



Handbook for Parents and Students

*Creating Opportunities for People to be
Changed by the Good News of Jesus Christ*

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Transforming hearts and minds in a decidedly Christian community

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I. INTRODUCTION

A. THE IMPORTANCE OF CHRISTIAN SCHOOL EDUCATION

“TRANSFORMING THE MIND AS WELL AS THE SOUL”

The purpose of the Christian school is 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.

Cedar Park staff members realize that education is more than buildings and resources. It really comes down to “creating opportunities for people to be changed by the Good News of Jesus Christ.” 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 that 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. MISSION STATEMENT

Creating opportunities for people to be changed by the Good News of Jesus Christ.

C. STATEMENT OF FAITH

Cedar Park Christian Schools are a ministry of Cedar Park Assemblies of God, and as such, are affiliated with the Assemblies of God denomination.

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).

D. PHILOSOPHY AND GOALS

At Cedar Park Christian Schools, we believe that the basis of all teaching is God and His Word. It is also our belief that children are a gift from God to be nurtured and trained that they may grow strong in character, wisdom, and knowledge. Our desire is that each student would accept Jesus Christ as his personal Lord and Savior. As an integral ministry of Cedar Park Assembly of God, Cedar Park Christian Schools are governed by and adhere to the constitution and bylaws of Cedar Park Assembly of God. This also means that Cedar Park Christian Schools are affiliated with the Assembly of God denomination.

CPCS addresses educational practices from a Christian perspective by offering its 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, A.1 -- Admissions Requirements of this handbook).

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 approved by the State of Washington, accredited by Cognia (formerly AdvancED/NWAC), Association of Christian Teachers and Schools (ACTS), and the National Council for Private School Accreditation (NCPA), and are members of the Association of Christian Schools International (ACSI). 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 is 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 and its policies. As a ministry of Cedar Park Assembly of God, all CPCS policies, procedures, and practices are in alignment and follow in accordance with Cedar Park Assembly of God's governing documents (including, but not limited to, its constitution and bylaws.) 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.

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. All students must reside with a parent or legal guardian throughout their enrollment.

Cedar Park views education at CPCS as a family enrollment process and therefore accepts families, not individual students. Cedar Park Christian would hope 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 6 through 12) is required to sign a statement to that effect as outlined below.

1. PARENTAL COMMITMENT

- a. We hereby affirm that we have read the CPCS Handbook for Parents and Students (available online at www.cpcsschools.com) and discussed its policies with our

Student(s). We certify that we consent to and will submit to all governing policies of Cedar Park Christian School, including all applicable policies and procedures of the School.

- b. We invest authority in the School to discipline our child as the School feels necessary, according to all policies, as outlined in the CPCS Handbook for Parents and Students. We have read, understand and agree to all policies 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*)
- c. We agree that in case of questions or complaints, communication will be directed only to the school staff or personnel involved. (Matt. 18)
- d. We hereby agree to support school functions and to attend parent meetings when offered.
- e. 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.
- f. 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.
- g. We agree to partner with the School in holding our student accountable to appropriate online behavior, including social media and digital content/conduct.
- h. We agree to support all standards of the School 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, with all secondary students (grades 6-12) agreeing with and signing the Student Commitment Form.

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

- a. I recognize that CPCS is a Christian institution and I accept its guidelines.
- b. I shall endeavor to manifest loyalty to Jesus Christ and the Holy Scriptures in every area of my life.
- c. I promise to revere God and respect all authorities, including teachers and school staff.
- d. It is my desire to attend CPCS, and 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 the School and will endeavor to be faithful in attending church services. (*Hebrews 10:25*)
- f. I will control my tongue and avoid profanity, lying, and gossip. (*Psalms 19:14*)
- g. I will not use tobacco, vaping products, alcohol, or illegal drugs.
- h. I will not engage in any inappropriate public displays of physical affection or intentional viewing of pornographic material.
- i. I will develop discretion in all my listening, reading and viewing habits (Internet, music, books, movies, television, and social media, etc.). (*Phil. 4:8*)
- j. I will respect and interact with my fellow students in a way that will honor the Lord. This includes online interactions and social media. (*2 Tim. 2:23*)
- k. I affirm that gender is designated by God as male or female at birth. Scripture does not leave room for choice or self-identification. (*Gen. 1:27*)
- l. I understand that admission to Cedar Park Christian Schools is a privilege, not a right, and that any behavior (on or off campus) inconsistent with CPCS standards could result in the loss of that privilege or privileges associated with enrollment.

m. I have read the CPCS Handbook for Parents and Students (available online at www.cpcsschools.com).

3. CHURCH ATTENDANCE

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

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. New student enrollment begins in February each year.
2. Complete and sign all application forms. Students in grades 6 through 12 must complete the "Student Commitment" section. **(Both parents or legal guardians must sign all forms.)**
3. Application Fees must be paid at the time the Application for Enrollment is submitted. The New Family Fee is due within seven (7) days after receipt of the Acceptance Letter. If the application is submitted after June 15, the Materials Fee and first tuition payment must also be submitted immediately upon acceptance.
4. Each new applicant is required to submit a copy of their birth certificate with the Application for Enrollment, and a copy of his/her most recent report card and standardized test results. High school student applicants must also submit a copy of their high school transcript. International student applicants must also submit a copy of their bank statement (in English), a copy of their passport or visa, and English proficiency test scores (e.g., TOEFL, SLEP – grades 6-11). The application is considered incomplete without these items.
5. Student applicants residing with a legal guardian(s) must submit legal documentation with the application. Legal guardian(s) are required to sign all CPCS application and financial paperwork.
6. As required by Washington State law, students will not be allowed to attend school until all immunizations are current, and an IMMUNIZATION CERTIFICATE, or CERTIFICATE OF EXEMPTION, is completed, signed by a parent/guardian, and submitted with the Application for Enrollment.
7. Student applicants may be required to take aptitude, achievement, and/or diagnostic tests at the School before admission to classes.
8. A personal family interview is required for all new applicants, and must be completed before a student is considered for admission. An interview appointment will be scheduled only when the application is complete and the school has received all required forms as indicated above. Student applicants and both parents/guardians must be present for the family interview. Additionally, students in grades 6 and above are required to attend a SECONDARY STUDENT ORIENTATION. Waiting lists may be initiated when applicable.
9. To be eligible to enter preschool-4 or 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.

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

III. CONTINUOUS ENROLLMENT/TRANSFERS

Enrollment in the Cedar Park Christian School District continues automatically through completion of 12th grade, or until official school withdrawal procedures are completed. If a family would like to apply to transfer enrollment to a different Cedar Park campus (including advancing to a CPCS middle or high school campus), they are responsible to communicate their request by notifying both their child's current campus and their desired campus. Requests for transfer are not guaranteed until approved, pending space availability. Returning families must be current in all financial accounts in order to remain enrolled for the following year.

IV. WITHDRAWALS

Student enrollment is continuous on a year-to-year basis, and tuition commitment is on a semester basis. Families of students withdrawing before the end of a semester will be responsible for the full semester's tuition. For students withdrawing from the School a **written** notice of withdrawal (including the reason) must be submitted to the School Office. Should you decide not to attend the first semester, written notification must be received on or before August 1. Should you decide not to attend the second semester, written notification must be received on or before December 1.

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

V. 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. There is no reduction in tuition for holidays, vacations, illnesses, absences, early dismissals, inclement weather closures, or shifts to remote learning, etc. All payments made on an account will be applied to the oldest outstanding invoice, including all fees and tuition.
2. **PAYMENT PLANS:** To assist families in the payment of the yearly tuition, two payment options are offered: payment in full by **June 15**, or twelve (12) monthly installment payments beginning **June 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 discounts, when applicable.
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 in order to maintain and prioritize enrollment.

6. TUITION POLICY FOR EARLY WITHDRAWAL AND REFUNDS:

- a. Student enrollment is continuous on a year-to-year basis (except I-20 and Independent Study students), and tuition commitment is on a semester basis. Families of students withdrawing before the end of a semester will be responsible for the full semester's tuition.
 - (1) **Should you decide not to attend the first semester, written notification must be received on or before August 1.**
 - (2) **Should you decide not to attend the second semester, written notification must be received on or before December 1.**
 - (3) There is no reduction in tuition for holidays, vacations, illnesses, absences or early dismissals.
- 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 FEE:** This fee is non-refundable and must be submitted with the Application for Enrollment.
- 2. **CONTINUOUS ENROLLMENT FEE:** This non-refundable fee is assessed per returning student and is due January 15. Notification of intent to continue enrollment for the following school year is required prior to January 15 each year.
- 3. **MATERIALS FEE:** This fee includes the use of textbooks, workbooks, testing materials, and other supplies and equipment. The Materials Fee is due on March 15 and is non-refundable. A late charge will be assessed to all delinquent fees after March 25.
- 4. **NEW FAMILY FEE:** The New Family Fee must be submitted within seven (7) days after receipt of the Acceptance Letter. This fee is assessed to families with no student enrolled at CPCS in kindergarten through 12th grade during the immediately-preceding school year. This fee helps meet the continuing facility needs of the School and is non-refundable after the first day of school.

C. 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:

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

VI. 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 (or Certificate of Exemption) on file by the first day of school or the student will not be permitted to attend classes.

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. Copies of these forms 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 and a health care provider's signature).

VII. 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.

VIII. 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. 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 is the center-point of community life in Christ at Cedar Park Christian, and is therefore required for our students; parents and families are also invited to attend.

C. 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 their 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.

CPCS high school students also participate in the annual MANDATORY Missions & Service Outreach Program during a designated week of each school year. This is a school-organized event with options to serve either in the local community, or in regional, national, or international mission trips.

D. ELECTIVES

Elementary classes are supplemented by specialized classes such as choir, band, computer, library, art, 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. Secondary students are responsible to purchase, and required to change into, CPCS issued athletic attire for P.E.
3. High school students who have met the graduation requirements for P.E. are not required to take additional P.E. classes. A minimum of .5 P.E credits must be earned in a P.E. class.
4. Participation in certain high school level sports at CPCS may fulfill P.E. credit requisites, if athletic participation requirements are met.

E. CONCERTS & PROGRAMS

The Music and Drama Departments present concerts and programs each year. 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.

F. 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 for each student may be provided by the School Office prior to the first day of school. Students are expected to bring the necessary items on the first day of school, and to replenish supplies throughout the school year as needed.

G. GRADING STANDARDS

Grades 3-12

		Grading Scale	<i>High School</i> Weighted Grading Scale for designated CPCS high school honors courses only*	
100% and above	A+	4.0	A+	4.3
94-99.99	A	4.0	A	4.3
90-93.99	A-	3.7	A-	4.0
87-89.99	B+	3.3	B+	3.7
84-86.99	B	3.0	B	3.3
80-83.99	B-	2.7	B-	3.0
77-79.99	C+	2.3	C+	2.7
74-76.99	C	2.0	C	2.3
70-73.99	C-	1.7	C-	2.0
65-69.99	D+	1.3	D+	1.7
60-64.99	D	1.0	D	1.3
0-59.99	F	0	F	0

A = Outstanding
B = Satisfactory
C = Average
D = Below average
F = Below minimum
Requirements

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

*Beginning with the 2025-2026 Academic Year

Preschool through grade 2:

E 94-99	S+ 77-79
E- 90-93	S 74-76
G+ 87-89	S- 70-73
G 84-86	N+ 65-69
G- 80-83	N 0-64

E = Excellent
G = Good
S = Satisfactory
N = Needs improvement

H. HIGH SCHOOL GRADUATION REQUIREMENTS

Cedar Park Christian High Schools meet all minimum state and four-year college/university subject requirements. Diploma types and requirements are listed below, including STEM Emphasis Diplomas (Science, Technology, Engineering, and Math).

	GENERAL DIPLOMA	COLLEGE PREP DIPLOMA	COLLEGE PREP HONORS DIPLOMA
	Requirements	Requirements	Requirements
Bible ¹	2 credits	2 credits	2 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	3 credits ⁵	3 credits ⁶	4 credits ⁷
Fine Arts ⁸	2 credits	2 credits	2 credits
Occupational Education ⁹	1 credit	1 credit	1 credit
Physical Education ¹⁰	1.5 credits	1.5 credits	1.5 credit
Health	.5 credit	.5 credit	.5 credit
Foreign Language	2 credits	2 credits	2 credits
Electives	2 credits	2 credits	0
Totals	24 credits	24 credits	24 credits

STEM EMPHASIS DIPLOMAS:	COLLEGE PREP	HONORS COLLEGE PREP
Subject Areas	Requirements	Requirements
Bible ¹	2 credits	2 credits
English	4 credits	4 credits ²
STEM Capstone/Scientific Writing ¹¹	.5 credit	.5 credit
Math	3 credits ³	4 credits ⁴
Social Studies	3 credits	3 credits
Science	4 credits ⁶	4 credits ⁷
Fine Arts ⁸	2 credits	2 credits
Occupational Education ¹²	1 credit	1 credit
Computer Science	1 credit	1 credit
Engineering Design ¹³	0.5 credit	0.5 credit
Physical Education ¹⁰	1.5 credits	1.5 credits
Health	.5 credit	.5 credit
Foreign Language	2 credits	2 credits
Electives	0 credits	0 credit
Totals	25 credits	26 credits

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.

NOTES:

1. Bible must be taken each year for a minimum of one semester. High school students are also required to participate in the annual CPCS Mission & Service Week outreach program.
2. College Prep Honors students are required to take Honors English 11 and Honors English 12.
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 students are required to take one lab science.
6. College Prep students are required to take a minimum of two (2) lab sciences.
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, Choir, Band, and Drama.
9. Occupational Education includes but is not limited to: Yearbook, Cooking, Leadership, Business, Computers, and Teacher's Assistant.
10. A minimum of .5 Physical Education credits must be earned in a classroom setting.
11. STEM Capstone is taken in first semester of their senior year.
12. Must be an approved STEM Elective.
13. If CPCS Team Robotics is completed, credit may be awarded with approval from Advisor.

I. 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 K 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.

IX. PARENT POLICIES**A. 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.** Text message alerts will be sent out through our FACTS Parent Alert system. **In order to receive alerts, parents must keep their cell phone numbers up-to-date in ParentsWeb.** In case of a delayed start, all morning half-day classes (preschool & kindergarten) will be closed, and extended care and childcare will also open late. Morning bus transportation may be canceled or delayed.

Bothell Campus: Northshore School District
Lynnwood Campus: Edmonds School District
Mill Creek Campus: Everett School District

B. NOTIFICATION OF INFORMATION CHANGES

Parents are requested to update their ParentsWeb account in FACTS 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. You may also contact the School Office with any changes.

C. GUIDANCE SERVICES

Guidance counseling is available at the secondary level. Staff work closely with students and parents to provide support related to academic planning and course selection, as well as personal/social/emotional support, with referrals to outside networks when needed. In addition, an emphasis is placed on post-high school guidance and resources for college and career planning, college application procedures, scholarship information, etc., by utilizing current and relevant tools such as career tests and Naviance curriculum.

D. COMMUNICATIONS

1. **WEBSITE WWW.CPCSSCHOOLS.COM:** The School website is updated regularly and contains important information for parents and students such as back-to-school events and orientations, 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. **PARENTSWEB (FACTS):** To provide parents with timely information regarding their child's academic progress, CPCS has made online access to ParentsWeb available. Information regarding assignment grades, lesson plans, attendance, report cards and other information is available. Parents may contact their school office to receive a User ID and Password. The ParentsWeb is accessible from www.factsmgt.com.
3. **EMERGENCY INFORMATION:** Announcements will be made through text alerts to parents via the FACTS Parent Alert system. Parents, please keep your cell phone number up to date in your ParentsWeb/FACTS account.
4. **EMAILS:** The School will regularly send out emails to families as an additional means of communication. It is expected that each family diligently review information in the email in order to be kept up to date in areas of school events and policies. Parents are requested to update the School with new email addresses as early as possible when changes are made.
5. **CLASSROOM COMMUNIQUE'S:** 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.
6. **ASSESSMENTS:** Report cards are distributed at the end of each grading period. Secondary report cards for first and third quarters are available online through ParentsWeb. Secondary semester report cards are mailed directly to the parent each semester and do not need to be returned. Annual TerraNova standardized testing is conducted for grades K-11; results are sent with end-of-year report cards. Additionally, students are evaluated continually by teachers and Student Services staff when indicated.
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.

E. 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. Valuable items found will be kept in the School Office, and not displayed with other lost and found items. CPCS is not responsible for lost or misplaced items and is not liable if any unclaimed items are given to a charity of the School's choice.

F. VISITORS ON CAMPUS

Cedar Park Christian Schools are "**closed campuses.**" Students **may not** leave the school at any time without checking out in the School Office. Only CPCS graduates and parents are allowed to visit campuses during school hours. ***ALL visitors are required to check-in with the School Office to obtain a Visitor's Pass.***

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. Regular visitors or volunteers must submit a Volunteer application and have their background check cleared.
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.

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

G. 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. **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, child(ren) will be transported to the nearest hospital (or another facility at the discretion of emergency personnel) for treatment.
3. **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 must submit 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, including a doctor's signature (as required by Washington State law). ***The following certification/authorization is included in the Medication Authorization Form, and must be signed by all parents/guardians desiring to have medications administered to their student at school:***

I certify that I am the parent, legal guardian, or other person in legal control of the above identified student and request and authorize the School to administer the above identified medication in accordance with the instructions indicated above for the period of time described above, as there exists a valid health reason which makes administration of the medication advisable during school hours or during such time that the student is under the supervision of school officials. Such medication may be administered by medically untrained school personnel.

Medications must be supplied to the school in the original containers.

H. 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 your contact information, including address, or home, work, or cell phone numbers, emergency contacts, pick-up authorizations, etc., please update your ParentsWeb account in FACTS by logging into your account at www.factsmgt.com

I. CONFLICT RESOLUTION

At CPCS, we recognize that communication is an essential component of partnering with parents and guardians in the education of the children that God has placed in their care. We also believe that God's people are called to respond to conflict in ways that will ultimately bring Him glory and result in reconciliation. When conflicts arise within the school community, it is the desire of CPCS to address disputes or grievances according to the Biblical model in Leviticus 19 and Matthew 18. Those wishing to communicate grievances or complaints are asked first to pray and seek God's wisdom and direction, then to speak to the individual involved directly and in private. If needed, additional communication with the school administration may be arranged.

J. RELEASE AND NOTICE REGARDING RIGHTS OF PARENTS

The following sections are from the enrollment application, which must be signed by parents/guardians for all students enrolled at CPCS:

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.

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 recognizes that there may be occasions where the Student may be in need of first aid or medical treatment as a result of an accident, illness, or other health condition or injury. The Parent hereby grants permission for the school or its agents to seek and secure any medical attention or treatment for the Student, including hospitalization, if in the agent's opinion such needs arises. Additionally, the Parent also grants permission for the School or its agents to administer basic medical treatment. In doing so, the Parent agrees to pay all fees and costs arising from this action to obtain medical treatment. The Parent gives consent to attending physician(s) and other medical personnel to administer any needed medical treatment, including surgery and agrees to pay for the medical treatment.
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.

X. 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 staff is trained to disciple students so that they will grow in godliness of character and action.

Acceptance and continuance as a student of Cedar Park Christian 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) Tardiness
 - 3) Inappropriate dress
 - 4) Running inside the building
 - 5) Out of class without a hall pass
 - 6) Out of seat without permission
 - 7) Talking out of turn
 - 8) Eating or drinking outside of the lunchroom (unless specifically authorized)
 - 9) Entering the Sanctuary, unless for scheduled activity. Students enter the main church building through east or west side doors.
 - 10) Unauthorized use of telephones; CELL PHONES/EAR BUDS/ELECTRONIC DEVICES SHOULD NOT BE TURNED ON OR USED DURING SCHOOL HOURS, without permission from a staff member.
 - 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, mandatory drug testing and/or counseling, and immediate expulsion. Athletes will be immediately ineligible to participate in the current season.)
 - 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, tobacco or vaping products
 - 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 each level will depend upon the severity, age of student, and repetition of behavior.
 Expulsion: Students who are expelled from the School are subject to the normal withdrawal procedures, including but not limited to **payment of the full semester's tuition** amount assessed under the Financial Policy section of this handbook.
- 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. Parents commit to regular monitoring of their child's use of social media and students commit to use discretion and maintain their Christian witness with regard to use of social media.
- 8. **ROLE OF AN EXCEPTION TO DISCIPLINE POLICY:**

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

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

D. ELECTRONICS/CELL PHONES/SMART DEVICES

Students are permitted to use the school telephone in the School Office, with permission, in cases of emergency only. Students are not allowed to use any telephone, including but not limited to, cellular, digital or any other telephones **without authorization**. Cell phones and electronic devices should not be turned on during school hours, without permission from a staff member.

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 School 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.

CELL PHONE/ELECTRONIC DEVICE POLICY

Students are permitted to possess cell phones, earphones, or smart devices, etc., while on the Cedar Park Campus, however, during the instructional day (including class time, passing periods, and lunch) they should be turned off. Students may use cell phones/devices 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 device 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.

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, ETC.

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. Unauthorized use of other modes of transport are not permitted.

F. EXTRACURRICULAR ACTIVITIES

Students are able to participate in a number of different types of extracurricular activities including student government, athletics, cheerleading, robotics, drama productions, etc. Students desiring to participate in activities or programs that require spring tryouts (including summer league activities)

or elections must be currently enrolled Cedar Park Christian students, **and must be officially enrolled for the following school year.**

G. FOOD SERVICES/LUNCH POLICY

Students may bring their own lunch. At some campuses, beverages or lunches 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 TRANSPORTATION 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, legs, or heads, etc., or throw/drop any items 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 without authorization, 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.

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

XI. DRESS 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 school attire.

Clothing must be appropriate, neat, clean, and modest.

B. CEDAR PARK DRESS CODE GUIDELINES

The following dress guidelines apply to **all** Cedar Park students. In general, clothing should be neat, modest, in good taste, not attracting undue attention to the wearer, and deemed appropriate at the sole discretion of the school administration.

- **DRESSES/SKIRTS for females:**

- a) Dresses and skirts must reach the top of the kneecap when standing upright.
- b) Skirt slits must be no more than 2 inches above the knee.
- c) Dresses and skirts must not be excessively tight and should allow for movement.
- d) Dresses must have sleeves.

- **SHIRTS/TOPS:**

- a) Shirts and tops must not be tight fitting.
- b) Shirts and tops must have sleeves and cover the midriff area completely.
- c) Under layer garments should not be seen.
- d) Necklines must not reveal cleavage, or be low-cut in the back.

- **PANTS/SHORTS:**

- a) Pants and shorts must not be tight fitting or sagging.
- b) Shorts are permitted only if they cover two thirds of the thigh.
- c) Leggings, jeggings, yoga pants, and pajamas may not be worn as pants.
- d) Pants and shorts must be free from holes and tears.

- **FOOTWEAR:**

- a) Shoes must be worn at all times.
- b) Flip-flops and slides are not permitted.

- **HAIR:** (must be neat, clean, and appropriate)

- a) Males: No facial hair or ponytails, etc., are permitted. Hair may not extend below the eyebrows, the collar, and the middle of the ear. Sideburns may not extend below the bottom of the ear.
- b) Males & Females: Unnatural hair colors are not permitted.

- **MISCELLANEOUS:**

- a) All clothing must be free of holes and tears.
- b) Hats and hoods of any kind may not be worn indoors.
- c) Tattoos (permanent and temporary) are not permitted.
- d) Body piercing is not permitted except for pierced ears for females.
- e) Boys may not wear earrings.
- f) Jewelry or clothing with advertising or logos promoting alcohol, drugs, secular rock music or culture issues, crude or other inappropriate verbiage, etc., is not permitted, as determined at the sole discretion of the school administration.
- g) Make-up should not attract undue attention and is not permitted before 6th grade.

- **DRESS CODE VIOLATIONS:**

- a) Students who receive a Dress Code Violation are addressed individually and given a written notification regarding the violation to give to their parent/guardian.
- b) In some instances, students will not be permitted to attend class until their attire issue is resolved.
- c) **Dress code violation disciplinary actions may include:**
 - Verbal Warnings
 - Detention
 - Suspension
 - Additional actions as deemed appropriate by administration

C. PHYSICAL EDUCATION UNIFORMS

All secondary students are responsible to purchase, and are required to wear, CPCS issued 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.

D. ATHLETIC EVENTS, FIELD TRIPS, AND SCHOOL PROGRAMS

CPCS intends to display attitudes of respect and modesty when traveling off the school grounds. The student dress code will be enforced for all participants of CPCS special events including, but not limited to field trips, school programs, and athletic events.

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.

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

XII. 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 Christian 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.

Cedar Park Christian Schools (CPCS) are "**closed campuses.**" Students **may not** leave the school at any time without checking out in the School Office. Only CPCS graduates and parents are allowed to visit campuses during school hours; however; ***ALL visitors are required to check-in with the School Office to obtain a Visitor's Pass.***

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

A. ABSENCES

1. If your student is ill or prevented from attending by some other emergency, parents/guardians should email or call the School to report their student's absence.
2. Students will be allowed a maximum of 15 excused absences per semester.
3. Secondary Students - 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. **Secondary Students - 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. **Secondary Students - 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 may 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 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. The School reserves the right to dismiss students at any time for any reason it deems necessary.

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. All secondary students must be off campus by 20 minutes after dismissal, unless the student is in an organized tutorial, scheduled athletic practice, adult supervised situation or event.
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 School that morning. 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. Students will not be allowed to wait outside the classroom.

XIII. CPCS EXTENDED CARE PROGRAM

The goal of the Extended Care Program is to provide a safe environment for children. This program may not be available at all campuses. Where offered, it is open to any child attending CPCS in **kindergarten through 6th grade**, subject to space availability. Parents may apply to enroll their child in Extended Care through the School Office.

XIV. CPCS SECONDARY AFTER-SCHOOL POLICY

All students must be off campus by 20 minutes after dismissal, unless the student is in an organized tutorial, scheduled athletic practice, adult-supervised situation or event.

XV. CPCS CHILDCARE PROGRAM

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

A. ENROLLMENT AND ADMISSION

The CPCS Childcare 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 at any time throughout the year if there is space available. For more information, please contact the School Office.

Students must be 100% toilet trained; this includes not wearing diapers or pull-ups, or having daily or weekly accidents. Students must be able to pull up pants, pull down pants, and wipe on their own. They also must be able to communicate that they need to use the restroom to a teacher. Students who have an accident and are in need of assistance will be assisted as minimally as possible. A parent will be called to come pick up their child to continue to assist them in the sanitation process if necessary. Parents will be contacted if their child is consistently having toilet accidents as this may indicate they are not 100% toilet trained and ready for our facility. Parents are required to provide a gallon-size bag of seasonal clothing (including underwear) in case of accidents.

B. WITHDRAWAL AND SCHEDULE CHANGES - CHILDCARE PROGRAM

Preschool students without childcare must follow the withdrawal procedures listed earlier in this Parent/Student Handbook. For childcare students, request to change the days your child attends, or to withdraw, written notification to the Childcare Director is required **30 days prior to the requested change date**. Failure to submit written notice prior to 30 days may result in a penalty equal to one-tenth of the annual childcare tuition amount.

C. PROCEDURES

1. **Sign-in and Sign-out Procedures:** Students will be signed in and out daily by a staff member, noting the arrival and dismissal times.
2. **Drop-off Policy:** Students must be dropped off by an adult directly to the classroom. Siblings under 16 years of age may not drop off a preschool student.
3. **Pick-up Policy:** Students may be picked up only by adults listed in their FACTS account. Please maintain up-to-date emergency contact information in FACTS. Picture ID may be required. Late student pick up from childcare (after 5:00 pm) will incur an additional fee per minute.

D. LUNCH – CHILDCARE PROGRAM

We are a nut free zone. Parents are required to send lunch for those students enrolled in the childcare program. Our childcare staff is not able to heat up food. Please include napkins, utensils, and everything your child needs to enjoy lunch. We ask that you limit sugar treats in lunches.

E. NAP/REST TIME – CHILDCARE PROGRAM

The childcare program offers a nap/rest time. Parents may send a **small stuffed animal** that your child can leave at school for naptime, if desired. Each child is provided a mat, sheet, and blanket for your child to rest on. These items are washed each Friday. Children are encouraged to rest. If, after 20 minutes, children are not sleeping, quiet activities will be provided in another room while others are napping. During this rest time, children may not disturb other nappers by yelling, talking, running around the class, or playing with toys, etc.

F. FIELD TRIPS

CPCS does not transport preschool children to field trips or any other destination. All transportation is provided by the parents only.