



Children's Creative & Performing Arts Academy 2019-2020 Academic Calendar

August 29	High School/Middle School Orientation for Students, 9 a.m. - 12:00 p.m.
August 29	Elementary Open House at 6:00 p.m.
September 2	Labor Day, no school
September 3	First Official Day Of School!
October 11	End of First Grading Period
October 14-18	Parent/Teacher Conferences, preK-grade 8
November 11	Veterans' Day Observed, no school
November 22	End of Second Grading Period
November 25-29	Thanksgiving Vacation, no school
December 23 - Jan. 3	Winter Break, no school
January 20	Martin Luther King Jr. Observance, no school
January 24	Fall Semester Ends
February 17	President Day, no school
March 6	End of Grading Period
March 9-13	Parent/Teacher Conferences, preK- grade 8
March 30-April 3	Spring Break, no school
April 24	End of Grading Period
May 25	Memorial Day, no school
June 12	End of Spring Semester

*Dates of Plays, Concerts, Recitals will be provided later



Attendance/Absent Policy

It is important that parents and students understand the following school and state guidelines. Be advised that parents must call the school office to clear an absence. Any absence not verified by a parent/guardian will be marked as unexcused.

Excused Absences: Absences or tardies are considered excused various reasons, examples include:

- Illness such as vomiting, high fever or contagious disease
- Medical/dental appointments (time excused will only be for a reasonable time to attend appointment)

Medical/Dental Appointments: Please try to schedule medical appointments on minimum days or before or after school hours to avoid lost instructional time.

Excessive Absences/Truancy: Excessive absences due to illness may require a doctor's note in order to be excused.

ATTENDANCE/ABSENT POLICY

The Children's Creative & Performing Arts Academy requires regular attendance of all students enrolled at the school. In the case of a students' absence, parents/guardians must contact the school each day his or her child is absent. It is very important for a parent or guardian to report their student's absence from school. Please help to keep accurate records on your student's attendance by remembering to report an absence to the school office.

LATE ARRIVAL/TARDINESS:

Students' who arrive late to school must be checked in through the school office by a parent/guardian.

LEAVING CAMPUS

Students will not be permitted to leave campus at anytime without a parent/guardian or an individual authorized by the parent/guardian. If a student has a doctor, dental, or personal appointment, parent/guardian must check student out through the school office.

Bell Schedule 2019-2020



Grades K-5

Monday-Friday

Start time: 8:15 a.m.

Dismissal time: 3:00 p.m.

Middle/High School Bell Schedule

Monday/Wednesday

Period 1: 7:50-9:15

Period 3: 9:20-10:45

Snack Break: 10:45-10:55

Period 5: 11:00-12:25

Lunch: 12:30-1:00

Period 7: 1:05-2:30

Tuesday/Thursday

Period 2: 7:50-9:15

Period 4: 9:20-10:45

Snack Break: 10:45-10:55

Period 6: 11:00-12:25

Lunch: 12:30-1:00

Period 8: 1:05-2:30

Friday

Friday schedule will alternate between Monday/Wednesday blocks and Tuesday/Thursday blocks each week. The first Friday of the school year will be a Monday/Wednesday block.

- **All middle and high school students will have Choir every Friday from 1:05-2:30**

Minimum Day Bell Schedule Grades K-5

Start time: 8:15 a.m.

Dismissal time: 12:30 p.m.

Middle/High School Minimum Day Bell Schedule

Period 1: 7:50-8:40

Period 2: 8:45-9:35

Period 3: 9:40-10:30

Period 4: 10:35-11:25

Period 5: 11:30-12:20



Children's Creative & Performing Arts Academy Emergency Contact and Release Authorization



To be completed by parent or authorized representative

Student Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Parent/Guardian Name: _____

Home Phone: (_____) _____

Cell Phone: (_____) _____

Work Phone: (_____) _____

Parent/Guardian Name: _____

Home Phone: (_____) _____

Cell Phone: (_____) _____

Work Phone: (_____) _____

In case of an emergency, I give the school permission to release my child to any of the following:

1. Name: _____ Home Phone: (_____) _____
Relationship to child: _____ Work/Cell Phone: (_____) _____

2. Name: _____ Home Phone: (_____) _____
Relationship to child: _____ Work/Cell Phone: (_____) _____

3. Name: _____ Home Phone: (_____) _____
Relationship to child: _____ Work/Cell Phone: (_____) _____

Parent/Guardian Signature: _____ Date: _____



Internet Acceptable Use Policy For Students in Grades 2-12

Educational Purpose

The Children's Creative and Performing Arts Academy offers Internet access for student use.

Access to the school network and the Internet System is a privilege not a right.

This document contains the Acceptable Use Policy for student use of the Children's Creative and Performing Arts Academy Internet System.

1. CCPAA's Internet System has been established for a limited educational purpose. The term "**educational purpose**" includes classroom activities, career development and quality independent learning.
2. CCPAA's Internet System has not been established as a public access service or a public forum. The Children's Creative and Performing Arts Academy has the right to place reasonable restrictions on material students access or post through the system.
3. Students may not use CCPAA's system for commercial purposes. This means that students may not offer, provide, or purchase products or services through CCPAA's Internet System.
4. Students may not use CCPAA's Internet System for political lobbying. Students may use the system to communicate with elected representatives and to express opinions on political issues.

Student Internet Access

1. All students will have access to the Internet information resources through their classroom, media center or computer lab.
2. Students who use email will do so only for educational purposes.
3. Students will promptly disclose to their teacher or other school employee any messages they receive that are inappropriate or make them feel uncomfortable.
4. Respect resource limits. Students will use the system only for educational and career development activities and quality, independent learning. Educational use will be given priority.

User Guidelines

The following uses of CCPAA's Internet System are considered unacceptable:

1. Personal Safety

- a. Students will not post personal contact information about themselves or other people. Personal contact information includes home addresses, telephone numbers, photos, etc.
- b. Students will not agree to meet with someone they have met online.

2. Illegal Activities

- a. Students will not attempt to gain unauthorized access to CCPAA's Network System or the System's Internet Access Provider.
- b. Students will not attempt to disrupt the computer system.
- c. Students will not use the system to engage in any other illegal act, such as arranging for the purchase or sale of drugs or alcohol, or engaging in criminal activity, or threats of any kind.

3. System Security

- a. Students are responsible for their individual account and should take reasonable precautions to prevent others from being able to use their account. Under no circumstances should students provide their password to another person.
- b. Students will immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. Students will not download or install any software or documents without an instructor's permission.

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages and e-mail.
- b. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Students will not post information that could cause damage or a danger of disruption to the educational environment.
- d. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If students are asked by a person to stop sending them messages, they must stop.
- f. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. Students will not re-post a message that was sent to them privately without the permission of the person who sent them the message.
- b. Students will not post private information about a person or organization.

6. Plagiarism and Copyright Infringement

- a. Students will not plagiarize works found on the Internet. Plagiarism is defined as taking the idea or writings of others and presenting them as if they were your own.
- b. Students will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If students are unsure whether they can use a work, they should request permission from the copyright owner. Copyright law can be very confusing. If students have questions, they should ask a teacher or librarian.
- c. Any material that students obtain from the Internet and include in their own work must be cited and credited by name or by electronic address or path on the Internet. Information obtained through e-mail or new sources must also be credited as to sources.

7. Inappropriate Access to Material

- a. Students will not use CCPAA's computer system to access material that is profane, obscene, or pornographic, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature.) A special

exception may be made if the purpose of student_access is to conduct research approved by a teacher.

- b. If students mistakenly access inappropriate information, they should immediately tell their teacher or another faculty member. This may protect them against a claim that they have intentionally violated this policy.
- c. If students' parents should instruct them that certain materials are inappropriate for them to access, the school fully expects that students will follow their parents' instructions and notify the school of their decision.

Student Rights

1. Free Speech

A student's right to free speech applies to communication on the Internet. The CCPAA's Network System is considered a limited forum similar to the school newspaper, and therefore the school may restrict a student's speech for valid educational reasons. The school will not restrict a student's speech on the basis of a disagreement with the opinions that a student is expressing.

2. Search and Seizure

- a. All data stored or transmitted on school computers may be and will be monitored, and students have no right to privacy with regard to such data.
- b. Routine maintenance and monitoring of the school system may lead to discovery that students have violated this Policy or the law.
- c. An individual search will be conducted if there is suspicion that a student has violated this Policy, or the law. The investigation will be reasonable and related to the suspected violation.

3. Due Process

- a. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school.
- b. In the event that there is a claim that a student has violated this Policy in their use of the school system, the student will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the building principal or administrator.
- c. If the violation also involves a violation of other provisions of student handbook guidelines, additional restrictions may be placed on a student's use of the computer network.

Limitation of Liability

- 1. The school makes no guarantee that the functions or the services provided by or through the school system will be error-free or without defect.
- 2. The school will not be responsible for any damage a student may suffer, including but not limited to, loss of data or interruptions of service.
- 3. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system.
- 4. The school will not be responsible for financial obligations resulting from the unauthorized use of the system.

Personal Responsibility

When students are using CCPAA's Computer Network System, they should understand that they leave "electronic footprints." Personal responsibility should always be considered. Unlimited use of the Internet is a privilege. Violation may result in denial of access to the network system. Consequences for violations of this policy are building-specific. This information is available upon written request.

We encourage and invite students to use the computer network to enhance their educational environment at the Children's Creative and Performing Arts Academy

I have read, understand, and will abide by the above Internet Use Policy when using computer and other electronic resources owned, leased, or operated by the Children's Creative and Performing Arts Academy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

Student Name: _____ Grade: _____

Student Signature: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

CONSENT FOR EMERGENCY MEDICAL TREATMENT- Child Care Centers Or Family Child Care Homes

AS THE PARENT OR AUTHORIZED REPRESENTATIVE, I HEREBY GIVE CONSENT TO

_____ TO OBTAIN ALL EMERGENCY MEDICAL OR DENTAL CARE
FACILITY NAME

PRESCRIBED BY A DULY LICENSED PHYSICIAN (M.D.) OSTEOPATH (D.O.) OR DENTIST (D.D.S.) FOR

_____. THIS CARE MAY BE GIVEN UNDER
NAME

WHATEVER CONDITIONS ARE NECESSARY TO PRESERVE THE LIFE, LIMB OR WELL BEING OF THE CHILD
NAMED ABOVE.

CHILD HAS THE FOLLOWING MEDICATION ALLERGIES:

DATE

PARENT OR AUTHORIZED REPRESENTATIVE SIGNATURE

HOME ADDRESS

HOME PHONE

()

WORK PHONE

()

Children's Creative & Performing Arts Academy 2019-2020 Tentative Minimum Day Schedule



Minimum days will be scheduled periodically throughout the school year. Minimum days will begin at each division's regular school start time with dismissal at the following times below. After school care will begin at 12:30 p.m. until regular closure hours at 6:00 p.m.

School start and dismissal times on minimum days:

Grades K-5:

- Start time: 8:15 a.m.
- Dismissal time: 12:30 p.m.

Grades 6-12:

- Start time: 7:50 a.m.
- Dismissal time: 12:20 p.m.

The following days are scheduled minimum days:

Wednesday, September 18

Friday, March 27

Wednesday, October 9

Wednesday, April 22

Thursday, October 31

Wednesday, May 13

Friday, November 22

Wednesday, June 3

Friday, December 20

*Minimum days subject to change

Wednesday, January 22

Wednesday, February 12

Wednesday, March 4



Notice Of Automated Message Delivery

The Children's Creative & Performing Arts Academy utilizes an automated message delivery system to contact parents/guardians via telephone and/or email for various reasons. Examples of such use include:

Community Outreach Messages

These messages are sent on a regular basis by school administration to keep parents informed of events in their child's school. Community outreach messages are delivered to the telephone number and/or email indicated below, during regular business or early evening hours, including weekends.

Emergency Messages

These messages are sent only when absolutely necessary, and are delivered to all telephone numbers and email addresses of the parent(s)/guardian(s) with whom the child resides. Emergency messages are sent to announce school closings, early dismissals, and other events that may have an imminent impact on the educational community, and may be sent at any time.

The Children's Creative & Performing Arts Academy may contact me at the telephone number and email listed below

Student Name: _____ Grade: _____

Parent/Guardian Name: _____

Phone: (____) _____

Email: _____

I hereby authorize the Children's Creative & Performing Arts Academy to send automated messages to the above contact information

Parent/Guardian Signature: _____ Date: _____



School Uniforms

Students in grades K-12 are required to wear school uniforms each school day. It is important that parents/guardians help their children follow the school uniform policy and ensure that his or her student is dressed in the appropriate school uniform before their arrival to school. Students who arrive to school without the appropriate school uniform may not be able to participate in the instructional school day and their attendance may be marked as an unexcused absence. **All minimum days will be free dress days.**

The following are appropriate school uniforms:

Tops:

White, light blue, dark blue, black button down



Full Sleeve or 3/4 sleeve



Short Sleeve

Skirts



Plaid



Navy Blue/Black



Khaki

Shorts:



Navy Blue/Black



Khaki

Pants:



Navy Blue/Black



Khaki

Sweatshirts:



Plain Navy Blue/Black

Sweaters:



Plain Navy Blue/Black



Student Information

Student Name: _____
Last First Middle

Birth Date Place of Birth U.S. Citizen?

Student's Primary Home Address

Street City State Zip

Medical Needs/ Medications Required/ Allergies:

Parent/Guardian Information

Full Name:

Home Phone:
(_____)_____

Cell Phone:
(_____)_____

Business/Employer:

Business Address:

Work Phone:
(_____)_____

Primary Email:

Parent/Guardian Information

Full Name:

Home Phone:
(_____)_____

Cell Phone:
(_____)_____

Business/Employer:

Business Address:

Work Phone:
(_____)_____

Primary Email:

Student Media Release Consent Form



There are many activities and accomplishments that take place at the Children's Creative & Performing Arts Academy that we feel are positive, newsworthy and of interest to the community. The Children's Creative & Performing Arts Academy will, from time to time, use still photography or videography for the purpose of highlighting student achievements or chronicling classroom/school activities. Those images may be used in informational newsletters, school brochures, class pictures, yearbooks and other printed media published by the Children's Creative & Performing Arts Academy and those acting under its permission. It is possible that those images might be used on the school website or other social media sites and may also be submitted to the news media for possible publication.

If, for any reason, you do not want your child's likeness to be used by the Children's Creative & Performing Arts Academy or by the news media for the purpose of positive publicity about school activities or student achievement, please mark the box that indicates that you do not wish to have your child photographed or videotaped for news media or school publicity purposes.

☐ Please mark this box if you **AGREE** to have your child photographed/videotaped for news media or school publicity purposes

☐ Please mark this box if you do **NOT** wish to have your child photographed/videotaped for news media or school publicity purposes

Student's Name (please print) _____ Grade _____

Parent/Guardian Name (please print) _____

Parent/Guardian Signature _____ Date _____

Tuition and Fees Agreement



TUITION DUE/ LATE CHARGES

Tuition for the school year is \$8900 which can be paid in 10 monthly installments of \$890. Tuition and fee payments are due and payable on the 1st of each month. Tuition and fees are considered delinquent 5 days after the due date or on the 5th of each month. Tuition and fees paid after the 5th of each month will have a 1.5% charge each day after. If tuition or any other outstanding charges are not paid within 14 days of the due date, the students' attendance at the school will no longer be permitted until tuition is paid in full for the past due amount.

RETURNED CHECKS

A service charge of \$25 will take place in the event of a check returned for any reason.

PAYMENT METHODS

Each month a tuition invoice will be emailed to a parent/guardian. The email will provide instructions on how to pay tuition online using an electronic check. Tuition can also be paid by cash or check through the front office. Checks can be made out to "CCPAA INC."

AFTER HOURS CHARGES

Children are to be picked up no later than the school closure time at 6:00 p.m. After hours overtime charges will be assessed as follows: \$1.00 for each minute past 6:00 p.m., which must be paid at the time the student is picked up. In the event that the parent/guardian has not picked up his or her student or contacted the school by 6:30 p.m., as mandated by state law, the San Diego Police Department may be called.

EXTRACURRICULAR ACTIVITIES

Students' who have any past due charges including any tuition and/or fees, will not be eligible to participate in any subcontracted activities that take place on campus (e.g., private piano, guitar, violin lessons, etc.)

FEE-BASED CLASSES/LESSONS:

Field trips, camp trips, concert/recital fees and private instrumental lessons are not included in the annual tuition. Parents/guardians will be notified of any of the above fees 2 weeks prior to their due date.

BOOKS & MATERIALS:

An annual supply fee for each student is due before the beginning of the school year **no later than September 1st, 2019**. The annual supply fee covers charges for books, materials, supplies, a yearbook, and special art supplies.

The following supply fees are as follows:

- Preschool: \$200
- Kindergarten & 1st Grade: \$275
- Grades 2-5: \$300
- Grades 6-12: \$325. There is an additional Studio Art fee of \$150 for students enrolled in AP Studio Art. All books must be kept covered and in good condition or a penalty (up to the replacement cost of the text book) will be assessed. It is strongly recommended that students purchase their AP books.

Withdrawal

For parents/guardians who decide to withdraw students during the school year, a 30 day written notice is required. There will be no refund on that installment period(s) or on other fees.

UNIFORMS:

Grades K-12 must purchase the appropriate school uniforms. P.E. Uniforms are required for grades 6-12 and are available to purchase through the front office.

I have read and agree to the terms and conditions of the Children's Creative and Performing Arts Academy tuition and fees agreement

Student's Name (please print): _____ Grade: _____

Parent/Guardian Name (please print): _____

Parent/Guardian signature: _____ Date: _____

Please provide the email that you wish to receive a monthly tuition invoice

Email: _____