



# 2014-15 Calendar

Aug 15, Fri	Teacher In-Service	8:30am-3:00pm
Aug 18, Mon	Back to School Night	6:30pm-8:45 pm
Aug 20, Wed	Parent Academy	9:00am-3:00pm
Aug 22, Fri	First Day: Grades 4-12	Modified Orientation Schedule
Aug 29, Fri	Last Day to Add a Class or Drop with Refund	
Sept 1, Mon	No School: Labor Day	
Sept 19, Fri	Last Day to Drop without Record	
Oct 15, Wed	11th grade PSAT/Conference Day	
Oct 17, Fri	Mid-Term/Last Day to Drop with a "W" on the transcript	
Nov 26-28, Wed-Fri	No School: Thanksgiving Break	
Dec 17-19, Wed-Fri	Semester Exams	Exam Schedule: 7th-12th grades
Dec 19, Fri	Elementary Early Dismissal	8:15am-1:20 pm
Jan 5, Mon	Teacher In-Service	8:30am-3:00pm
Jan 7, Wed	First Day of Semester 2	Regular Schedule
Jan 15, Wed	Last Day to Add a Class or Drop with Refund	
Jan 19, Mon	No School: MLK Day	
Jan 30, Fri	Last Day to Drop without Record	
Feb 16, Mon	No School: Presidents' Day	
Mar 6, Fri	Mid-Term/Last Day to Drop with a "W" on the transcript	
Mar 16-20, M-F	No School: Spring Break	
Mar 23, Mon	No School: Teacher In-Service	
Apr 3, Fri	No School: Good Friday	
Apr 13 & 15, Mon & Wed	Stanford Achievement Testing	Grades 4-6: during class
Apr 14 & 16, Tu & Th	Stanford Achievement Testing	Grades 7-9: 8:15am-11:30am
May 18-20, Mon-Wed	Final Exams	Exam Schedule: 7th-12th grades
May 20, Wed	Elementary Early Dismissal	8:15am-1:20pm
May 22, Fri	Final Friday/Teacher Work Day	

# Christ Preparatory Academy

## Dress Code Policy 2014-2015

### Upper Body Wear

Both boys and girls are to wear a knit polo style shirt of any *solid* color. The shirts may be long-sleeved or short-sleeved. Shirts may be worn tucked in or worn on the outside. *Long-sleeved shirts, however, cannot be worn under short-sleeved polo's.* Sleeveless polo shirts are not allowed. Logos on polo's that are small enough to be covered with a quarter (25¢) are allowed. *Midribs must be covered.*

- Boys may wear a T-shirt under their polo shirt but it must be white or any solid color.
- Girls may wear a white or any solid colored cami under their polo shirt and it can come out some over the hips.

**Provision for cold weather:** Only Christ Prep Logo hoodies, CPA Athletic Jackets, "Senior Hoodies," and CPA Logo sweatshirts are allowed to be worn on campus, at all times including before school, during lunch or other times during the day. Only exception: students leaving the building.

### Lower Body Wear

*Boys are to wear khaki slacks or shorts with belt loops. Pants may be flat-front or pleated. All pockets must be internal with pocket flaps over the back pockets.* External pockets down the front or sides are not permitted just – cargo pants and khaki jeans are not allowed. The belt line of lower apparel is to be worn above the hips.

*Girls are to wear khaki slacks or pants, capris, skirts, shorts or skorts. Skirts and shorts and skorts must extend downward to at least three inches above the knee.* Pants may be pleated or flat-front. *All pockets must be internal with pocket flaps over the back pockets.* As with boys, external pockets down the front or sides are not permitted just as cargo pants and khaki jeans are not allowed.

### Shoes/Socks/Hosiery

Shoes must be close-toed for safety in the school environment. Slippers, flip-flops and other bedroom or beach-wear foot attire will not be permitted. *Combat style footwear for boys/girls and high pointy-heeled shoes for girls are prohibited.* Socks are to be worn with athletic shoes at all times. Hosiery and leggings must be solid in color. Girl's dress shoes may be worn without socks. Pointy/spiked heels are not acceptable because of safety issues.

### Hair

Hair is to be kept well groomed and clean and must not include bizarre colorings and styles. Boy's hair must not be so long that it touches the top of the collar of the shirt. Boys are not allowed to wear "tails." Bangs on boys should be kept above the eyebrows. Boys may wear facial hair that is well groomed and considered to be culturally normal by the administration.

### Earrings/Accessories/Miscellaneous

Boys may not wear earrings or other pierced jewelry. Girls may wear up to two earrings per ear. *No other pierced jewelry is allowed.* Girls (and only girls) may wear nail polish, but it shouldn't be so loud a color that it draws undue attention to the individual. Scarves are not allowed. No one may wear a tattoo, either temporary or permanent. Any pre-existing tattoo must be covered at all times with clothing that stays within the boundaries of the school policy.

*No hats or other head coverings, such as bandannas, may be worn in the building by boys or girls.* For girls, headbands to hold hair in place will be permitted. Any article of clothing or jewelry deemed to be unusually distracting (due to color, pattern, cut, etc.) is unacceptable for school wear.

By signing below we indicate we have carefully read the above Policy and agree to adhere to the Dress Code outlined therein.

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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If you have any questions during the year as to what is allowed, please contact the office.



# Permissions Form

2014-2015

Please fill out one per student and submit before the first day of school.

**Student Name:**

**Parents/Guardian Names:**

**Medicine** (indicate what student may be given by school during school hours):

Ibuprofen:  Yes  No Dosage: Special Instructions?

Tylenol:  Yes  No Dosage: Special Instructions?

Sudafed  Yes  No Dosage: Special Instructions?

Benadryl  Yes  No Dosage: Special Instructions?

**Allergies** (indicate any allergy the school should be aware of for the safety of your child):

**Pick-up** (indicate who has permission, other than you, to pick-up your child from school):

Name: Phone: Name: Phone:

**Does your child have permission to leave campus for lunch?**  Yes  No

**Does Christ Prep have permission to publish your child's photograph in the following?**

**Yearbook:**  Yes  No **School Directory:**  Yes  No **School Promotional Material:**  Yes  No

**Emergency Contacts:**

Name: Home Phone: Work Phone: Mobile:

Name: Home Phone: Work Phone: Mobile:

**Other Information** (Indicate any other information pertinent to your child's well-being that we should be aware of):

Parent/Guardian Signature:

Date:

**Notify the school immediately & in writing of any changes to the above permissions granted on this form.**

# Christ Preparatory Academy

• 15700 West 87<sup>th</sup> St. Prkwy, Suite 200, Lenexa, KS 66219 • (o) 913.831.1345 •

## Emergency Medical Care Authorization

**Student's Name:**

**DOB:**

**Home Phone:**

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**Address:**

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**Mother's Name:**

**Work Phone:**

**Mobile Phone:**

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**Father's Name:**

**Work Phone:**

**Mobile Phone:**

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**Emergency Contact:**

**Phone:**

**Relation:**

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**Authorization For:**

**Athletic Program**

**Academic Enrollment**

**Specify Sport:**

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I hereby release, discharge, and/or otherwise indemnify Christ Preparatory Academy, its affiliated organizations and sponsors, their employees and associated personnel, including the owners of any facility utilized by/for Christ Preparatory Academy against any claim by or on behalf of the registrant as a result of the registrant's participation in any Christ Preparatory's activities, events, field trips or athletic programs, and/or being transported to or from the same which transportation I hereby authorize.

I hereby authorize a representative of Christ Preparatory Academy and/or a member of the above mentioned athletic program, to give consent for any and all emergency medical treatment for my child, \_\_\_\_\_, while my child is in that person's custody and care related to the above mentioned program. To facilitate such medical treatment the following information is provided:

**Name of Child's Regular Doctor:**

**Dr.'s Phone:**

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**Dr.'s Address:**

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**Health Insurance:**

**Phone:**

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**Policy Holder's Name:**

**Policy Number:**

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**Hospital Preference:**

**Address/Location:**

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**Drug Allergies:**

**Date of Last  
Tetanus:**

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Parent/Legal Guardian Signature:

Print Name:

Date:

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# Christ Preparatory Academy

## Internet Use Policy Statement

- 1. *Acceptable Use*** — The primary purpose of Internet availability and related technologies is to support education by providing access to unique resources and an opportunity for collaborative work. Its use must be consistent with the educational objectives and consistent with the philosophy and educational and spiritual objectives of the school. Electronic communications to or from Christ Prep should reflect the Christian principles and educational goals of the school. The policies in this document apply to all use of the Internet at Christ Prep, whether the student is using the school's hardware or their own laptop, smart phone, or any other device to access the Internet. Students should be aware that Community Covenant church technical staff have the ability to track Internet use by anyone in the building who accesses any of the networks that go out of the building to the Internet.
- 2. *Unacceptable Use*** — Transmission of any material in violation of any state or national regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, unauthorized game playing, unauthorized chat, or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, and bullying or harassment of any type. Use of personal social networking sites is prohibited and only educational social networking sites may be accessed on school computers. All users shall assume full liability, legal, financial, or otherwise for their actions.
- 3. *Privileges*** — The use of the Internet and related technologies at Christ Prep is a privilege, not a right. Inappropriate use will result in cancellation of Internet privileges, including the possession and use of personal electronic devices at school. The school's IT coordinator, supervising teachers and school administrators will have authority to deny, revoke or suspend access to users for deliberate misuse or inappropriate behavior. The school also reserves the right to log Internet use and to examine data at any time – including data on personal electronic devices.
- 4. *Security*** — Because security on any computer system is a high priority, students have a duty to abide by Christ Prep policies regarding logging in and out of any available network. Students also have a duty to report any inappropriate use or security problem to a school staff member. A student's attempt to use administrative functions will result in cancellation of his or her user privileges. Users will notify the supervisor immediately if an individual is trying to contact him/her for illicit or suspicious activities.
- 5. *Warranties*** — Christ Preparatory Academy makes no warranties of any kind, expressed or implied, for the Internet service it is providing. This includes loss of data and non-delivery or service interruptions. The school also denies responsibility for the accuracy or quality of information received from the Internet.
- 6. *Copyright*** — It is the policy of Christ Preparatory Academy that all employees, volunteers, and students will abide by the federal copyright law. Employees, volunteers, and students may copy print or non-print materials allowed by: copyright law, fair use guidelines, specific licenses or contractual agreements, and other types of permission. All school software must be properly purchased or donated, including licenses. Employees, volunteers, and students who willfully disregard copyright law are in violation of Christ Preparatory Academy policy, doing so at their own risk and assuming all liability.
- 7. *Netiquette*** — Students are expected to abide by the generally accepted rules of network etiquette including the following: Computers must be treated with respect. No computer should ever be physically vandalized. Students must never install or remove any software (computer programs) on a school computer without teacher permission.
  - All software on school computers is copyrighted, which means students are not allowed to copy, share or change programs in any way.

- Users are expected to be courteous and use appropriate language. The use of obscenities, vulgarities, profanities or harassing statements is strictly forbidden on the internet just as it is in all other situations at school.
  - Users should be careful to disclose only information pertinent to the topic they are researching. They should refrain from disclosing any personal information about themselves or others, such as their address, phone number, credit card number, or even the school's name.
  - E-mail at school is to be used exclusively for educational purposes. Users should remember that electronic mail is not private and that the school may have access to all emails.
  - Users are not to use the network in a way that disrupts the use by other people. Any malicious attempt to harm or destroy the data of another user, the Internet, or any other network is considered to be vandalism and is strictly forbidden. Unauthorized use of another's computer, access accounts, and/or files, is prohibited. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users or misrepresent other users on the network. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of the computer or computer system is prohibited.
  - Users will acknowledge that all information accessible via the Internet is assumed to be private property. Plagiarism, using material created by someone else without permission or acknowledgement, is forbidden. Students shall be responsible for citing Internet resources and respecting copyrighted material.
  - Users are not permitted to access personal social networking sites at school. Students must refrain from posting pictures of other Christ Prep students without their permission. In addition, they must abide by the discipline and conduct codes of Christ Prep found in the Parent/Student Handbook while on their personal social networking site.
- 8. *Guidelines for Use of STM Internet Service* — Students must accept the following rules for Internet use in school:**
- I understand that I must have a signed policy on file before Internet privileges will be granted.
  - I understand that I will not reveal my personal home address, phone number, or personal information about anyone else. User's personal identifier on email must use the school address only.
  - I know that use of the Internet and computers is a privilege and not a right and I agree to follow the guidelines and rules established by Christ Prep for its use.
  - When applicable, I will not share my user id or password with any other student.
  - I will have approval from my teacher for all topics that I research on the Internet and will present evidence of this to any staff member who requests it.
  - I will use the Internet only when an adult is present to supervise.
  - When applicable, I will properly log in and log out when using any computer at Christ Prep. Violations of this policy that occur under my login are my responsibility.
  - I will not enter a chat room, divulge personal information about others or myself, or play unauthorized "arcade-style" games online.
  - If I find myself in an uncomfortable or inappropriate situation on the Internet, I will stop immediately and tell a teacher in charge.

This policy adapted from the policy of  
St. Thomas More Catholic School in Decatur, Georgia

# Christ Preparatory Academy

## Internet Permission

### Student

I understand and shall abide by Christ Preparatory Academy's Internet Use Policy. Should I commit any violation, my access privileges may be revoked (including my right to possess any personal devices that allow Internet access), and school disciplinary and appropriate legal action may be taken. I assume responsibility for my actions in accessing the Internet while at school.

User's Full Name (please print) \_\_\_\_\_

User's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent or Guardian

As a parent or guardian of this student, I have read Christ Preparatory Academy's Internet Use Policy. I understand that access to the Internet while at Christ Prep is designed for educational purposes, and that precautions have been taken to reduce student exposure to inappropriate material. I will not hold the school or Community Covenant Church or any employee of either organization responsible for any material acquired on the network. If I disapprove of any material this student receives on the Internet, I understand that my recourse is to withdraw my permission in writing. I hereby give my permission for the above student to be given access to the Internet.

Parent or Guardian's Name (please print) \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

***Students without a signed copy of the Internet Permission form on file as of will not be able to use computers at Christ Prep (even in a class in which they are enrolled) until the signed form is returned.***