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*Decidedly Christian...
Where Changed Lives are Changing Lives*

CEDAR PARK CHRISTIAN SCHOOLS

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I. INTRODUCTION

A. THE IMPORTANCE OF CHRISTIAN SCHOOL EDUCATION

“TRANSFORMING THE MIND AS WELL AS THE SOUL”

It is the mission of the Christian school to help the Church educate youth in such a manner as to help them perceive the world around them from a Christian worldview, and to evaluate right and wrong, and good and evil, based on the teachings of Scripture. In order for this to occur, there must first be a sincere transformation of the heart to Christ, followed by a transformation of the mind to that of a Christian worldview.

A fundamental element of the vision and success of Cedar Park Christian Schools has always been the realization that expansion, facilities, and growth come only as a result of keeping “*first things first*.” Cedar Park Christian’s facilities are only now catching up to our growth. For years the facilities were lacking, but our students excelled. Many rationalize as to how this can occur without the same financial and facility resources other schools have available, yet Cedar Park staff members realize that education is more than buildings and resources. It really comes down to “*CHANGED LIVES, CHANGING OTHER LIVES*.” It is one life influencing another life toward excellence and righteousness. The inherent strength of Cedar Park Christian’s ministry lies in the relationships of our teachers and staff interacting with students and families. It is the understanding and dedication of teachers to teach from a Christian perspective, and their willingness to go beyond normal expectations that elevates the quality of education.

Cedar Park Christian understands education, culture, and life must include faith at all levels. Most Americans agree that Christian culture is in jeopardy, but do not comprehend why. While there are activists devoted to determining that this “values war” outcome is a secular society, most Americans remain ambivalent. As a result, much of America now considers someone narrow-minded and illogical if they profess there is only one way to “Truth.” Increasingly, society views Christianity and its corresponding principles as one of many value systems available to people. Christianity is portrayed as non-essential and often viewed with a considerable degree of skepticism and cynicism. Christians who have the courage to express divergent perspectives on politically-correct issues are quickly labeled as religious extremists and intolerant bigots, while other Christians seem coerced into silent opposition.

The distressing part about this cultural transition is that many Christians are ambivalent or perhaps even supportive of many of these false philosophies and ideas because they often do not understand the Scriptural foundations for many issues. In essence, there continues to be a transformation taking place among several generations of Christians. While sincerely professing Christ as Savior, some are in conflict with the basic values and philosophies of the Bible because they have been indoctrinated throughout their lives to think from only a secular perspective.

In order for culture to be influenced by Christian values and morals, there must first be a transformation in the heart to Christ, and then a transformation in the mind to a Christian worldview. It is our belief that children are a gift from God to be nurtured and trained that they may grow strong in character, wisdom and knowledge.

B. STATEMENT OF FAITH

We subscribe to the sixteen fundamentals of faith summarized as follows.

1. We believe in the Bible as the inspired and infallible Word of God.
2. We believe in one God, eternally existent in three persons: Father, Son, and the Holy Spirit.
3. We believe in the virgin birth of Jesus Christ, His vicarious, atoning death, bodily resurrection, and ascension.
4. We believe that man, by voluntary transgression, fell, and thereby incurred physical death and separation from God.

5. We believe in salvation through the blood of Jesus Christ as man's only hope of redemption.
6. We believe in water baptism through immersion, and the partaking of Holy Communion as a memorial of His suffering and death.
7. We believe in the power of the Holy Spirit to bestow spiritual gifts for use in life and service.
8. We believe in the baptism of the Holy Spirit with the initial evidence of speaking in other tongues.
9. We believe that sanctification is an act of separation from that which is evil and of dedication unto God.
10. We believe the Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. All believers, born of the Spirit, are an integral part of the body of Christ, which are written in Heaven.
11. We believe the ministry is divinely-called, scripturally-ordained, and provided by our Lord for the evangelization of the world and the edification of the Body of Christ.
12. We believe in divine healing through the redemptive work of Christ on the Cross.
13. We believe in the resurrection of those who have fallen asleep in Christ, and their translation together with those who are alive and remain unto the coming of the Lord, in the imminent and blessed hope of the church.
14. We believe in the Second Coming of Jesus Christ to reign on the earth for one thousand years.
15. We believe there will be a final judgment when those not found written in the Book of Life will be consigned to everlasting punishment with the devil and his angels, the beast, and the false prophet.
16. We, "according to His promise, look for the new heavens and a new earth, wherein dwelleth righteousness." (2 Peter 3:13; Rev. 21:22).

C. MISSION STATEMENT

At Cedar Park Christian Schools, we believe that the basis of all teaching is God and His Word. Our desire is that each student would accept Jesus Christ as his personal Lord and Savior. A goal of our mission is to nurture and train children so that they will grow in godliness of character and action.

CPCS addresses educational practices from a Christian perspective by offering it's students the opportunity to understand themselves and the world around them from a Christian worldview. Some of this education will be formal (Chapel, Bible classes and studies, counseling) and some will occur as the faculty and students interact in the normal flow of school activity. The goal is to facilitate the development of the child spiritually, academically, physically, socially and emotionally. The School employs administration, faculty and staff who serve as role models in their Christian walks, and who are maturing both professionally and in their Christian faith.

In training children to serve the Lord, CPCS makes a strong statement for high academic and social standards of conduct. We believe that school is an extension of the home, and we expect parents to support the goals of the School as outlined in the Parental Commitment section (see Section II, A1 -- Admissions Requirements of this handbook).

D. PHILOSOPHY AND GOALS

It is our belief that children are a gift from God to be nurtured and trained that they may grow strong in character, wisdom and knowledge.

By placing God at the center of our hearts, environment and curriculum, we desire:

- To share the love of Jesus;
- To model and instruct in Christian character, values and principles;

- To communicate an "I care" message while creating a loving atmosphere for significant adult/child relationships and bonds to form;
- To facilitate the development of skills necessary to learn independence, self-control and acceptable socialization patterns;
- To provide experiences rich in creativity, exploration and expression;
- To provide an environment that will challenge and excite young minds;
- To faithfully teach a basic and fundamental educational program in a consistent manner;
- To cooperate with parents in the responsibility to train up a child in the way he should go.

E. ACCREDITATION AND STATE APPROVAL

Cedar Park Christian Schools are accredited by the Association of Christian Schools International, the Northwest Association of Accredited Schools, the Association of Christian Teachers and Schools, and approved by the State of Washington. The standards established by these associations include such areas as spiritual training and ethics, academic excellence, staff development, administration and operations.

F. RELATIONSHIP OF CEDAR PARK CHRISTIAN SCHOOLS TO CEDAR PARK ASSEMBLY OF GOD CHURCH

Cedar Park Christian Schools are a ministry and an integral part of Cedar Park Assembly of God Church and, therefore, the CPCS School Board's authority falls directly under Cedar Park Assembly's Board of Directors.

II. ADMISSION REQUIREMENTS

A. ADMISSION STANDARDS

Admission to Cedar Park Christian Schools (CPCS) is by application. The School admits students of any color, race, national or ethnic origin. It does not discriminate based on color, race, national or ethnic origin. CPCS complies with all federal and state disability laws (as applicable to the School), and it will make reasonable accommodations to otherwise-qualified applicants. The School cannot guarantee a student's eligibility for continued enrollment after his or her initial admittance to the School.

Cedar Park views education at CPCS as a family enrollment process and therefore accepts families not individual students. Cedar Park Christian expects all children in the family will attend CPCS. **However, CPCS reserves the right to admit or to dismiss students based on its own criteria of spiritual commitment, academic performance, and personal qualifications including a willingness to cooperate with the school administration and to abide by its policies and regulations.**

It is essential for parents and students to realize that attendance at CPCS is a privilege, not a right, and that such privilege will be revoked from any family who is not willing to conform to the standards of conduct established by the School. Each parent (and student in grades 7 through 12) is required to sign a statement to that effect as outlined below.

1. PARENTAL COMMITMENT

- a) We invest authority in the School to discipline our child as the School feels necessary, according to the discipline policy, as outlined in the CPCS Handbook for Parents and Students. We have read, understand and agree to the discipline policy set forth. (*Proverbs 13:24; 19:18; 23:13-14; 29:15, 17; Ephesians 6:1-4; Colossians 3:20-21; Hebrews 12:4-13*)
- b) We agree that in case of questions or complaints, communication will be directed only to the school staff or personnel involved. (Matt. 18)

- c) We hereby agree to support school functions and to attend parent meetings when offered.
- d) We understand that assessments will be made to cover damage to school property, including but not limited to breakage of windows, abuse of books, etc.
- e) We agree to pay the tuition and fees according to the terms of the Financial Agreement. We understand that report cards, transcripts, and diplomas will be withheld if required payments are not made.
- f) We agree to support all standards of CPCS including dress standards.

2. STUDENT COMMITMENT

CPCS is a private Christian institution that seeks to provide a positive Christ-centered atmosphere in which students are nurtured to maturity and challenged academically and spiritually. It is therefore important to determine acceptable guidelines for the behavior and lifestyle of its students, and that those students understand and support the purpose and programs of CPCS. Enrollment is considered probationary for all students.

The School reserves the right to dismiss students at any time for any reason it deems necessary.

I recognize that CPCS is a Christian institution and accept its guidelines.

- a) I am a Christian, and I shall endeavor to manifest loyalty to Jesus Christ and the Holy Scriptures in every area of my life.
- b) I promise to revere God and respect all authorities, including teachers and School staff.
- c) I have read the CPCS Handbook for Parents and Students.
- d) I am willing to be governed by all the rules of this School including policies on dress.
- e) I commit to attend all school-sponsored retreats, field trips or other activities deemed necessary by CPCS.
- f) I will control my tongue and avoid profanity, lying and gossip. (*Psalm 19:14*)
- g) I will not use tobacco, alcohol, or illegal drugs.
- h) I will not engage in any inappropriate public displays of physical affection.
- i) I will develop discretion in all my listening, reading and viewing habits (Internet, music, books, movies and television, etc.). (*Phil. 4:8*)
- j) I will respect and interact with my fellow students in a way that will honor the Lord. (*2 Timothy 2:23*)

3. CHURCH MEMBERSHIP

CPCS seeks to aid parents in the spiritual growth of their children, but recognizes that the School is not solely responsible for the child's development. While church membership is not required, it is expected that Cedar Park students worship our Lord regularly with their parents at the church of their choice.

B. APPLICATION PROCEDURES

Each spring, priority enrollment for the following academic year is opened to returning students for a specified period. Enrollment is subsequently open to members of Cedar Park Church and then to the general public. **The School reserves the right to admit or to dismiss students based on its own criteria of spiritual commitment, academic performance, and personal qualifications including a willingness to cooperate with the School Administration and to abide by its policies and regulations.** *Important: There are no guarantees of placement, express or implied, by Cedar Park Christian Schools.*

The enrollment procedures for new students are as follows:

1. Submit completed application forms and the required non-refundable fees along with copies of the student's latest report card and standardized test scores. Students in grades 7 through 12 must complete the "Student Commitment" section. (Both parents or legal guardians must sign all forms, if applicable.) **Incomplete forms will not be accepted.**
2. Application, Registration and Building Fees must be paid at the time the Application for Enrollment is submitted. If the application is submitted after July 15, the Materials Fee must also be submitted with the application.
3. Church Leader's Reference Form: Confidential pastoral references are required for all student applicants in grades kindergarten through twelve. Parents complete the top and bottom sections, sign, and submit the form to their pastor, youth pastor, children's pastor, Sunday School teacher, or other church leader. Completed forms are sent directly to CPCS and are used only for admission purposes.
4. Each new applicant is required to include with the Application for Enrollment a copy of his/her most recent report card and standardized test results (if applicable). High school applicants must also submit a copy of their high school transcript with the application. New applicants are required to submit a copy of their birth certificate with their application. Official school records will be requested from the last school attended upon acceptance.
5. A personal family interview is required for new applicants. An interview appointment will be scheduled once the School has received a completed application, Church Leader's Reference Form, and all other required documents (both parents and all student applicants must be present). Additionally, students in grades 7 through 12 are required to attend a SECONDARY FINALIZATION MEETING. Waiting lists may be initiated when applicable. Family interviews must be completed before a student is considered for admission or for placement on a waiting list.
6. Student applicants may be required to take aptitude, achievement, and/or diagnostic tests at the school before admission to classes.
7. Students will not be allowed to attend school until a current IMMUNIZATION CERTIFICATE is submitted to the School Office (as required by Washington State law).
8. Annual enrollment begins in early spring each year.
9. To be eligible to enter pre-kindergarten, students must be 4 years of age on or before August 31 of that school year.
10. To be eligible to enter kindergarten, students must be 5 years of age on or before August 31 of that school year.

Any exceptions granted under this policy are done on a case-by-case basis and any exception given to an individual is limited to and only applies to that individual.

III. WITHDRAWALS/TRANSFERS

For students withdrawing from the School a **written** notice of withdrawal must be submitted to the School Office thirty days prior to the withdrawal date. Failure to submit a completed Notice of Withdrawal form thirty days prior to withdrawal results in the assessment of a penalty equal to one-tenth of the annual tuition amount.

All fees and fines must be paid and all books, athletic uniforms, locks, etc. must be turned in prior to the final withdrawal of the student. Requests for the transfer of transcripts or records are processed only when the family's financial account is current.

Additionally, students are required to have each of their teachers sign the Student Withdrawal Form. An exit interview with a school administrator is required in order to complete the withdrawal process.

IV. CPCS FINANCIAL POLICY

A. TUITION

1. **ANNUAL COST:** The annual cost of education is determined by the Board of Cedar Park Christian Schools. Tuition is levied on a per school year basis. All payments made on an account will be applied to the oldest outstanding invoice in the following order:
 - a) Application Fees
 - b) Registration Fees
 - c) Materials and Supplemental Fees
 - d) Tuition
2. **PAYMENT PLANS:** To assist families in the payment of the yearly tuition, two payment options are offered: payment in full by **August 15**, or ten monthly installment payments beginning **August 15**.
3. **TUITION PAYMENT DUE DATES:** Tuition payments are due on the fifteenth day of each month.
4. **TUITION DISCOUNTS FOR CEDAR PARK CHURCH MEMBERS:** Members of Cedar Park Assembly of God Church may qualify for a tuition discount of 10%, provided that they are in fact registered members of Cedar Park Church. Cedar Park Church employees determine eligibility through the church records. The CHURCH MEMBER DISCOUNT will be applied to tuition after any and all other applicable discounts.
5. **DELINQUENT TUITION AND PENALTIES:**
 - a) Payments received after the twenty-fifth day of the month will accrue a late penalty.
 - b) A fee will be assessed to all checks returned from the bank.
 - c) Dismissal may result if payment arrangements have not been made within thirty days of the account becoming delinquent. Furthermore, the delinquent account may be submitted for collection assistance and the student(s) may not be allowed to return to school until the delinquent account has been satisfied.
 - d) Any fees incurred for collection on delinquent accounts, including attorney fees, shall be borne by the financially-responsible parent/guardian.
 - e) Failure to meet the terms of the financial agreement may result in the withholding by CPCS of report cards, transcripts and diplomas as well as the dismissal of the student if the required payments are not made.
 - f) Returning families must be current in **all** financial accounts prior to re-enrollment.
6. **TUITION POLICY FOR EARLY WITHDRAWAL AND REFUNDS:**
 - a) In the event a student withdraws from CPCS prior to the end of the school year, tuition will be pro-rated on a per day basis and will be assessed for the actual days the student was enrolled subject to the following:
 1. A written Notice of Withdrawal must be submitted to the School Office thirty (30) days prior to withdrawal.
 2. Failure to submit a thirty-day notice results in the assessment of a penalty equal to one-tenth of the annual tuition amount.
 3. There is no reduction in tuition for holidays, vacations, illnesses, or absences.
 4. **Should you decide not to attend the fall semester, written notification must be received on or before August 1st.**

5. Should you apply for admission after August 1, thirty (30) days written Notice of Withdrawal must be submitted to the School Office prior to withdrawal.

b) Any excess money paid on account is refundable subject to any unpaid fees, penalties and tuition, with the exception of I-20 student accounts.

c) **ROLE OF AN EXCEPTION TO TUITION REFUND POLICY**

CPCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS.

B. FEES

1. **APPLICATION:** This fee is non-refundable and must be submitted with the Application for Enrollment.

2. **REGISTRATION:** This non-refundable fee must be submitted with the Application for Enrollment or Re-Enrollment Application.

3. **MATERIALS:** This fee includes the use of textbooks, workbooks, testing materials, and other supplies and equipment. The Materials Fee is due on July 15 and is non-refundable after the first day of school. A late charge will be assessed to all delinquent fees after July 25.

4. **Parent Service Organization (PSO):** This fee is required in accordance with the Parents-In-Participation Program and is assessed each school year.

5. **BUILDING:** The Building Fee must be submitted with the Application for Enrollment and is assessed to families with no student enrolled at CPCS in kindergarten through 12th grade during the immediately-preceding school year. The Building Fee helps meet the continuing building needs of the School and is non-refundable after the first day of school.

C. SCHOOL FINANCES USED FOR CHURCH PURPOSES

Cedar Park Christian Schools is an integral part and a ministry of Cedar Park Assembly of God Church. The Church has the right to use church funds for school expenses or purposes. Additionally, CPCS herein reserves the right to use the school finances in any way or manner we deem necessary, including using school funds for church expenses or purposes. Further, any designations of funds are merely suggestions and are not binding on CPCS.

D. CONTROLLING POLICY

The financial policy as set forth in this **CPCS HANDBOOK FOR PARENTS AND STUDENTS** is the controlling policy of Cedar Park Christian Schools.

ROLE OF AN EXCEPTION

Cedar Park Christian Schools reserve the right to grant an exception to this financial policy on a case-by-case basis and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS.

V. IMMUNIZATION REQUIREMENTS

Cedar Park Christian Schools are required by the State of Washington to maintain proper immunization records. The School must have a completed and signed Washington State Certificate of Immunization Status Form on file by the first day of school or the student will not be permitted to attend classes.

Laboratory evidence of disease or immunity may be substituted for Diphtheria, Hepatitis A, Hepatitis B, Hib, Measles, Mumps, Polio, Rubella, Tetanus or Varicella vaccines and the form must be signed by a Licensed Health Care Provider [MD, DO, ND, PA, ARNP] in these cases. Additionally, a copy of the lab report must be attached.

Washington State immunization requirements vary by the age and/or grade level of the student and are modified frequently. In order to accurately determine which vaccines are necessary for your student please refer to the Washington State Department of Health website at <http://www.doh.wa.gov/cfh/immunize/schools/vaccine.htm>. A link is available on the Cedar Park Christian Schools website at www.cpcsschools.com. Copies are also available in each School Office.

EXEMPTIONS:

There are only two exemptions allowed under Washington State law and are as follows:

1. Medical exemptions (which require a physician's signature), or
2. Personal/religious exemptions (which require a parent/guardian signature)

VI. CHANGE OF CHILD CUSTODY

If a student has a change in custody or guardianship, a new Enrollment Application and Financial Agreement must be completed and signed by the new custodial parent or guardian within thirty calendar days of the date the change becomes effective. Additionally, a copy of the Parenting Plan must be submitted to the School Office. Enrollment will not be continued until such agreement is completed and on file in the School Office.

ROLE OF AN EXCEPTION

CPCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS.

VII. ACADEMICS

A. CURRICULUM

Cedar Park Christian Schools are committed to its' students' academic and spiritual needs. In the pursuit of academic excellence and in order to facilitate the stated philosophy and goals of CPCS, the Schools provide superior quality curriculum texts and materials, as well as professional Christian educators committed to education from a Christ-centered perspective.

B. BIBLE CLASSES

At CPCS, we believe that the basis of all teaching is God and His Word. Our desire is that each student would accept Jesus Christ as his personal Lord and Savior. We seek to nurture and train our students toward the goal of growth in godliness of character and action, and to encourage a deepening faith and personal relationship with our Lord. The study of God's Word is a vital element in the life of a Christian; therefore, Bible is a required course at CPCS without exception.

C. ELECTIVES

Elementary classes are supplemented by such specialized classes as choir, band, computer, and physical education. Secondary electives are provided according to the Course Overview for each grade (available in the School Office). Students may choose from a variety of courses. Certain classes considered "electives" are required for graduation as outlined in the Course Overview.

Physical Education:

1. Every student is required to participate in P.E. classes unless exempted for medical reasons.
2. High school students who have met the graduation requirements for P.E. are not required to take additional P.E. classes.
3. Secondary students are required to change into CPCS issued athletic attire for P.E. Participation in certain varsity level sports at CPCS may fulfill P.E. credit requirements.

D. CHAPEL

Chapel is a special time set aside each week for worship, praise, and sharing God's message. The elementary, middle and secondary schools have separate Chapel services. Secondary students are requested to bring their Bible to Chapel. Special guests, pastors, and speakers are brought in regularly to share and to teach. Individual classes may also participate by presenting programs to share with the rest of the School. Chapel attendance is mandatory for all students; parents and families are also invited to attend.

E. HOMEWORK POLICIES

Homework plays an important role in the student's education by helping to carry over the learning process outside of the school setting. It also requires that the School and parents work together to achieve the desired goals.

Students are generally allowed time in class to work on their daily assignments. Work not completed, however, becomes homework. Teachers may also give additional assignments that require library research or other work outside the classroom. It is the responsibility of the student to complete the work and turn it in when it is due, including assignments missed due to absence. If an elementary student (grades 1 through 5) regularly has more than one hour of homework a night, parents should contact the teacher.

The purpose of homework at CPCS may include, but is not limited to, any of the following:

1. Making up work not completed during the school day or work missed because of illness;
2. Practicing or refining skills, such as working with flash cards, tasks that reinforce daily assignments, book reports, etc.;
3. Preparing students for the next day's classroom work;
4. Extending assignments to apply learning to new situations, which may include activities of a practical nature such as keeping a journal of a trip or writing to a pen pal;
5. Completing long-range assignments requiring several days or weeks to complete;
6. Developing responsibility, independence, effective study skills, and productive work habits.

F. GRADING STANDARDS

Grades 3 – 12:

A+	4.0	100% and above	C+	2.3	77-79.99
A	4.0	94-99.99	C	2.0	74-76.99
A-	3.7	90-93.99	C-	1.7	70-73.99
B+	3.3	87-89.99	D+	1.3	65-69.99
B	3.0	84-86.99	D	1.0	60-64.99
B-	2.7	80-83.99	F	0	0-59.99

Honor Roll: 3.50 G.P.A. and above (grades 6-12)

Preschool through grade 2:

- E = Outstanding work
- S = Satisfactory work
- N = Needs improvement
- Plus (+) or minus (-) may also be used
- Exceeds expectations
- Is meeting expectations
- Does not meet expectations

G. SUPPLIES

Each student is expected to come to school prepared for the day's activities. In order to maximize the students' success in this area, a supply list compiled of basic items each student needs is provided by the School Office prior to the first day of school. The students are expected to bring the necessary items on the first day of school, and to replenish supplies if necessary throughout the school year. Emergency kits are supplied by the school.

H. CONCERTS & PROGRAMS

The Music and Drama Departments present concerts and programs each year, generally at Christmas and in the late spring. These concerts are used to showcase these departments and the talents of our students. Attendance is required for students enrolled in participating classes. High school Pep Band includes performances at football and basketball games.

I. REQUIREMENTS FOR GRADUATION FROM CEDAR PARK CHRISTIAN HIGH SCHOOLS

Cedar Park Christian High Schools meet all minimum state and four-year college/university subject requirements.

	GENERAL DIPLOMA	COLLEGE PREP DIPLOMA	COLLEGE PREP HONORS DIPLOMA
	Requirements	Requirements	Requirements
Bible ¹	2.5 credits	2.5 credits	2.5 credits
English	4 credits	4 credits	4 credits ²
Math	3 credits	3 credits ³	4 credits ⁴
Social Studies	3 credits	3 credits	3 credits
Science	2 credits ⁵	3 credits ⁶	4 credits ⁷
Fine Arts ⁸	1 credit	1 credit	1 credit
Occupational Education	2 credit ⁹	1 credit ⁹	1 credit ⁹
Physical Education	1.5 credits	1.5 credits	1.5 credit
Health	.5 credit	.5 credit	.5 credit
Foreign Language	1 credit	2 credits	2 credits
Electives	3.5 credits	2.5 credits	.5 credit
Totals	24 credits	24 credits	24 credits

Notes:

1. Bible must be taken each year for a minimum of one semester.
2. College Prep Honors students are required to take 11th and 12th grade Honors English.
3. College Prep students are required to progress through Algebra II Honors or its equivalent.
4. College Prep Honors students are required to progress through Pre-Calculus.
5. General Diploma students are required to take one lab science.
6. College Prep students are required to take a minimum of two (2) lab sciences through Chemistry.
7. College Prep Honors students are required to take a minimum of three (3) lab sciences.
8. Fine Arts include, but are not limited to, art, music, band, and drama.
9. Occupational Education includes, but is not limited to, Home and Family, Technology Education, Business and Office Education, Computer Education and Occupational Art.

Terms and Definitions:

- Credit:** Each semester class is equivalent to .5 credit for a maximum of one credit point per year per class. A minimum of 24 credits is required for graduation (grades 9-12).
- Prerequisite:** A class or requirement that must be met before student is eligible for a class; e.g., the prerequisite to Spanish II is Spanish I.
- Requirement:** A class that is required in order for student to graduate.
- Elective:** A class selected based on need and interest.

VIII. PARENT POLICIES

A. PARENT SERVICE ORGANIZATION (PSO)

The Parent Service Organization (PSO) is an all-school organization of parents and teachers designed to uphold and enhance the education of our children. They are not a governing body, but serve to provide cooperative support to the school administration and staff and its policies. The PSO does various fundraising events throughout the year. Parents are automatically members of this organization when their children are enrolled in CPCS. Opportunities to serve the School through the PSO are widely varied including the annual auction, Athletic Booster Club, room parents, volunteer aides for classrooms and offices, and many more.

Parents-In-Participation Program: The PSO sponsors the Parents-In-Participation Program (P.I.P.) as a way of raising needed funds for School programs. It is a fact that children do better in school when parents are involved. For this reason, parents are encouraged but not required to contribute a minimum of twenty hours per year in school activities. Not only does each child benefit by parental involvement, but also tuition costs are kept lower when essential services can be regularly performed by volunteer parents.

B. EMERGENCY CLOSURES

The goal of Cedar Park Christian Schools is to establish a safe and consistent teaching environment for both students and employees. During winter weather, schools may need to close because of safety concerns. **In cases of inclement weather conditions, Cedar Park Christian Schools will follow the local public school closure/delay announcements as listed below.** Cedar Park Christian Schools will also make effort to notify the major local television and radio stations. Each Campus will also make announcements on the Emergency Information Lines: Bellevue 425-746-3258, Bothell 206-517-2712, all other campuses: 425-953-4809.

Bothell Campus: Northshore School District
Everett Campus: Everett School District
Martha Lake Campus: Edmonds School District

Bellevue Campus: Bellevue School District
Lynnwood Campus: Edmonds School District
Mountlake Terrace: Edmonds School District

C. NOTIFICATION OF INFORMATION CHANGES

Parents are requested to notify the School Office immediately in case of changes in family/student information including new addresses, phone numbers, cell numbers (including student cell numbers), work phone numbers, email addresses, carpools, emergency contacts, custody, and pertinent student medical information, such as allergies, etc.

D. ORIENTATION/BACK-TO-SCHOOL NIGHTS

To acquaint new parents with our school system, various orientations will be held each fall. Parents and students are invited to attend the Back-To-School Nights and Orientations prior to the first day of school. The High School Back-To-School Night will be held after school has begun in order to familiarize parents with the classes that their students are attending. ***This high school event is for parents only.***

An Open House is scheduled each spring for prospective new families to learn about CPCS. During the annual Open House, families have an opportunity to hear from CPCS administration, preview curriculum, and meet members of the faculty and staff.

E. COMMUNICATIONS

1. **WEBSITE WWW.CPCSSCHOOLS.COM**: The School website is updated regularly and contains important information for parents and students such as calendars, athletic information, lunch menus, announcements, and other news, as well as links to individual teachers. Families may also access the faculty and staff email directory through the website.
2. **EMAILS**: The School will regularly send out emails to families as an additional means of communication. Parents are requested to update the School with new email addresses as early as possible when changes are made. Parents may also update their email addresses at re-enrollment each year.
3. **NEWSLETTER**: The School regularly publishes and distributes newsletters with important information pertinent to the School. It is expected that each family diligently review information in the newsletter in order to be kept up to date in areas of school events and policies.
4. **COMMUNIQUEÉS**: Each week, elementary teachers send home Communiqués covering activities and curriculum information for the coming week. These Communiqués will keep you informed of classroom events and needs as they arise.
5. **EMERGENCY INFORMATION LINE**: Announcements will be made on these lines: Bellevue Campus 425-746-3258, Bothell Campus 206-517-2712, and Everett, Lynnwood, Martha Lake and Mountlake Terrace 425-953-4809.
6. **REPORT CARDS**: Report cards are distributed at the end of each grading period. Elementary report cards should be returned within one week after being issued. There will be a fee of \$5.00 to replace elementary report cards that are lost or not returned. The final report card given out in June is to be retained by the parent. Secondary report cards are mailed directly to the parent each quarter and do not need to be returned.
7. **CONFERENCES**: Parent/teacher conferences are held to apprise parents of their child's progress and development. Fall conferences are required for elementary students and strongly encouraged on an individual-need basis for secondary students. However, conferences may be requested at any time by either the teacher or the parent.

F. LOST AND FOUND

Lost and Found items are kept for only short periods of time due to a lack of storage space. Items labeled with names are returned to students. Parents are requested to label your students' items

to avoid loss. Unmarked items are regularly displayed, and any unclaimed items are periodically donated to a local charity. CPCS is not responsible for lost or misplaced items and is not liable if any unclaimed items are given to a charity of CPCS' choice.

G. VISITORS ON CAMPUS

1. **PARENTS:** It is the desire of the administration and the faculty to be of service to our families, and we welcome parental visits to the classroom. We do ask, however, that any visit to a classroom be made by definite appointment with the teacher.
2. **OTHER VISITORS:** CPCS does not allow visits by students not attending our School and CPCS reserves the right to refuse to allow anyone on campus for whatever reason before, during and after school hours.

All visitors, including parents, are required to check-in with the School Office to obtain a Visitor's Pass.

Any exceptions granted under this policy are done on a case-by-case basis and any exception given to an individual is limited to and only applies to that individual.

H. ILLNESS/MEDICATIONS

1. **ILLNESS:** If a student becomes ill at school, he or she will be sent to the School Office and the parent may be called. The parent should pick up the child within an hour of the call. Should the parent find this difficult, arrangements should be made, prior to the need, for a relative, friend or neighbor to be able to pick up the child. Any student with a communicable disease or a temperature of 100 degrees or higher must not be brought to school.

Any exceptions granted under this policy are done on a case-by-case basis and any exception given to an individual is limited to and only applies to that individual.

2. **MEDICATIONS:** Ideally, all medication should be given at home. CPCS recognizes that some students may have special needs that require medicine to be administered during school hours. If this should occur, the parent may pick up a Medication Authorization form that is available in the School Office. **State law prohibits teachers from administering medicine; therefore, it must be dispensed through the School Office.** All medications must be in the original container and stored in the School Office. Medications will not be dispensed without a signed Medication Authorization form on file.
3. **EMERGENCY:** In case of an acute emergency, first aid will be administered as necessary. Emergency personnel and services will be consulted as indicated by the nature of the emergency. Parents will be notified. If deemed necessary, children will be transported to the nearest hospital (or another facility at the discretion of emergency personnel) for treatment.

The following is the Emergency Release Section from the enrollment application, which must be signed by parents/guardians for all students enrolled at CPCS.

RELEASE; PAYMENT OF EXPENSES; MEDICAL CONSENT; MEDIATION

1. The undersigned parent(s) or legal guardian(s) ("Parent") grants permission for the Student to use all playground equipment and participate in all of Cedar Park Christian Schools' ("School") activities, including field trips off of the School's grounds. The Parent grants permission to the School to use photographs of the Student for School-related publicity purposes only.
2. The Parent grants permission to the School and its employees and agents to take the Student to a licensed physician for medical treatment, emergency surgery, or hospitalization if the Student becomes ill or sustains an injury or otherwise requires medical treatment or attention and the School cannot contact the Parent. The Parent gives consent to any licensed physician to administer drugs or medicine or to perform such medical procedures as that physician determines necessary for the relief of pain and to preserve the Student's life or health.
3. The Parent agrees to assume the responsibility for all medical, transportation, rescue and other related expenses incurred on behalf of the Student.
4. The Parent releases and agrees to hold harmless, defend and indemnify the School and its directors, officers, employees and agents from and against any and all claims for personal injury (including loss of life) and all other losses or damages (except those caused entirely by the gross negligence or intentional conduct of the School) that the Student or the Parent may suffer as a result of the Student's participation and/or enrollment at the School.
5. All disputes and claims related to the Student's participation and/or enrollment at the School including but not limited to, any statutory or common law claims for discrimination, breach of contract, and all other claims shall be resolved by mediation and binding arbitration. Mediation and arbitration shall be before a mutually acceptable person who: is a practicing attorney with a minimum of ten years experience or a retired judge and a member of an Assemblies of God church. In the event that the parties cannot agree on such a person, each shall appoint a qualified person and the two shall agree on a third qualified person to be the sole mediator or arbitrator. The arbitrator shall not be the same person as the mediator. The parties hereby incorporate, and the arbitration shall follow, the procedures of Chapter 7.04 RCW. The laws of the State of Washington shall govern.

I. NOTICE REGARDING RIGHTS OF PARENTS

NOTICE REGARDING RIGHTS OF PARENTS

Cedar Park Christian Schools ("School") will allow (1) the release of a child, (2) information about the child (as deemed appropriate by the School, in its sole discretion), and (3) access to School educational records for the child to either of the child's parents or legal guardians unless the School receives sufficient evidence (in its sole discretion) that a court order, legally binding legal document (for example, a document relating to divorce, separation or custody), or law or regulation specifically revokes those rights. Either of the child's parents or legal guardians is authorized to make decisions on behalf of the child, unless the School receives sufficient evidence (in its sole discretion) to the contrary, whether in the form of a court order, legally binding legal document (for example, a document relating to divorce, separation or custody), or law or regulation specifically revoking the authority of the parent or guardian. In the event of conflicting instructions from the parents or legal guardians (when both are apparently authorized to make decisions on behalf of the child), the School may elect to take any action it deems appropriate, in its sole discretion, including taking no action.

The following certification/authorization must be signed by all parents/guardians desiring to have any medication administered to their student at school:

J. CARPOOL GUIDELINES

Carpooling is a way in which parents can help and support each other. CPCS is in no way involved or responsible for your carpool situation. The following are general guidelines to assist you in this area:

1. Please inform the School Office of all names and telephone numbers of those who are authorized to pick up your student from school. When carpools are arranged, or changed, a signed authorization notifying the School of the change must be submitted without delay.
2. It is very important that you always communicate any change in plans directly with the other parents with whom you are carpooling. Much confusion and many unfortunate situations have arisen due to messages sent through children.
3. When you are picking up children after school, do not leave the school grounds without being certain that all of the children for whom you are responsible are accounted for. The only way you can be certain that you do not need to take a child home is to communicate directly with the parent, teacher, or School Office.
4. Please give as much advance notice as possible to the other families in your carpool when you are unable to drive on your regularly scheduled day, or if your children will not be attending school.
5. Whenever you change home, work, or cell phone numbers, please notify the School Office as well as your carpool families as soon as possible so that they are able to reach you with any change in plans.

IX. STUDENT POLICIES

A. EXPECTATIONS AND RESPONSIBILITIES

CPCS is a private Christian institution that seeks to provide a positive Christ-centered atmosphere in which students are nurtured to maturity and challenged academically and spiritually. It is therefore important to determine acceptable guidelines for the behavior and lifestyle of its students, and those students must understand and support the purpose and programs of CPCS. Enrollment is considered probationary for all students.

The School reserves the right to dismiss students at any time for any reason it deems necessary.

1. Each student must display a sincere desire to attend CPCS and agree honestly and wholeheartedly to apply themselves according to 2 Timothy 2:15 "Study to show thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth."
2. Students must be able to meet the academic requirements of the School, and be willing to submit to the discipline required to perform successfully. (CPCS does not provide programs for severe learning disabilities or emotionally disturbed students.)
3. The behavior of the student while off campus is a clear indicator of his/her lifestyle choices, and is therefore a consideration for admission and continued enrollment.

B. DISCIPLINE

At Cedar Park Christian Schools, we believe that the basis of all teaching is God and His Word. Our desire is that each student accepts Jesus Christ as his/her personal Lord and Savior. Our mission is to nurture and train each student so that they will grow in godliness of character and action.

Acceptance and continuance as a student of Cedar Park is conditional upon outward behavior and attitude toward the School policies and its mission.

Discipline, in general, is training in processes, procedures, preparations and habits that help students develop a successful academic career. To be disciplined is to be corrected in patterns of behavior and actions. It is a three-way communication process between students, parents, and school personnel. It is in the Christian environment, training in righteousness that leads one to be

more Christ-like in every way. Part of this training is put into practice according to the Matthew 18 principle, which directs us to correct and restore our brother to righteousness.

Parents, guardians and students recognize and agree that this Discipline Policy is general in nature. They further agree that it may apply to their student depending on grade level (elementary, middle school or senior high).

The following guidelines have been established for all students at CPCS.

1. Growing in Christian character includes, but is not limited to, the following:
 - a) Taking care of one's school
 - b) Obeying and respecting all school & church personnel
 - c) Being responsible for one's actions
 - d) Respecting other's rights, feelings, and property
 - e) Walking safely and acting orderly in the building, and staying in supervised areas
 - f) Making a determined effort to learn
 - g) Attending all classes; being on time and ready to work with the necessary learning materials
 - h) Identifying oneself by name if asked by a school or church staff member
 - i) Dressing appropriately
 - j) Knowing and obeying the rules of CPCS
2. Offenses resulting in discipline include, but are not limited to, the following areas:
 - a) Procedural offenses include, but are not limited to:
(Discipline procedures include, but are not limited to detention, fines, and other corrective measures.)
 - 1) Chewing gum
 - 2) Running in hallways
 - 3) Tardiness
 - 4) Inappropriate dress
 - 5) Running inside the building
 - 6) Out of class without a hall pass
 - 7) Out of seat without permission
 - 8) Talking out of turn
 - 9) Eating or drinking outside of the lunchroom (unless specifically authorized)
 - 10) Entering the Sanctuary (unless for scheduled activity)
 - 11) Bringing electronic items to school (stereos, iPod, MP3, "WalkMan" electronic games, etc.)
 - 12) Unauthorized use of telephones; CELL PHONES SHOULD NOT BE TURNED ON DURING SCHOOL HOURS.
 - b) Attitudinal offenses include, but are not limited to:
(Discipline procedures include, but are not limited to detention, suspension and possible expulsion.)
 - 1) Disruptive conduct
 - 2) Misrepresentation/lying
 - 3) Disobedience
 - 4) Disrespect to faculty/staff member
 - c) Moral offenses include, but are not limited to:
(Discipline procedures include, but are not limited to suspension, fines, and immediate expulsion.)
 - 1) Fighting
 - 2) Inappropriate language/swearing
 - 3) Bringing dangerous objects to school, including weapons of any kind
 - 4) Vandalism (damaging School, Church, or personal property)
 - 5) Use of drugs, alcohol, or tobacco
 - 6) Inappropriate physical contact (non-sexual or sexual contact)
 - 7) Theft
 - 8) Cheating
 - 9) Assault

3. Lunchroom rules, including but not limited to:
 - a) Use quiet, normal conversation
 - b) Enter the lunchroom in a single line, quietly and orderly
 - c) Walk, do not run
 - d) Remain seated until excused
 - e) Use good table manners
 - f) Leave your individual eating area neat and clean (clean up after yourself)
 - g) Touch and handle your own food only
 - h) No food throwing, etc.
 - i) Do not leave the lunchroom without adult permission

4. Playground rules, including but not limited to:
 - a) Remain in the designated play areas until permission is given to go elsewhere
 - b) Swings: sit only, no doubles, push from the back only
 - c) Return all equipment checked out to the supervisor
 - d) The following are strictly forbidden:
 - 1) Throwing rocks or sticks
 - 2) Piggyback games
 - 3) Keep-away
 - 4) Fighting
 - 5) Snowballs

5. Consequences of inappropriate behavior at the secondary level will depend upon the severity, age of student, and repetition of behavior. Staff members who have knowledge of students behaving inappropriately will speak with the student, explain the seriousness of the behavior, and take action which **may** include but is not limited to:

Discipline Referral Slip (report of student violation to elementary teacher or School Office resulting in lunchroom or other cleanup duties, detention or administrative referral)
 Teacher/student conference
 Teacher/parent conference
 Parent/administrator/student conference
 Detention
 Suspension
 Expulsion *

*Expulsion: Students who are expelled from the School are subject to the normal withdrawal procedures, including but not limited to payment of 1/10 of the annual tuition amount assessed under the Financial Policy section of this handbook.

CPCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS.

6. It is expected that this plan will contribute toward a happy, positive school environment where students respect one another, are able to learn, and where Christ is glorified. Parents and students are required to read and discuss this policy, and to comply with all rules and regulations as established by Cedar Park Christian Schools.

7. **ROLE OF AN EXCEPTION TO DISCIPLINE POLICY**
 CPCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS.

C. SEARCH AND SEIZURE POLICIES

1. Enrollment in CPCS constitutes consent by the parent to allow the child and his or her personal belongings to be searched and seized.

2. CPCS expressly reserves the right to search, including but not limited to: persons, automobiles, backpacks, purses, pockets, lockers, desks, electronic devices, etc.
3. CPCS expressly reserves the right and the parents and students grant the School the right to examine the electronic content contained in a cellular phone, pager, laptop computer or other device confiscated at school and/or at any school sponsored activities.

4. **ROLE OF AN EXCEPTION TO SEARCH AND SEIZURE POLICY**

CPCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS.

D. TELEPHONE USAGE

Students are permitted to use the school telephone in the office, with permission, in cases of emergency only. All long distance calls must be made collect. Students are not allowed to use any telephone, including but not limited to, cellular, digital or any other telephones without authorization. Cell phones should not be turned on during school hours.

CELL PHONE POLICY

Students are permitted to possess cell phones while on the Cedar Park Campus, however during the instructional day (including class time, passing periods, lunch, and zero hour, if applicable) they should be turned off. Students are prohibited from using cell phones at any time and for any purpose during school hours. Students may use cell phones before school and after school. Any exception to this must be granted by, and under the direct supervision of, a school staff member.

A student who violates this policy may have their phone confiscated and returned at the discretion of the Administrator and generally only to the parent. A second offense within a school year may result in disciplinary action including, but not limited to, suspension.

CPCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that student and does not apply to any other student.

Parents who have a need to contact their student during the school day should call the School Office to have a message delivered. *With the permission of their supervising teacher, students may also come to the Attendance Office to make an outgoing phone call to a parent as necessary.* **By permitting students to bring cell phones to campus this will give families the ability to contact one another outside of the instructional day and in the case of an emergency.**

We trust that parents will understand that this policy is necessary to preserve academic excellence and a learning environment with minimal distractions. As teachers and administrators, we believe this policy is needed to reclaim the minds and hearts of our students for the dual purposes of spiritual and academic growth. In addition to the benefits in the classroom for students, this will also allow us as educators to reinvest the time we have previously spent "policing" inappropriate cell phone use back into teaching and building positive relationships with students.

E. BICYCLES

Students are allowed to ride their bikes to school if a signed release and authorization from the parents has been submitted to the School Office. Once they are on campus, the bikes are to be locked up in the designated area until after school. They may not be used during the school day.

F. EXTRACURRICULAR ACTIVITIES

Students are able to participate in a number of different types of extracurricular activities including student government, athletics, cheerleading, etc. Students desiring to participate in activities or

programs that require spring tryouts or elections must be currently enrolled Cedar Park students, and must be officially registered for the following school year.

G. LUNCH POLICY

Students may bring their own lunch. Milk may be available for purchase. **ALL FOOD ITEMS MUST BE EATEN IN THE LUNCHROOM** and may not be eaten anywhere else on campus, unless specifically authorized.

Violations during the lunch period will be handled in accordance with the CPCS Discipline Policy as defined under Section IX, B (Student Policies -- Discipline) of this handbook.

H. SCHOOL VEHICLE RULES

The following are rules relating to students riding in school vehicles including, but not limited to:

1. Students being transported are considered under the authority of the vehicle's driver.
2. Students may not sit in the driver's seat, operate controls, or be in the driver's area.
3. Fighting, wrestling, or boisterous activity is prohibited in the vehicle.
4. Students shall use the emergency door only in case of emergency.
5. Students shall not bring animals, firearms, weapons, or other potentially hazardous materials on the vehicle.
6. Students shall remain seated while the vehicle is in motion.
7. When necessary to cross the road, students shall cross in front of the vehicle or as instructed by the driver.
8. The driver may assign students seats.
9. Students shall not open or close windows without the permission of the driver.
10. Students shall not extend their hands, arms or heads through the windows.
11. Students shall converse in normal tones; loud or vulgar language is prohibited.
12. Students shall keep the vehicles clean, and must refrain from eating in the vehicles, or otherwise damaging them. Water is the only beverage allowed on school vehicles.
13. Students shall be courteous to the driver, to fellow students, and to passers-by.

X. DRESS AND GROOMING GUIDELINES

A. GENERAL GUIDELINES

CPCS represents a multitude of Christian denominations and families that have a variety of perspectives regarding dress. It is the School's desire to reflect and present a neat and modest image for our families to the community. While some attire may be acceptable for Christians to wear in other environments, it may not be appropriate for School.

Everywhere in life people are given dress standards when they choose to be a part of an organization. From McDonalds, to the armed services, to post office employees, to the Supreme Court of the United States, people are required to conform to particular styles of attire if they choose to be a part of the institution. It is not considered unusual or cruel to have standards of dress in order to present a specific image.

Cedar Park's dress guidelines are not an attempt to judge one's spirituality or impose ultra-conservative values on families. Each individual should be recognized for his/her effort, abilities and spirit. Acceptability of dress should not determine the acceptability of the student. The goal is to reflect what we feel are commonly accepted Christian values and to encourage Christian young people to be concerned with the Biblical principle of **modesty**. CPCS assumes parents will honor this intention and will assume the responsibility for guiding their children in this area.

Secondary students are especially expected to honor the Lord in their daily attire. While some students may not agree with all guidelines and expectations, it should be recognized that they chose to attend Cedar Park Christian Schools and will therefore respect the authority of the school in its attempt to administer a fair and consistent dress standard. School administration is the final authority on acceptable attire.

CHAPEL DAYS: Specific Chapel attire guidelines are indicated below. *Students who are not dressed for Chapel will be sent home or their parents will be called to bring appropriate clothing. Students may not return to class without Chapel attire. Students will remain in chapel attire throughout the school day.*

No sweatshirts may be worn to school on Chapel Days.
Students should wear an appropriate jacket or coat if weather dictates.

Emphasis should be placed on the fact that Cedar Park Christian Schools are Christian institutions, and the clothes that students wear should reflect a Christ-like attitude. Any type of appearance that attracts undue attention to the wearer, and thus causes a disturbance in the School, is in bad taste and not acceptable. A high standard of courtesy and etiquette is to be maintained.

Clothing must be appropriate, neat, clean and modest.

B. GIRLS: (ELEMENTARY, MIDDLE SCHOOL AND HIGH SCHOOL)

1. **CLOTHING MUST NOT BE TIGHT-FITTING OR OTHERWISE IMMODEST.** This includes, but is not limited to, low or plunging necklines, low-cut back, revealing midriffs, or Lycra/Spandex type wear. Students may wear camisoles under a shirt or sweater.
2. **DRESSES, SKIRTS:** Dresses, skirts, and jumpers must not be shorter than the top of the kneecap. Dresses must have sleeves. Leggings may be worn under a skirt on any day **except Chapel Days**. Tightness must also be considered, as this affects overall modesty, especially when seated. Skirt slits must not extend higher than two inches above the knee. (Special note: Any elementary girl wearing a dress and partaking in an activity that might show undergarments should wear shorts under the dress for modesty purposes.)
3. **SHIRTS, SWEATERS:** Sweaters and sweatshirts must not be excessively oversized or tight-fitting. All shirts and tops must have sleeves, and must cover the midriff area completely. Neck and sleeve lines must be closed to a point that underwear does not show and will not if the student bends over. Lycra/Spandex clothing is not permitted. Spaghetti-strap tops, tube-tops, halter-tops, one-shoulder and off-shoulder tops are not permitted.
4. **PANTS:** Shorts must cover at least 2/3 of the thigh. Athletic shorts, cotton sweatpants, tight fitting, or excessively oversized apparel are not acceptable. Lycra/Spandex clothing is not permitted. **Jeans are to have no holes, tears, or frayed bottoms.**
5. **FOOTWEAR:** Shoes must be worn at all times. ***Flip-flops are not allowed.***
6. **CHAPEL ATTIRE:** Dresses, skirts or jumpers with blouses, turtlenecks, and sweaters adhering to the general principles above are acceptable. **Dress shoes are required** (no flip-flops, athletic, or tennis shoes). **No sweatshirts or leggings may be worn to school on Chapel Days.**
7. **MISCELLANEOUS:** Makeup is not allowed for elementary girls. *Middle school and high school girls may wear light makeup.*

C. BOYS: (ELEMENTARY, MIDDLE SCHOOL AND HIGH SCHOOL)

1. **SHIRTS:** Tailed shirts must be tucked in at all times. All shirts must have sleeves.
2. **PANTS:** No oversized pants are allowed (this applies to waist and length). Pants should be worn at the waist, not riding low on the hips. *Athletic shorts and cotton sweatpants are not allowed.* Shorts must cover at least 2/3 of the thigh. **Jeans must have no holes, tears, or frayed bottoms.**
3. **FOOTWEAR:** Shoes and socks must be worn at all times. **Flip-flops are not allowed.**
4. **CHAPEL ATTIRE:** Dress shirt with tie, dress slacks, socks, and dress shoes (no flip-flops, athletic, or tennis shoes). A sweater may be worn over the dress shirt with a tie. **No polo shirts, turtlenecks, sweatshirts, cargo pants or shorts may be worn to school on Chapel Days.**
5. **HAIR & MISCELLANEOUS:** No facial hair or ponytails are allowed. Hair is to be clean and neatly trimmed so it does not flip or turn up, and is off the eyebrows and collar. Hair may not extend below the middle of the ear. Sideburns may not extend below the bottom of the ear. Boys may not wear earrings.

D. THE FOLLOWING ARE PROHIBITED FOR ALL STUDENTS:

1. Colored mousse or unnatural/abnormal hair colors are not allowed.
2. Hats, caps, hoods, etc. may not be worn indoors (this applies to girls and boys).
3. Any clothing or jewelry with insignias or advertising for alcohol, drugs, rock music culture, or other ungodly symbolism, or that has an off-color or questionable verse or saying on it is not allowed.
4. Tattoos (permanent or temporary) are not allowed.
5. Body piercing is not allowed, with the exception of pierced ears for girls.
6. Athletic shorts and cotton sweatpants are not allowed.
7. Flip-flop shoes are not allowed.
8. Camouflage shirts or pants of any kind are not allowed.

E. PHYSICAL EDUCATION UNIFORMS:

All secondary students must wear CPCS P.E. uniforms for P.E. classes. These uniforms may not be worn at any other time. After P.E., students must change back into their regular clothes. P.E. uniforms must be laundered at least once per week.

F. ATHLETIC EVENTS, FIELD TRIPS, AND SCHOOL PROGRAMS:

CPCS intends to display attitudes of respect and modesty when traveling off the school grounds. Except when specifically instructed otherwise, the dress code for Chapel days will be enforced for all participants of CPCS special events including, but not limited to field trips, school programs, and athletic events. Chapel attire is required for all athletes on game days.

All CPCS student spectators or audience members must adhere to the standard dress guidelines outlined above. This includes all athletic events, concerts, plays, or other school events.

G. ENFORCEMENT:

All dress standard infractions may be referred to the School Office. Students found to be wearing or displaying improper dress/hair may be subject to disciplinary action, as set forth in Section IX, B (Student Policies – Discipline) of this handbook, and may be sent home. In case of questions about appropriateness, it shall be left to the discretion of the administration. The decision of the administration will be final. When the infraction has been cleared or corrected, the student may be

sent back to class with notification to the teacher of action taken. Consequences of dress code violations may include specific, individually assigned dress standards for designated periods of time. ***On Chapel Days, students who are not dressed for Chapel may be sent home or their parents may be called to bring appropriate clothing. Students may not be permitted to return to class without Chapel attire. Students will remain in chapel attire throughout the school day. No sweatshirts may be worn to school on Chapel Days.***

In order to avoid unnecessary strife and embarrassment, please bring any questionable item to the School Office before wearing it for administration evaluation/approval.

XI. ATTENDANCE POLICY

Regular and punctual attendance is essential for success as a student. Absences and tardies interrupt the process of learning for all students. Therefore, in order to maximize the learning experience, Cedar Park discourages unnecessary absences and vacations on school days. To be excused, an absence must be due to an unavoidable emergency or illness. In some cases, other reasons may be accepted if previous arrangements are made.

CPCS are "**closed campuses**," meaning that students **may not** leave the school grounds at any time without prior permission and checkout in the School Office.

A. ABSENCES

1. If your student is ill or prevented from attending by some other emergency, it is recommended that parents call and notify the School Office of their student's absence.
2. Students will be allowed a maximum of 15 excused absences per semester.
3. Action required after an excused absence:
 - a) Students must report to the School Office with a written excuse from the parent/guardian. The note must include the student's name, date of absence, the specific reason for the absence, and the parent/guardian's signature.
 - b) The student will then obtain an Admit/Tardy Slip in order to return to class. If an excuse is not received, the absence will remain unexcused.
 - c) **It is the student's responsibility to make up missed work.** The student is responsible to get all required assignments from the teacher and turn them in by the assigned deadline.
4. **Excessive Absences:**
 - a) A student will receive a grade of "F" as well as not receiving credit in a course in which he/she has exceeded 15 absences (per semester), excused or unexcused. This includes absences for medical appointments and illnesses.
 - b) A parent may petition for credit if the parent believes extenuating circumstances merit review of the student's record. The petition process begins by a parent calling the office to schedule a review.
 - c) Chronic absence may result in dismissal.
5. **Unexcused Absences:**
 - a) Unexcused absences are those absences that are not pre-arranged and not excused by the School Office.
 - b) Illnesses are also considered unexcused until a written excuse is filed on the day of return.
 - c) Students will not be allowed to make up work missed due to an unexcused absence.
 - d) A second unexcused absence will result in a 2% reduction in a student's quarter grade, and an additional 2% for each succeeding unexcused absence.

6. Pre-Arranged absences:

- a) If a parent knows in advance that the student will be absent, a "Pre-Arranged Absence Form" must be submitted to the School Office. The student is to take the form to each of his/her teachers to be completed and then submitted to the School Office one week prior to the absence.
- b) Assigned work must be completed in advance or is due immediately upon return to School unless other arrangements have been made with the individual teacher.
- c) If teachers receive less than one week's notice, they are under no obligation to accept work due, or give credit for tests assigned during the absence.

7. ROLE OF AN EXCEPTION:

CPCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS.

B. TARDIES

1. A student arriving on campus late or after the tardy bell has rung is required to obtain an Admit/Tardy Slip from the School Office. The student will not be admitted to class without an Admit/Tardy Slip.
 - a) Elementary students must have a written excuse from their parent/guardian unless the parent/guardian signs in the student inside the School Office.
 - b) Secondary students must have a written excuse from their parent/guardian to receive an Admit/Tardy Slip unless the parent/guardian signs in the student inside the School Office. Students who are held in a class by a teacher causing them to be late to their next class must present a written excuse from the teacher to the School Office to receive an Admit/Tardy Slip. Students will not be admitted to class without an Admit/Tardy Slip from the School Office.
2. More than 5 tardies to any given class per quarter may result in the student's quarter grade being lowered by 2% for the 6th tardy (excused or unexcused), and 2% for each succeeding tardy. Chronic tardiness may result in dismissal from the School.

C. ARRIVAL/DISMISSAL PROCEDURES

1. Please do not drop off your child any earlier than 20 minutes before classes begin. Supervision of elementary students will not begin before that time. Teacher supervision will conclude 20 minutes after school is dismissed. Any student in kindergarten through sixth grade remaining past that time will be taken to EXTENDED CARE and charged accordingly. Students in grade 7 and above staying more than 20 minutes after school is dismissed will be required to attend AFTER-SCHOOL STUDY HALL and the family's school financial account will be charged accordingly.
2. Students who arrive at school after the last bell has rung must check in at the School Office and receive an Admit/Tardy Slip to get into class. Students must submit a written excuse from a parent unless the parent/guardian signs in the student inside the School Office.
3. We discourage early dismissals from school, yet it is sometimes necessary to obtain doctor or dental appointments during school time. If so, we request that a written excuse be sent to the teacher that morning. In this way, the teacher can plan for the child's absence. Parents finding it necessary to pick up their child early must check with the office first. ALL STUDENTS MUST BE SIGNED OUT prior to being released. Students will be called from class once the parent comes to sign them out. To avoid missing class time, students will not be allowed to wait outside the classroom.

XII. CPCS EXTENDED CARE PROGRAM

The goal of the Extended Care Program is to provide a safe environment for children during the hours before and after school while parents are at work. This program may not be available at all campuses. Where offered, it is open to any child attending CPCS in **kindergarten through sixth grade**, subject to space availability. Parents may apply to enroll their child in Extended Care through the School Office. This program is operated on an hourly fee basis with a required yearly materials fee.

A. ENROLLMENT AND ADMISSION

The CPCS Extended Care program is open to any child attending Cedar Park Christian Schools in kindergarten through sixth grade at campuses where this service is offered. You may enroll your child in this program by completing the Extended Care Enrollment Form and submitting the required non-refundable Extended Care Materials Fee at the time you register your student for school. You may enroll at any time throughout the year if there is space available. Drop-ins are accepted on a space-availability basis only. For times available contact the School Office.

B. DROP-IN STUDENTS

The Extended Care program is available on a drop-in basis if space is available (**CPCS students only**). Because we are concerned for the safety of our students, any teacher or staff member may send students who are left unsupervised at the School to the Extended Care Program. Parents will be charged for this service.

C. EXTENDED CARE ACTIVITIES

Morning activities include a quiet time of reading books, playing quiet games, and occasional gym time or art activities. Afternoon activities include a snack time, a short quiet period, playtime outside or in the gym (when available), study and homework time, games, art activities, and clean-up time. Videos are used on a restricted basis, and will only include "G" rated movies.

D. SNACKS

There are no snacks provided in the morning, however your child may bring a snack if they were not able to eat a good breakfast before leaving home. Snacking is allowed on an individual basis in the morning especially between 7:00 and 7:20. Snack is provided in the afternoon. Every effort is made to provide nutritious and interesting snacks for your child. A monthly menu may be posted in the Extended Care room.

E. PROCEDURES

All students attending CPCS Extended Care **MUST** be signed in and out by adults authorized to transport the child. These adults must be listed on the student's registration form. Please use your full signature to sign your child in or out so that we may best protect your child and comply with licensing regulations.

Please let your child know if you want them to go to Extended Care in the afternoon. They are to go directly to Extended Care immediately when school is dismissed, at which time the teacher will sign them in. Please come to the Extended Care room to pick up your child when you arrive in the afternoon. Every student **MUST** be signed out by an adult authorized to be with your child before leaving the room. **If students leave Extended Care without being signed out, the parent will be charged for the entire afternoon.**

F. BEHAVIOR MANAGEMENT AND DISCIPLINE

CPCS Extended Care tries to teach children how to solve conflicts as Jesus has directed in the Bible. **Please refer to Section IX, B (Student Policies -- Discipline) of this handbook.**

G. MEDICATION

Medication will not be administered during extended care hours.

XIII. CPCS SECONDARY AFTER-SCHOOL STUDY HALL

All students must be off campus by 20 minutes after dismissal, unless the student is in an organized tutorial or scheduled athletic practice or event. Students left on campus will be sent to the secondary study hall and parents will be charged. The study hall is available until 4:30 pm.

XIV. CPCS CHILD CARE PROGRAM

Cedar Park Christian Schools' Child Care Program is distinguished by its excellence in early childhood care. The child care hours are from 6:00 am to 6:00 pm, Monday through Friday, except for certain holidays. During the school day, we provide structured classes, morning and afternoon snacks, hot lunch, naptime, and creative play both indoors and outdoors. The children are well supervised at all times with an adult to student ratio of 1:10.

The program seeks to provide child care in a Christian environment. Weekly Chapel times, Bible stories, prayer, and Christian songs are a significant part of our daily program. We seek to build self-esteem in children by teaching them of God's love for them. We promote positive character qualities such as love, joy, patience, kindness, and self-control through the use of Biblical examples.

The CPCS Child Care Program procedures and policies as outlined in this handbook apply only to the CPCS Child Care Program. Program availability varies from campus to campus.

CPCS reserves the right to grant an exception under this policy on a case-by-case basis for any reason and an exception granted to one individual applies only to that individual and does not apply to any other individual, parent or guardian whose child/ward attends CPCS.

A. ENROLLMENT AND ADMISSION

The CPCS Child Care Program is open to any child attending preschool at Cedar Park Christian Schools on campuses where this service is offered. You may enroll your child in this program by completing a student application, at any time throughout the year if there is space available. For more information, please contact the School Office.

B. WITHDRAWAL AND SCHEDULE CHANGES

If you wish to change the days or hours your child attends the center, or if you are withdrawing your child, please ask the teacher for the appropriate notification form. Written notification is required for schedule changes and withdrawals. The director must approve schedule changes.

For students withdrawing from the School, a **written** notice of withdrawal must be submitted to the School Office thirty days prior to the withdrawal date. Failure to submit a completed Notice of Withdrawal form thirty days prior to withdrawal results in the assessment of a penalty equal to one-tenth of the annual tuition amount.

All fees and fines must be paid, and all books, school materials, etc. must be turned in prior to the final withdrawal of the student. Requests for the transfer of records are processed only when the family's financial account is current.

An exit interview with a school administrator is required in order to complete the withdrawal process.

C. PROCEDURES

1. All students attending CPCS child care **MUST** be signed in and out daily with the correct time by parents/adults authorized to transport the child. These adults must be listed on the student's registration form and/or as an emergency contact with the School or center. Please use your full signature to sign your child in or out so that we may best protect your child and comply with licensing regulations. Siblings under 18 years of age **MAY NOT** sign out your child. If someone who is **not** listed as an emergency contact needs to pick up your child, we must have written and verbal permission from you. Please update your emergency contacts as soon as a change is made.
2. **Clothing and Personal Items:** You must provide your child with one full change of clothing (including underwear) to be kept at the center. It is normal behavior for children to have occasional accidents. We will clean them up and help them change into dry clothing. All items should be clearly marked with your child's name. Child care children must bring a blanket to be used at naptime. Be sure your child's name is on the blanket (or we will write it there for you in permanent ink). **On Fridays you will take your child's blanket home. Please launder it and return it to the center on Mondays.** Parents must supply disposable diapers and wipes for their child.
3. We encourage outdoor play each day, so your child should come prepared with sufficient clothing for the outdoors. Jackets, boots, and hats must be clearly marked with your child's name. Zippers, buttons, and fasteners must work properly.
4. **Food, toys and personal items cannot be brought to the center.** However, if you wish to send treats for your child's birthday, please notify the teacher or school office in advance.
5. **Field Trips:** We have occasional field trips around the Seattle area. You may be asked to sign a permission slip for each trip and pay for any admission fees, transportation costs, etc. Transportation is provided by our district school bus. The school bus driver is covered by insurance. Parents are encouraged to accompany us as helpers and to participate in your child's experiences *after* they have approval and clearance according to the State licensing RCW43.43.830 through 43.43.845. Clearance must be made at least 3 days in advance.

D. SCHEDULES AND HOLIDAYS

1. You may visit our school or center at any time and observe our classes in session. Please check in at the office first to obtain a visitor badge. If you call in advance and make an appointment, the director will accompany you through the center and answer any questions.
2. The following is a typical daily schedule:

8:30 a.m.	Snack Time
9:00 a.m.	Learning Activities
9:15 a.m.	Learning Centers and Art
9:30 a.m.	Bathroom

- 10:00 a.m. Outside Playtime/Circle/Bible Time
- 10:15 a.m. Art and Centers
- 10:30 a.m. Bible Time/Movement/Outside Playtime
- 11:00 a.m. Bathroom
- 11:15 a.m. Lunch
- 11:30 a.m. Large Motor Skills
- 12:00 p.m. Outside Play/Bathroom
- 12:30 p.m. Quiet Time

Afternoon schedule similar to morning schedule

- 5:00 p.m. Evening Snack
- 6:00 p.m. Close - Please be prompt in picking up your child to avoid a *late penalty*

Please note that the schedule is subject to change as determined by CPCS.

3. Emergency Closures

The goal of Cedar Park Christian Schools is to establish a safe and consistent teaching environment for both students and employees. During winter weather, schools may need to close because of safety concerns. **In cases of inclement weather conditions, Cedar Park Christian Schools will follow the local public school closure/delay announcements as listed below.** Cedar Park Christian Schools will also make effort to notify the major local television and radio stations. Each Campus will also make announcements on the Emergency Information Lines: Bellevue 425-746-3258, Bothell 206-517-2712, all other campuses: 425-953-4809.

Bothell Campus: Northshore School District	Bellevue Campus: Bellevue School District
Everett Campus: Everett School District	Lynnwood Campus: Edmonds School District
Martha Lake Campus: Edmonds School District	Mountlake Terrace: Edmonds School District

Full-day child care: As we are a full-day child care, every effort is made to open on time and staffed for every weather condition. However, during inclement weather, please check our emergency number: 425-953-4809.

4. Schedule of Holiday Closures:

- Labor Day
- Thanksgiving Day, day after Thanksgiving
- Christmas Eve, Christmas Day, day after Christmas
- New Year's Eve, New Year's Day
- Memorial Day
- Independence Day

E. SNACKS AND HOT LUNCH

Three snacks and a hot lunch are served daily. Snacks are offered at 8:30 a.m., 2:45 p.m. and 5:00 p.m. Lunch is served at 11:00-11:30 am. Meals and snacks follow Washington State Health Department /Child Care menu guidelines. Monthly menus are posted in each preschool classroom.

F. HEALTH POLICIES

In order to insure the health and safety of all childcare students, we ask that you observe the following guidelines:

1. **Keeping Sick Children at Home:** Children may not come to school if they have any of the following symptoms:

- a. Fever of 100 degrees (under arm) or greater, and/or any of the following symptoms:
diarrhea, earache, sore throat, rash, signs of irritability or confusion
- b. Vomiting in the last 24 hours
- c. Two or more episodes of diarrhea in the last 24 hours
- d. Draining rash or sore
- e. Fatigue preventing the child from being a part of regular activities
- f. Drainage from the eye, or pink eye, not associated with allergies
- g. Lice and scabies - children/staff may return after treatment with **NO** nits visible

Children may return to school when they have had no symptoms for at least 24 hours, or if they have written permission from a doctor indicating that the condition is not contagious.

Children who come to our preschool, pre-kindergarten and child care are expected to participate in all class activities, including outdoor play. ***We do not have sufficient staff to supervise children who must be separated from the group.*** Therefore, if you feel your child is too ill to play outside or participate in any other daily activity, please do ***not*** bring him/her to school that day.

2. **Children Who Become Sick at School:** If a child becomes ill or injured while at school, parents will be notified. If the parent cannot be reached, we will call one of the alternate contacts listed on your registration form. Since we do not have the staff or facilities to care for sick children, they ***must*** be picked up and taken home to an alternate caregiver as soon as possible. Please make sure that someone is available at all times to pick up your child if he/she is too ill to remain in school.

3. **Allergies:** In order to protect the health of your child, please provide a signed doctor's statement concerning any food allergies affecting your child. Children with multiple food allergies may be asked to bring their own lunches rather than participate in our hot meal program.

4. **Communicable Diseases:** Some communicable diseases must be reported to the local health department. The following list of reportable communicable diseases includes these most commonly found in child care settings:

Hepatitis, Giardiasis, Tetanus, Measles, Salmonella, Campy, Meningitis, Higella, Typhoid, Fever, Rubella, Pertussis, Listeriosis, Yersioniosis, Tuberculosis, E. Coli, Poliomyelitis, Diphtheria, Rheumatic Fever, AIDS, Chicken Pox, Meningoccal Disease, Hemophilia, Mumps, Influenza

If your child is diagnosed with any of these, please contact us so that we can inform our public health nurse. This is the only way to keep all of us (including the general public) informed, so that we can all protect our children. When your doctor believes your child is no longer contagious and is able to function normally at school, a note from your health care provider will allow your child back in our preschool/child care.

5. **Medication:** Parent's written permission, with dosage and times given, must accompany any medication or prescription. According to WAC 388-150-230 we may give antihistamines, non-aspirin pain relievers, cough medicine, decongestants, anti-itching creams and sunscreen without written permission from your doctor if the medication has the dosage for your child's age on the label. ***We must have written permission and instructions from you.*** All medicines must be in the original container with dosage on the label.

6. **Emergencies:** Our staff meets all legal requirements in first aid training, including cardiopulmonary resuscitation (CPR). If necessary, we will call 911 immediately and continue to give care until medical help arrives. The child will be transported to the nearest hospital. All efforts will be made to reach you immediately.

7. **Disinfecting, Laundry and Hand-Washing Procedures:** A strict regimen of hygiene is followed to protect our children and staff from disease. All staff members wash their hands after using the toilet, wiping noses, or making contact with any bodily fluids, and before handling any foods. The children are taught to do the same. Hand washing consists of using soap, rubbing thoroughly, and rinsing under warm running water. We disinfect our toys weekly and wipe down the sleeping mats with disinfectant. Our mat sheets are washed weekly in hot water, detergent, and bleach. You will be expected to take your child's blanket home each Friday, launder it, and bring it back Monday morning.

G. DISCIPLINE POLICIES

This child care center uses indirect guidance techniques:

- **We attempt to consistently give forewarning:** "You have 5 more minutes to play before it is time to clean up."
- **We attempt to consistently give choices:** "You may paint with the other children, or you may read a book in the 'Quiet Corner.'"
- **We attempt to have a regular routine:** We always wash our hands before lunch. After lunch we go to recess.
- **We attempt to consistently avoid nagging:** We tell the child what we expect just once, follow through by asking the child if he/she remembers what we asked, and then offer to help the child do what was asked.
- **We attempt to be consistent:** We do things the same way each day so the children know what to expect, learn to trust, and feel safe in their environment.

We also use direct guidance techniques:

- **We attempt to consistently use the affirmative:** "Walking feet indoors" rather than "Don't run", or "Use words to tell us you're angry" rather than "Don't hit."
- **We attempt to consistently get a child's attention** by crouching down to his/her level, making eye contact, speaking quietly, and asking the child to repeat the directions.
- **We attempt to be fair.** We examine our expectations to make sure they are age-appropriate.

If a child is unable to demonstrate self-controlled behavior, a brief time-out results so that the child can regain control. Time-out occurs only when other measures fail and is used as an opportunity for the child to regroup, not as a punishment.

By law and according to our program policy, the following forms of discipline are forbidden: hitting, spanking, shaking, scolding, shaming, labeling ("bad", "naughty", etc.) or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden.