments. Any student that needs to take any medication or treatments during school must receive administrative approval. Authorization will only be granted if it is guaranteed that medication will be administered in a safe, responsible manner.

SICKNESS AND INJURY

If a student feels sick or is injured, the student must inform their teacher immediately.

***Reference our school's "School Health Policy and Procedures" for additional information.**

EMERGENCY CLOSING PROCEDURES

Our school follows all County School District decisions regarding closures due to weather or other dangerous conditions. Parents will be notified via auto-dialer, text message or email announcing the closure and when students can return to school. For safety reasons, it is important to keep contact information updated at all times.

STUDENT EXPECTATIONS

ACCEPTABLE BEHAVIORS AND EXPECTATIONS INTERACTION

WITH SCHOOL STAFF

For the safety and development of all students, we expect students to follow all directions received from school.

staff. Students must not challenge staff's instructions. Students must:

- Acknowledge staff 's request and show willingness to comply.
- Do not use profanity or other offensive language.
- Keep appropriate tone of voice.
- Set a time to speak with the staff about the concern.

INTERACTION WITH PARENTS

We expect students to be respectful and cooperative with parents:

“Children obey your parents in the Lord, for this is right. Honor thy father and mother which is the first commandment with a promise.”- Ephesians 6:1-2 (NIV)

INTERACTION WITH PEERS

We expect each student to:

- Look for the good in everyone.
- Encourage one another.
- Love each other for their unique gifts and talents.
- Accept everyone's struggles and weaknesses (i.e., physical differences, social, academic and spiritual challenges)
- Do not speak negatively about another student's struggles or weaknesses.
- Display kindness.

“A new commandment I give to you, that you love one another, even as I have loved you, that you also love one another.” – John 13:34 (NASB).

UNACCEPTABLE BEHAVIORS

When a student displays unacceptable behaviors, school staff will work with the student to make appropriate choices.

Unacceptable behaviors include, but are not limited to:

- Out of instructional control
- Running away/leaving campus without permission
- Harassment and bullying (physically, verbally, online)
- Fighting (physically or **posting on social media**)
- **Posting or sharing inappropriate content on social media or via text message**
- Profanity
- Threats (verbal, physical, online)
- Theft
- Drug and alcohol use
- Smoking and vaping
- Arson
- Anything Weapon Related
- Vandalism (payment for repairs is required to return to school)
- Inappropriate behaviors
- Public displays of affection (PDA)

School administration will administer consequences for violation of any unacceptable behavior. Additional consequences include the student being at risk of having charges brought against them by the local police.

DRESS CODE POLICY

- Students must wear a school uniform shirt.
- Students may wear jeans that are not ripped, torn or altered in any way, knee length short pants or long pants that are solid colors. Girls may wear knee length skirts with shorts underneath.
- Students must wear modest clothing.
- Students may wear pullovers or zippered sweaters over the uniform logo shirt and be prepared to show their uniform shirt.
- Students are not allowed to wear clothes with holes or in deteriorating condition.
- Students are not allowed to wear sweatpants, skintight pants, pajamas or sleeping garments.
- Students are not allowed to wear clothing that may be offensive to others.
- Students are not allowed to wear slides, flip flops, slippers or CROCS. Appropriate sneakers must be used for all physical activities.
- Students are not allowed to wear clothing in a way that will show their undergarments.
- Students will be asked to follow additional dress code requirements for certain activities on and off campus.
- Students may not wear head coverings such as hats, bandanas or hoods inside.
- Modifying uniform or field trip shirts is not allowed.

Students that arrive at school out of dress code will have to change, call home for a change of clothes or other means to resolve the issue. Students who ignore the dress code will face disciplinary actions.

ELECTRONIC DEVICE POLICY

Students are not allowed to bring any electronic devices (cell phones, tablets, watches, game systems, music players, etc.) unless all guidelines are followed:

1. Any electronic device brought on a van, school property or off campus activity is the sole responsibility of the student. No administration, staff, volunteer or other student may be held responsible for the device(s)
2. A student that brings any electronic device may not allow any other student to use that device at any time.
3. Any electronic device must be immediately given to school staff if requested.
4. A school staff may look at the content of any electronic device at any time. Students must provide pass code or open device upon request from staff. Inappropriate content may be deleted.
5. Students are not allowed to call, play, take pictures, record videos or text, unless given permission by school staff first
6. If an electronic device is missing, parents and/or students **may not** request a search of others or their belongings, including backpacks, student's person, staff or any other type of search.
7. School staff will make a reasonable attempt to help find misplaced items.
8. Students who turn in a found electronic device will not be accused of stealing.

If a student is not fully cooperative with school staff and does not adhere to the guidelines above, parents will be notified and further consequences may result from not following the rules, including not being able to bring electronic devices in the future.

SOCIAL MEDIA POLICY

Students need to be aware of the effect their actions may have on their reputation as well as the school's reputation. The information that students post or publish on any social media platform is public information.

Students need to be aware that the school may observe content and information made available by students through social media. Students need to use their best judgment in posting material so that it is neither inappropriate nor harmful to the school, its students or staff.

Some prohibited social media behaviors include but are not limited to posting negative commentary, posting a video of violence, inappropriate content and recordings, offensive images, pornographic content, harassing language and cyber bullying.

Nude or provocative images and/or recordings solicited or sent are criminal acts.

Anything sent via social media may be found even after it has been deleted. Do not post or publish anything on social media that you do not want the world to see.

If a student encounters a situation while using social media that threatens to become antagonistic, students need to disengage from the dialogue in a polite manner and seek the advice of a parent and/or school staff.

After-hours online activity that violates any school policy may subject a student to additional consequences. A student in violation of anything listed in the “Social Media Policy” will lose their phone privileges.

STUDENT SEARCH POLICY

School administration reserves the right to search any student for any reason, including crime, safety violation or violation of school policies.

Student searches will be documented and communicated to the parent.

SCHOOL CONTACT INFORMATION

Davenport Campus

508 S Hwy 17/92, Davenport, FL 33837
Phone: (863) 608-6056

Gainesville Campus

2500 NE 15th St, Gainesville, FL 32615
Phone: (352) 777-9893

Leesburg Campus

10516 Treadway School Rd, Leesburg, FL 34788
Phone: (352) 818-1761

Osceola Campus

1515 Michigan Ave, Kissimmee, FL 34744
Phone: (407) 729-5974

Osceola Downtown Campus

101 W Dakin Ave, Kissimmee, FL 34741
Phone: (407) 724-7886

Poinciana Campus

4942 Old Pleasant Hill Rd, Kissimmee, FL 34759
Phone: (407) 435-0436

Poinciana North Campus

2525 Trafalgar Blvd, Kissimmee, FL 34758
Phone: (407) 749-2078

Poinciana South Campus

601 Walnut St, Kissimmee, FL 34759
Phone: (407) 946-0240

Polk Campus

3151 Hardin Combee Rd, Lakeland, FL 33801
Phone: (863) 845-3822

St. Cloud Campus

2500 Canoe Creek Rd, St. Cloud, FL 34769
Phone: (407) 577-0738

Titusville Campus

2940 Columbia Blvd, Titusville, FL 32780
Phone: (321) 948-1317

STUDENT HANDBOOK ACKNOWLEDGEMENT

I _____ agree that I have read and understand the 2024-2025 Christian Preparatory Schools Student Handbook and will follow all guidelines within to the best of my ability.

Signature

Date

Please return this completed document to the front office.