

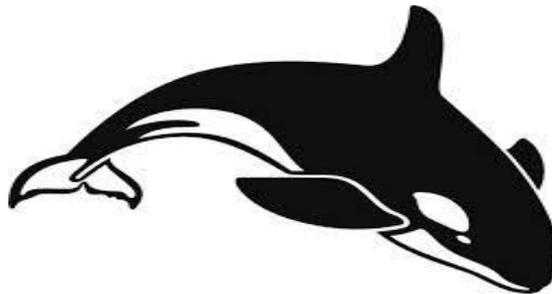
# Coral Park Christian Academy



## Parent/Student Handbook

2016-2017

ELEMENTARY AND MIDDLE SCHOOL



Building character through Christian education

# Parent / Student Handbook

## 2016-2017

### *Table of Contents*

Philosophy, Mission Statement and Purpose of the School	1
General Philosophy and Objectives and Plan of Salvation	2
An Overview of our Programs	3
Admissions Requirements	4
Grading Procedures	5
Athletics	6
Standardized Testing	6
Accreditation and Affiliations	6
Financial Policies and Instructions	7
Tuition and Fees	7
Dress Code Regulations	8
School Uniforms	10
Cold Weather Alternative	11
Helpful Hints for Parents / Health Department Requirements	11
Communicable Diseases and Infections	12
Administration of Medication to Students	13
Attendance Policy	14
Tardiness Policy	15
Lunches and Snacks	15
Lost and Found	15
Toys	15
Pictures	15
Birthdays	15
Field Trips	16
Holidays	16
Severe Weather Policy	16
Fire Drills	16
Discipline	16
Student Conduct-Personal Behavior	16
Violations of School Rules	17
Drug Free Program	19
Detention Policy	19
Outdoor Suspension	20
Expulsion	20
Public Display of Affection	20
Care of School Property	20
Eyewitness Accounts	20
Search and Seizure	21
Christian Moral Standards for CPCA and Statement of Non-Discrimination	21
School Mascot	21
School colors	21
Tentative School Calendar 2016-2017	22
Statement of Cooperation	24

## PHILOSOPHY

- The Bible is the inspired word of God and is able to cultivate our abilities and meet our needs.
- The Bible is the core of our educational process and curriculum.
- Each child has infinite worth and value with unique abilities and needs.
- CPCA will strive to promote an environment of educational excellence.
- CPCA will emphasize the worth of the individual and the eternal values of God.
- CPCA will provide a quality education in a Christian environment.
- The learning experiences will be individualized to the best of the school's abilities.
- CPCA will work with parents to enhance the learning experience for each child.
- CPCA will provide children with learning materials that meet the cognitive and developmental needs of each child.
- CPCA will motivate children to learn as well as enhance their self-image and self-esteem.

## MISSION STATEMENT

Our mission at Coral Park Christian Academy is to provide a quality, structured Christian education for all students as well as a nurturing, stimulating learning environment that allows students to grow academically, socially and spiritually.

## PURPOSE OF THE SCHOOL

As a ministry of the Primera Iglesia Bautista de Coral Park, Coral Park Christian Academy was established in 1989 with the purpose of providing an education based on Christian ideals and principles with high scholastic standards. As a result, the school maintains a close, harmonious relationship with the church. The school maintains a pre-school, elementary and middle school and is open to the general public regardless of race, color, or gender. We believe the Word of God is profitable for salvation, doctrine, correct living and instruction in righteousness (II Timothy 3:16).

Coral Park Christian Academy is accredited by the Florida Coalition of Christian Private Schools Accreditation Inc.. The school is also a member of the Association of Christian Schools International and is presently seeking candidacy towards full accreditation with this institution known for excellence in academic standards.

## PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to explain to the parents and students of Coral Park Christian Academy our basic philosophy of education, discipline, and policies that will guide our relationship together throughout the year. If any problems or situations arise which are not discussed in this handbook, the administration and faculty will determine the course of action necessary to correct the problem. We trust that this handbook will provide you with the information you need for a successful school year.

## GENERAL PHILOSOPHY AND OBJECTIVES

True wisdom is knowing God's purpose for us in life, and also His plan for the ages. We believe that students are truly educated only when they have attained true wisdom. Proverbs 4:7 states: "*Wisdom is the principal thing; therefore get wisdom; and with all thy getting, get understanding*". Therefore, to instill wisdom in the life of its student body, Coral Park Christian Academy - founded upon the authority of the Word of God, gives the bible pre-eminence by making it the foundation of the school curriculum, and emphasizing the fundamentals of the Christian faith.

The educational philosophy of Coral Park Christian Academy is bible-based and Christ-centered. Since Jesus Christ is the integrating and unifying reality of all academic and extra-curricular activities, our teachers must be "born-again" Christians who are living a life of discipleship under His Lordship. We require that all our teachers be active members of a local church whose doctrines are acceptable to Primera Iglesia Bautista Coral Park.

The ultimate purpose of education at Coral Park Christian Academy is to glorify God. We do this through the following foundational objectives:

- Provide students with an educational environment that will foster opportunity to become well-balanced, Christ-like persons through proper cognitive, physical, social and spiritual development.
- Encourage students in the development of wholesome Christian attitudes and values by example and by design.
- Broaden the students' worldview through a Christ-centered curriculum that recognizes all truth is from God.
- Instill in students a sense of responsibility for their own continued spiritual and intellectual growth.
- Lead students to a saving knowledge of Jesus Christ (Mt. 16:26).
- Train students to know and to do the will of God (Ps. 16:8; Mt. 26:39).
- Convince students to stand firm for biblical principles (Ps. 119:46; Prov. 1:10).
- Teach students self-discipline through submission to God and all other authority (Rom. 13:1; Heb. 13:7; Ps. 40:8).

## PLAN OF SALVATION

The Bible teaches that:

1. After this earthly life there is eternal life with two destinies, Heaven and Hell.  
Matthew 25:46
2. Man is sinful and thus condemned to all before God. Romans 3:23
3. God loves you and has prepared a plan to save you. Juan 3:16
4. Jesus Christ was sent by God to pay for our sins with His death on the cross.  
Romans 6:23
5. Today you can receive this salvation through repentance by faith. Acts 3:19;  
John 6:47

## **An Overview of Our Programs**

### **The Before School Care Program**

In order to provide a secure and loving environment, Coral Park Christian Academy offers before school care for students in Kindergarten through 7th grade. Before-school care is available in Room 114 from 7:00 to 7:55 AM. Adult supervision is provided each school morning. After 7:55 AM, all students in Kindergarten through 7th grade must report directly to their classrooms. This service is provided free of charge.

### **The Elementary Program**

The Elementary Department has a well-rounded academic, social, physical, and spiritual program to offer students in K5 through 7th grade.

We want to instill in our students a positive attitude toward learning. Through a Bible-based curriculum which includes Bible, Phonics, Reading, Writing, Math, Science, Music/Band, Physical Education, Art, Spanish, Language/English, and Computer Skills, we strive to provide students with the necessary tools to achieve academic success.

At CPCA, we provide an atmosphere that promotes self-esteem and encourages the acceptance of others. The word of God is taught daily to help mold each student's character, which is one of the most important aspects of our students' development.

### **The Secondary Program**

The secondary level of Coral Park Christian Academy is designed to give our students the necessary foundation to live out God's plan for their lives. Every student is different. Some students desire to enter the work force immediately after high school. Other students desire to pursue a technical education. Most students aspire to enter college. Whichever direction a student believes God wants him/her to take, our school is committed to giving him/her a good foundation.

Our main goal, beyond academics, is to prepare our students spiritually. Through our curriculum, bible classes, chapel, and spiritual emphasis, our students learn that "all truth is God's truth" and that God's truth sets a person free to reach his/her highest potential.

### **The School Day**

Kindergarten– 7<sup>th</sup> Grade - 8:00 A.M. - 3:00 P.M.

No child should be left at school after 6:00 P.M. There is an additional fee charged for children left after 6:00 P.M.

## **ADMISSIONS POLICIES & PROCEDURES**

1. Students seeking admission must meet specific criteria for their grade level.
2. All required forms and documents must be submitted, and fees paid, before admission and registration are considered.

3. Each new student is admitted on a probationary basis. If the student is making acceptable progress and adjusting to the school by the end of the first quarter (nine-week period), the probation will be lifted. If the adjustment is not satisfactory, the probationary period may be extended, or the student may be reassigned to their previous grade or withdrawn.
4. Parents, guardians, and students should read the Handbook/Registration Guide for information regarding the school's policies, rules, discipline procedures, and calendar. It is your responsibility to be familiar with the contents.
5. The Statement of Cooperation must be signed by the student and his/her parent/guardian.

### **ADMISSIONS REQUIREMENTS**

#### **Elementary and Middle School**

1. All students entering K5 must be 5 years old by October 1st. All students entering 1st grade must be 6 years old by October 1st. These guidelines are the policy of Coral Park Christian Academy.
2. All new students will be tested by Coral Park Christian Academy prior to admission. There is a \$50.00 testing fee.
3. Each family must present the student's original birth certificate and social security card at registration.
4. All new and returning students are **REQUIRED** to have a current physical and updated record of immunization. These health records will be kept on file in the school upon registration. Students will not be allowed to enter Coral Park Christian Academy until these records are received.
5. Each family must present the student's latest achievement test results (S.A.T. or equivalent) and the last report card issued to the student by the previous school.
6. Students whose entrance exam scores are below grade level may:
  - be recommended for summer school, or
  - be required to repeat a grade.
7. A satisfactory conduct report from the student's previous school must be presented.

#### **Secondary School Admission Policy (Grades 6-8)**

1. Admission decisions are based upon the following:
  - A) The student's academic progress and preparation to successfully perform at the grade level he/she is entering.
  - B) The student's record of conduct and behavior, as well as, our assessment of his/her ability and desire to be a constructive and positive influence within the school community.
  - C) All middle school students seeking admission for the first time at

CPCA and parents/guardians must have a positive attitude about attending CPCA. Both parents/guardian and student must be committed to cooperate in the spiritual, academic, and social life of the school.

## 2. Academic Acceptance

- A) Copies of the most recent report card and the latest achievement Testscores (S.A.T. or equivalent)
- B) Satisfactory conduct report from previous school.

## 3. Registration

- A) Each family must present the student's original birth certificate and social security card.
- B) All entering students are REQUIRED to have a current physical exam and updated record of immunization. Students will not be admitted to Coral Park Christian Academy until these records are received.

### Returning Students:

- A) Completion of ALL registration forms by parents.
- B) Satisfactory academic work, conduct and work habits (completion of summer school program, if required).
- C) Parent's wholehearted support of Coral Park Christian Academy's philosophy and policies.
- D) Parent's agreement to maintain current financial obligations. No students will be enrolled if there are outstanding fees due to the school.
- E) Required health forms for students, if needed.
- F) Current record of immunization: in accordance with Florida state law, students will not be permitted to attend school until these required health records are on file.

## *GRADING PROCEDURES*

### Academics:

- A – 100 - 90
- B - 89- 80
- C -79- 70
- D -69- 60
- F - 59- 0

### Effort:1 - Excellent

- 2 - Satisfactory
- 3 - Unsatisfactory

Please refer any questions regarding individual class grades to your child's teachers. Any questions regarding overall average and GPA may be referred to the administration.

## **ATHLETICS**

The sports offered at Coral Park Christian Academy are:

- Boys soccer • Girls Soccer
- Boys Basketball • Girls Basketball
- Boys Volleyball • Girls Volleyball
- Girls Cheerleading

### **Athletic Eligibility**

So that participation in sports does not interfere with a student's academic progress at school, Coral Park Christian Academy has set forth general guidelines of eligibility.

### **Eligibility**

- Students whose discipline record is judged unsatisfactory by the Principal shall be exempted from participation in any sport or organization until such time that their record shows satisfactory improvement.
- Students who are placed on disciplinary probation cannot participate in any school function.
- Students who withdraw or are asked to leave the school may not attend any school function without permission from the Administration.

### **Standardized Testing**

The following standardized tests are administered to CPCA Students:

K-5 – 7<sup>th</sup> Grade TERRANOVA TEST

### **Report Cards:**

Report cards are issued four times a year, at the end of each quarter, only if all financial obligations have been met.

### **Transcripts:**

Transcripts may be requested in the school office. The first transcript is free. There is a fee of \$5.00 for each additional transcript.

### **Homework Policy:**

Homework not turned in when the teacher requests may be subject to a percentage reduction.

### **Accreditation and Affiliations:**

Coral Park Christian Academy is a proud member of the Florida Coalition of Christian Private Schools Accreditation Inc.(FCCPSA) and also maintains

membership with Association of Christian Schools International (ACSI).

### **Financial Policies and Instructions**

1. A non-refundable registration fee must accompany the application for admission.
2. Family Payment Plan Options - Families may select from one of the following payment plans: 11 monthly payments (July through May), 10 monthly payments (August through May), 2 bi-annual payments or one full payment.
3. All families must sign the Statement of Financial Responsibility.
4. Full tuition will be charged until the student is officially withdrawn from school. Any portion of the month is considered a month.
5. If full payment is made prior to August 1<sup>st</sup> a 5% discount will be issued to the account. If the first half of the annual tuition is paid by August 1<sup>st</sup> and the second half of the tuition is paid by January 15<sup>th</sup>, a 3% discount will be applied to the student's account.
6. Monthly payments are due on the 1<sup>st</sup> of the month. Tuition payments received after the 5<sup>th</sup> of the month are subject to a \$30.00 late fee.
7. A \$40.00 service charge will be assessed for any checks received that are returned by the bank for insufficient funds. All returned checks must be paid by money order or cash (NO checks will be re-deposited). Only ONE returned check a year is allowed. Accounts with more than one returned check will be placed on a cash or money order payment basis.
8. If there is an account balance at the end of the month, parents may be asked to keep the student(s) home until the account is brought current.
9. NO official records will be released, including report cards, transcripts, progress reports, achievement test scores when an account has an outstanding balance. A school account is considered outstanding if the balance is not current by the last day of each month.
10. Tuition for students completing K5 and 5<sup>th</sup>, grade must be paid in full before the student is allowed to participate in the graduation ceremony.
11. If a previous year's balance remains unpaid on the first day of school, we reserve the right to refuse re-admission of the student. Should this be necessary, the student will be re-admitted following payment of all outstanding fees due to the school.

### **Tuition And Fees**

Tuition: This is the basic annual cost of your child's education (180 school days).  
Multiple Student Discount: Coral Park Christian Academy provides a sibling discount to families with more than one child attending K5 through 7th grade. (This benefit is NOT allowed when any other discount has already been applied to your account).

2nd student 10% annual tuition reduction  
3rd student 10% annual tuition reduction

**Extended Care Fees:**

Students enrolled in K5 – 7th grade who will require after school care on a regular basis should enroll in this program. This program is available from 3:00 - 6:00 p.m. and is to be paid the first of each month in the school office.

K5 to 7<sup>th</sup> Grade - \$160.00 per monthly per student

Students picked up after 6:01 p.m. will be charged \$1.00 per minute for any portion of an hour. Parents are responsible to pick their students up at 3:00 p.m. K5 - 7<sup>th</sup> grade students NOT PICKED UP by 3:15 p.m. on regular days and 12:15 pm on half days will automatically be placed in Extended Care where hourly charges will be charged. The aftercare fee charge will be at the monthly rate of \$160.00 or on a per day basis at a rate of \$20.00.

**Dress Code/Uniforms Information**

1. Students will need to comply with the following “Dress Code”. No deviation will be accepted.

- A) NO excuse will be accepted for any violation of the dress code. It is suggested that parents purchase at least two sets of uniforms. Personal cleanliness and neatness is an important lesson. Uniforms should be neat and clean with no rips or tears. IF NOT IN REGULATION UNIFORM, STUDENTS WILL BE SENT HOME TO CHANGE.
- B) No hats, headbands, bandanas, or combs are to be worn.
- C) Uniforms must be purchased from the contracted uniform company.

Ibiley School Uniforms  
10564 SW8thSt Miami, FL 33174  
(305) 625-8050

- D) No pins, buttons, or clothing, considered by the administration to be of an offensive nature, will be permitted in school or at school related functions.
- E) Students enrolled in physical education courses must wear official P.E. uniforms to receive credit for the day.
- F) Students are not permitted to alter or change any part of their uniform.
- G) The uniform shirt or blouse must be worn even if a jacket or sweatshirt is worn over it. It must be tucked in.
- H) Only the top button of the shirt may be unbuttoned.

**2. Jewelry:**

Girls -

- Earrings with hoops over one inch in diameter or in excess of one inch in

length are not permitted.

- One pair of earrings may be worn at the earlobe.
- Only one thin chain may be worn inside the shirt or blouse.
- Chokers are not permitted.
- Nose rings, tongue rings, etc., are not permitted.

Boys -

- Earrings are not permitted.
- Only one thin chain may be worn inside the shirt.

### 3. **Make Up** (secondary)

Girls –

- Eye makeup should be simple, not excessive or dark.
- Lipstick needs to be as natural as possible, not dark colors. Lips should not be outlined.
- Nail polish should be natural colors, not dark.
- Face make-up needs to be as natural as possible, not excessive or dark.
- Girls in grades lower than 6th grade are not permitted to wear make-up.
- Girls in grades lower than 6th grade are not permitted fake nails.

NOTE: Boys or girls in violation of make-up rules will be asked to remove it. If not, the student will be sent home. Other disciplinary action may be implemented.

### 4. **Hair**

Girls -

- Hair should not reflect bizarre trends in color or style.
- Hair ornaments (bows, clips, headbands, etc) need to be coordinated with the uniform and not reflect a fashion trend.
- Excessive braids or extreme hair styles are not permitted.
- Girls in elementary are not permitted to streak or color their hair.

Boys -

- Hair should be short on sides and never touch shirt collar or ears.
- Extreme cuts, wedges, line, coloring or hair buns are not permitted.
- Hairstyles are subject to the approval of the administration.
- Hair should not meet or go below the eyebrow.
- Hair should be kept neat and clean.
- Hairstyles should not reflect bizarre trends (dreads, spikes, punk). It should be cut in a traditional way.
- Boys should not dye (streak) their hair.

NOTE:

Parents should wear modest attire while on CPCA campus.

Smoking is not permitted on CPCApportunity. We must to continually set a good example for our students.

### School Uniforms

K5-5<sup>th</sup> Grade Girls:

- Skort with Front and Back Flap, or
- Khaki Pleated Pants
- Golden yellow Short Sleeves Polo Shirt

K5-5<sup>th</sup> Grade Boys:

- Khaki Pants
- Golden yellow Short Sleeves Polo Shirt

6<sup>th</sup> – 7<sup>th</sup> Grade Girls:

- Culotte (8 pleats), or
- Skort with Front and Back Flap, or Khaki
- Khaki Pants
- Navy Blue Short Sleeve Polo

6<sup>th</sup> – 7<sup>th</sup> Grade Boys:

- Khaki Pants
- Navy Blue Short Sleeve Polo

PE Uniforms:

- CPCA P.E. T-Shirt
- CPCA P.E. Shorts
- Sneakers (White, Black, or Gray)
- Socks – White

All Girls and Boys:

- Black or Brown Belt to be worn with pants
- Sneakers (White, Black, or Gray)
- Socks – White
- NO HEELY'S ARE PERMITTED
- NO BACKLESS TENNIS SHOES ARE PERMITTED

Winter Cover-Ups: (From Ibiley School Uniforms)

- Official School Jacket, Sweatshirt, Cardigan, with CPCA logo.

### **Cold Weather Alternative**

All Girls and Boys:

- Solid color sweatshirt, long sleeve shirt, or turtleneck may be worn under polo shirts (white, blue, or yellow/golden).

### **School Office**

The School Office hours are from 8:00 a.m. - 5:00 p.m. Monday through Friday. When visiting the school for any reason, please go directly to the Office. The receptionist will direct you to the person you need to see.

### **Complaint and Problem Solving Procedure**

Occasionally, during the course of the year, misunderstandings or problems may arise between the teacher and student, teacher and parent, or parent and administration. CPCA has established a policy for amicably resolving these situations as follows:

1. All questions and concerns relating to a child's academic or disciplinary progress must first be brought to the teacher.
2. If the situation is not resolved at the teacher level, it should be taken to the school Principal.
3. If the situation is not resolved at the administration level, it should be taken to the School Board. The School Board's decision is final.

### **School Visitation Policy**

1. Parents wishing to visit the school must make arrangements through the School office. Students wishing to visit the school may do so only if parental interest is shown by initiating admission procedures.
2. By state law, students not enrolled at CPCA may not be on the premises for any reason during the school day without authorization from the School office.

### **Helpful Hints for Parents**

1. Clearly mark all clothing with your child's name, especially cover-ups.
2. The transition from leaving mother and father at the door and entering our classrooms may be a little uneasy for younger students. Please be assured that we understand your concern, but we ask that you do not linger or come into the classroom. We need to make that initial contact with your child a pleasant daily habit. Please be positive and firm with your child in your attitude and tone when leaving your child with us. If any uneasiness does occur, it will most likely

dissipate within a few weeks. Some children take a little longer to adjust than others; please give our teachers an opportunity to help your child adjust quickly.

### **Health Department requirements**

The following are required for each child to be enrolled in Coral Park Christian Academy. These forms may be obtained from a private physician or the Miami-Dade County Health Department:

1. A Florida Certification of Immunization.
2. A health history and Medical Examination must be on file for each child. This must be done by an attending physician.

### **Health Department Requirement/Immunization Guidelines**

All students must have a Health Examination Form DH3040 on file to be admitted.

Certificate of Immunization Supplements for 7<sup>th</sup> Grade requirement (Department of Health Form DH680-Part A-2).

(Children entering, attending, or transferring to grade 7 are required to complete vaccination against hepatitis B, a second dose of measles vaccine (preferably MMR), and a tetanus-diphtheria booster. Each subsequent year thereafter, the next highest grade will be included in the requirements. If a child's immunization is in force at the time of entrance but expires while enrolled, immunization **MUST BE UPDATED**. This is for your child's protection as well as for the protection of the other students in the school.

### **Communicable Diseases and Infections**

Coral Park Christian Academy desires to maintain a healthy school environment by:

Instituting controls designed to prevent the spread of communicable diseases. We will work cooperatively with local and state agencies to enforce and adhere to the state health codes for prevention, control, and containment of communicable, notifiable, and other known diseases in the school. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person or animal to another person.

Coral Park Christian Academy will exclude a child from school who is out of compliance with the required immunization schedule. School personnel will complete and coordinate all immunization data, waivers, and exclusions, including the necessary Immunization Assessment Program forms to provide for preventable communicable, notifiable, or other known diseases and/or infestation control.

Coral Park Christian Academy cooperates with local, county, and state agencies to enforce and adhere to the state health codes for the prevention, control, and containment of communicable, notifiable, and other known diseases. All reportable communicable diseases will be referred to the local health unit by the school.

The school must be notified immediately if the student or another member of his/her family has contracted a communicable disease or infestation that may pose a risk of transmission to other students or Coral Park Christian Academy employees.

Each communicable disease or infestation case will be evaluated pursuant to Coral Park Christian Academy's policy administered by the administration.

Students with infectious illnesses or conditions, such as infections of the skin or eyes, head lice, etc., must receive proper treatment from a physician and a note approving their return to the classroom.

No child will be allowed in class with:

1. Significant elevation of temperature.
2. Skin rash: undiagnosed or not under treatment.
3. Inflamed and/or infectious eyes (pink eye, conjunctivitis, etc.).
4. Sore Throat.
5. Vomiting or Diarrhea.

If a child becomes ill at school, he/she will be isolated and the parents called. Parents should make arrangements for the child to be picked up within an hour after the contact is made.

In case of surgery, fractures, or prolonged illnesses, a note from the physician should be presented to the school office regarding any limitations on activities or requests for special consideration.

Parents should inform the teacher or administration of any irregularities in the child's routine. Such things include the hospitalization of another member of the family, the death of a member of the family or a pet, the extended absence of someone dear to the child, or involvement in an accident. This will help us to better understand and meet the needs of your child. Circumstances which might cause a change in the child's behavior or mood should be explained to the teacher and/or administration. This will allow us the opportunity to pray with the child, and to make allowances necessary for the child's emotional, academic, and/or spiritual welfare.

Parents are required to provide Coral Park Christian Academy with an emergency number for their child. This phone number must be for someone who is authorized to act in the parent's behalf should an emergency arise. (Grandparents, aunts, uncles, etc.) **THIS POLICY IS EXTREMELY IMPORTANT.** The only persons who will be permitted to remove a student from school are those designated on the admission form or subsequently authorized in writing. When the student is picked up, the preauthorized person must sign a checkout sheet, indicating the time of removal.

### **Administration of Medication to Students**

If a child requires medication, we will administer it to the child **ONLY** if the following requirement is met:

A medication release form signed by a parent; stating the name of the child, name of medication, dosage, and times to be given.

### **Attendance Policy**

When a child is absent, a note is required from the parent stating the reason for the absence and the dates of absence. If illness is the reason, a release from the attending physician may be required. If no note is provided, the parent may be contacted, and the student may receive an “unexcused” absence.

1. Please call the school office by 8:30 a.m. to notify us if your child will be absent on a particular day. If there are several days of absences in a row, please call us for each day of your child’s absence.
2. Upon your child’s return to school, a written note signed by a parent or a guardian explaining the absence is still required. This note should be turned in to the child’s teacher in the elementary school.
3. Without a note signed by the parent, the absence will be considered unexcused. Work may not be made up if the absence is unexcused, and may result in a grade point average reduction.
4. An excused absence allows a student to make up all assignments and tests.
5. **ABSENCES:** There is no refund for absences. Students absent for a period of one month will be automatically withdrawn, unless other arrangements have been previously made through the school administration.
6. A student with 10 unexcused absences for a quarter will fail.
7. Absences for vacations, fishing trips, shopping, etc. will be considered unexcused.
8. 5 unexcused early dismissals will add up to one unexcused absence.
9. Early dismissals should be avoided. In the event of an urgent need, your child must present a signed note from the parent or legal guardian at the school office. If an emergency early dismissal is phoned in, a parent or legal guardian must sign the student out at the school office. Early dismissals for vacations, fishing trips, shopping, etc. will be considered as unexcused.
10. Students with five or more unexcused tardies for the year are not eligible to receive a perfect attendance award.
11. If an excused early dismissal is taken, the student (grades 6th-7th) is responsible for any makeup work (test, quizzes, class work, etc.) The teacher will not be responsible for re-teaching any missed material as a result of an early dismissal.

### **Tardiness Policy**

Tardiness, even in Kindergarten, is detrimental to the child and disrupts the educational process in the classroom.

1. Every five tardies to school (arrival to school) will add up to one unexcused absence.
2. No student is allowed to come to school after 11:30 a.m.- unless he/she comes from a doctor's office with a Doctor's note.

### **Lunches and Snacks**

Lunch may be brought from home or pre-purchased through the school office. The child's lunch should be in a lunch box clearly identified with the child's name on the outside as well as on any containers inside. Food and drinks should be in containers that will keep them cold or hot as needed.

Bringing lunches from outside restaurants (ex. McDonald's, Pizza Hut, Burger King, etc.) are not permitted.

### **LUNCH TIME HOUR:**

- A) Students must sit in the area assigned to them.
- B) Students are expected to speak in a quiet voice during lunch.
- C) Students may leave the table only with their teacher's permission.
- D) Students are expected to pick up after themselves in the cafeteria.
- E) NOTE: VISITORS ARE NOT PERMITTED INSIDE THE CAFETERIA DURING LUNCH TIME.

### **Lost and Found**

Lost and found is located in the school office. Items not claimed within 30 days may be donated to charity.

### **Toys**

Toys are not permitted on school grounds at any time. Exceptions may be approved by teachers requiring the use of a toy for "show and tell" or some other special project. All exceptions, however, must be teacher-approved prior to bringing in a toy.

### **Pictures**

Early in the school year and early Spring, a professional photographer will take pictures of the children for the school website. The pictures will be made available for purchase in different packages at a reasonable cost. Parents may purchase separate pictures of their child.

### **Birthdays**

Due to scheduling and space limitations, birthdays are not to be celebrated in the classrooms. You may bring Cupcakes and juice to be served for all students in the class during lunch time only.

**Field Trips**

Educational Field Trips may take place during the school year. For students desiring to participate, a parental release form must be signed and turned in prior to the field

trip. These will be provided by the teacher. Because field trips are a part of the educational process of our school, teachers will limit the number of parents who will serve as chaperones. Please respect this rule. If a parent or guardian shows up uninvited, both the parent/guardian and the child will be excluded from the field trip. Field trips are a privilege. Students deciding to attend a field trip are to accept full responsibility for his/her actions while on the trip.

**Holidays**

Please refer to the school calendar data provided on pages 22-23 of this handbook.

**Severe Weather Policy**

Because of the uncertainty of the weather in South Florida, please be advised that CPCA will follow the Miami-Dade County Schools with regard to closing the school due to inclement weather, including hurricane conditions. If it is announced in the media that all Miami-Dade County Schools are closed, we will also be closed. If you should have any questions please call our office.

Be advised that we may, however, re-open at a different time than the Miami-Dade County Public Schools. Therefore, you must call the school to obtain updated information from the school's messaging system.

**Fire Drills**

1. The fire drill signal is a constant ringing of the fire bell.
2. Students will listen for the teacher's instructions.
3. Students are not to talk in or out of the building.
4. Students are to stay calm and in line.
5. Students are to walk quickly; no running or pushing.
6. Students are to stay with the teacher and class at all times.
7. Specific instructions are posted in each classroom.
8. Violations may result in disciplinary action.

**Discipline**

Students are subject to discipline up to and including expulsion for inappropriate behavior or failure to abide by school rules

**STUDENT CONDUCT AND PERSONAL BEHAVIOR**

Students are representatives of Coral Park Christian Academy whether on or off Campus and at any school-related event. Therefore, students are expected to act like Christian ladies and gentlemen and reflect pride in being part of Coral Park Christian Academy.

## CLASSROOMS:

Students should be seated and ready for work by the time the bell rings. A quiet and disciplined classroom is essential for effective teaching and learning. Students are expected to be courteous and orderly at all times. Respect and consideration for teachers and fellow students are mandatory. Under no circumstance will insolence (quarrelsome behavior, argumentative, or sassy), insubordination (deliberate refusal to obey a reasonable request made by school personnel), or similar misconduct, be tolerated. No food or drink is allowed in the classroom unless allowed by the teacher in specific circumstances.

## HALLWAY/WALKWAYS:

For student safety, order in the walkways must be maintained, especially when changing classes. Students should exit classrooms and move in a safe and considerate manner. Staying to the right of the hallway/walkway in which they travel allows traffic to move quickly and safely. Running, littering, unnecessary noise, and loitering are improper behaviors and will be cause for disciplinary action.

## CHAPEL:

1. Upon entering the sanctuary, go directly to your seat.
2. Sit up in your seat, do not slouch or sleep.
3. When the speaker steps up to the microphone, it is a signal to become quiet and attentive.
4. Show respect to those performing or speaking.
5. Middle School students must take their bibles to chapel.

## Violations of School Rules

As a general guideline for students and parents, this list of offenses is judged to be serious in terms of violation of school policy.

- A. **SERIOUS OFFENSES** are those that would seriously damage the reputation of the individual, Coral Park Christian Academy, or violate a major school policy. These include:
1. Action outside the school that harms the name of the school or breaks the law.
  2. Being in a classroom after school without proper reason, permission, or supervision.
  3. Cell phones must be turned off at all times. If a student is seen using a cell phone during school hours, the phone will be confiscated and returned only after parental contact has been made. In the event of an emergency, the student must use the phone in the school office. If a parent has an emergency, he or she must contact the school office and not attempt to contact the student directly.
  4. Cheating (including plagiarism)
  5. Cursing or other offensive language.

6. "Cutting" class.
7. Derogatory statements toward others.
8. Disrespect for another person's property.
9. Excessive absenteeism or tardies
10. Failure to report for detention.
11. Fighting
12. Forgery of signatures
13. Gambling
14. Habitual dress code violations
15. Immorality
16. Inappropriate displays of public affection
17. Unwanted comments
18. Insubordination/disrespect of authority/flagrant disobedience
19. Leaving school grounds without permission
20. Name calling
21. Bullying
22. Obscene literature
23. Persistent unwanted joking or teasing
24. Possession of weapons (which include BB guns, knives, etc)
25. Stereos, tablets, cell phones, hand video games
26. Sexual Harassment
27. Theft or vandalism
28. Threats or inflammatory statements
29. Truancy from school or required school function
30. Use or suspicion of use, or possession of any drug, narcotics, and/or drugs not prescribed by a physician.
31. Use or indication of use of alcoholic beverages on school grounds or at school functions.
32. Use of any form of tobacco on school grounds.
33. Unacceptable or disruptive conduct.

B. MINOR OFFENSES are those that also violate the rules and procedures of Coral Park Christian Academy. These include:

1. Violations of attendance procedures
  - a. No phone call on the day of the absence
  - b. No note for the day of the absence
  - c. Failure to report to the office when tardy to school
  - d. Excessive or prolonged lateness to school or class (More than 5 in a quarter)
2. Dress code violations
3. Unacceptable grooming
4. Late to class without a pass
5. Out of class without a pass

6. Loitering in restrooms, hallways, etc.
7. Excessive noise or running
8. Food or drink in hallways or classes
9. Unauthorized use of a hand-held device
10. Hats, ball caps, or bandanas
11. Failure to bring books or materials to class
12. Chewing gum on campus

These offenses shall be dealt with in ONE OR MORE of the following ways:

- A) DETENTION
- B) PROBATION
- C) SUSPENSION
- D) EXPULSION
- E) WITHDRAWAL FROM SCHOOL
- F) EXCLUSION FROM SCHOOL PROGRAMS OR CEREMONIES

### **Dismissal Policy**

Parents will be asked to withdraw their child(ren) for the following reasons:

1. Parents will not cooperate with the administration of the school.
2. A student's conduct, attitude or lack of academic effort makes it mandatory for that child to withdraw from Coral Park Christian Academy. In some cases, expulsion may be necessary.
3. Tuition is sixty days delinquent without satisfactory arrangements having been made with the administration.

### **Drug Free Program**

As a Christian school ministering to children and families, providing a safe environment is a top priority. CPCA has been a faithful participant in the "Drug-Free & Safe School Program" for many years. Living in such difficult times, CPCA is more committed than ever to this program.

In order to effectively continue keeping our school drug-free and safe, we need your cooperation. Any violation as pertaining to our Drug Free & Safe School Program will be dealt according to the rules in this Parent Student Handbook.

### **Detention Policy**

Detentions will be served from 7:00 to 7:55 a.m within one week after the detention has been issued. We will contact the parent by telephone to advise of the reason for the detention and the date the detention will be served. It is the responsibility of the parent to bring the student to serve the detention on time. If not, daycare fees will be charged.

Guidelines for detentions are as follows:

- 1 detention: letter from principal
- 2 detentions: call from principal
- 3 detentions: parent conference

- 4 detentions: 1 day out of school suspension and considered as an unexcused absence from class
- 5 detentions: 2 days out of school suspension
- 6 detentions: 3 days out of school suspension
- 7 detentions: student becomes subject to expulsion

Failure to show up to your detention, may result in having it rescheduled by administration for another day during the hours of 7:00 -7:55 am.

During detentions, the student will receive a bible study/assignment correlating to the infraction.

### **Outdoor Suspension**

The outdoor suspension of a student for disciplinary reasons will be determined by the Principal.

1. Time missed for an outdoor suspension is marked as an “unexcused” absence. All missed work, including quizzes and tests, will receive a zero.

### **Expulsion**

Sometimes it is necessary to dismiss a student from school for incorrigible behavior. Only the administration has the authority to expel a student.

1. Conduct which threatens the physical or normal welfare of students and school personnel.
2. Disrespect toward authority.
3. Coral Park Christian Academy is a Drug Free School. Therefore, CPCA may request any child (in grades 6-8) to submit to future drug tests and random canine drug searches at the school’s discretion. Refusal to submit your child to urinalysis testing and / or canine drug searches may result in expulsion of your child from CPCA, should there exist reasonable suspicion.

### **Public Displays of Affection**

Public displays of affection are not permitted on school grounds or any school-related events.

### **Care of School Property**

Caring for school property helps keep maintenance and tuition costs down. School equipment is for student use and should be cared for with consideration. Any student who vandalizes, destroys, or damages school property is responsible for its repair or replacement. This type of behavior will result in suspension and even possible expulsion.

### **Eyewitness Accounts**

Students who witness serious violations of school policy may be considered

accomplices and may be held accountable should they fail to report violations to the proper school authorities. Confidentiality will be maintained. It is not the intent of CPCA to charge innocent witnesses.

### **Search and Seizure**

School officials reserve the right to search students' lockers and property (such as handbags, backpacks, lockers, etc.) when deemed necessary to uphold school discipline and safety. Contraband will be confiscated and turned over to the proper legal authorities. Criminal charges may be filed.

### **CPCA Christian Moral Standards**

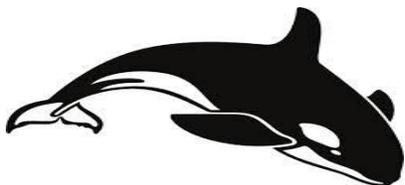
The biblical and philosophical goal of Coral Park Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Although parents may personally believe differently than the Christian Moral Standards upheld by CPCA, while enrolled at Coral Park Christian Academy, all students are expected to exhibit the qualities of a Christ-like life expressed and taught by the school and to refrain from certain activities or behavior. Thus, Coral Park Christian Academy retains the right to refuse enrollment or to expel any student who engages in any type of sexual immorality, moral deviancy, behavior detrimental to the student and/or his/her peers, as set forth in the Bible, or any action, written or oral speech that causes injury to the school's image and reputation in our community as well as any student who condones, supports, or otherwise promotes such practices.

### **CPCA Position Statement of Non-Discrimination**

Coral Park Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Coral Park Christian Academy does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### **School Mascot**

Our school mascot is the Orca whale



### **School Colors**

Royal Blue, White, Heavenly Blue

# Coral Park Christian Academy

## Tentative School Calendar 2016 – 2017

<b>2016</b>	<b>School Events and Holidays</b>
August 10-11	New Faculty Training
August 12-18	Faculty In-Service Week—No Students
August 14	Open House 7:00 - 8:00 pm
<b>August 19</b>	<b>First Day of School</b>
<b>September 7</b>	Labor Day—No Students or Teachers
October 16	<b>End of First Quarter</b> – (42 days) Elementary and MS Students
<b>Early Dismissal</b>	(12:00 noon)
October 19	Beginning of Second Quarter
October 19-23	Drug-free zone
October 23	Report Cards (First Quarter)
October 28	<b>Early Dismissal</b> (12:00 noon)
<b>October 29-30</b>	Teacher Work Days - FACCS Administrators and Teachers'
Convention	
<b>November 11</b>	Veteran's Day Holiday- No Students or Teachers
November 25	Elementary and MS* Students <b>Early Dismissal</b> (12:00 noon)
<b>November 26- 27</b>	Thanksgiving Holiday - No Students or Teachers
December 15-17	Semester exams (MS) - <b>Early Dismissal</b> (12:00 noon)
December 18	<b>End of Second Quarter - Early Dismissal</b> (12:00 noon) (82 days)
<b>Dec. 21 – Jan. 1</b>	Christmas Holidays— No Students or Teachers

*(2016 School Events and Holidays on Next Page)*

## Tentative School Calendar 2016 – 2017 (continued)

### 2017 School Events and Holidays

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January 4	School Resumes. Beginning of Third Quarter
January 8	Report Cards (2 <sup>nd</sup> Quarter)
<b>January 18</b>	Martin Luther King Holiday - No Students or Teachers
<b>February 15</b>	Presidents' Day Holiday -No Students or Teachers
March 11	<b>End of Third Quarter</b> - Elementary and MSStudents (130 days) <b>Early dismissal</b> (12:00 noon)
March 14	Beginning of Fourth Quarter
<b>March 16- 18</b>	S.A.T. Testing (K5 – MS) - Elementary and MSStudents <b>Early Dismissal</b> (12:00 noon)
March 18	Report Cards (Third Quarter)
<b>March 21-25</b>	Spring Break— No Elementary and MSStudents or Teachers
March 28	School Resumes
<b>April 8</b>	Teacher Work Day - No Students
May 25	K-5 Awards and Graduation Ceremony 10:00 am. Elementary and MS* Students. <b>Early Dismissal (12 noon)</b>
May 26	Elementary School Awards -10 a.m.
May 26	5 <sup>th</sup> Grade Graduation 10:00 am. Elementary and MS*Students <b>Early Dismissal (12 noon)</b>
<b>May 27</b>	<b>Last Day of School</b> - Elementary and MS*Students <b>Early Dismissal (12 noon)</b> (179 days)
<b>May 30</b>	Memorial Day Holiday
May 31	Teacher Work Day
June 3	K-3-K4 Moving On Awards Ceremony 10:00 am Fourth Quarter Report Cards
<b>June 6-10</b>	VBS
<b>June 13</b>	Summer Camp begins

CORAL PARK CHRISTIAN ACADEMY

STATEMENT OF COOPERATION

The rules and guidelines, as set forth in this Parent/Student Handbook, are taken seriously by the CPCA administration and staff. It is not necessary that a student or parent agree with every rule and policy the school endorses. It is expected, however, that the parents and the students cooperate with the policies as long as the student is enrolled at Coral Park Christian Academy. In submitting an application for my child, I give permission for my child to participate in all school activities, including sports and school-sponsored trips away from the premises understanding that every reasonable care will be extended to my child during school hours, activities, and events. I agree to hold the school harmless for any liability in the event my child is accidentally injured during school hours and events. If I do seek legal recourse against Coral Park Christian Academy and the school is found to be NOT at fault, I agree to pay any attorney's fees, or other costs that CPCA or its agent should incur to defend itself against such action.

I, the undersigned acknowledge that I have read and agree to cooperate with the policies stated in the Parent/Student Handbook.

Each Student in the family in grades 6 through 7 must sign:

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Parent or Legal Guardian: \_\_\_\_\_

Signature of Parent or Legal Guardian: \_\_\_\_\_

Date: \_\_\_\_\_