

CORNERSTONE CHRISTIAN ACADEMY

&

CORNERSTONE CHRISTIAN MINISTRIES



2022~2023 HANDBOOK & CALENDAR

810 N. Chase, Post Falls, Idaho

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www.cca-pf.com

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TABLE OF CONTENTS

<p>Administrative Procedures</p> <p style="padding-left: 20px;">Admission Policy</p> <p style="padding-left: 20px;">NOTICE OF NONDISCRIMINATION POLICY</p> <p style="padding-left: 20px;">Statement of Faith</p> <p style="padding-left: 20px;">Accreditation & Status</p>	<p>4</p>
<p>Philosophy & Mission Statement</p> <p style="padding-left: 20px;">School Standard</p> <p style="padding-left: 20px;">Rights of Attendance & Admittances</p> <p style="padding-left: 20px;">Offerings</p> <p style="padding-left: 20px;">Goals & Objectives</p>	<p>5</p>
<p>CCA Administrative Team</p> <p style="padding-left: 20px;">Parents Code of Responsibility & Accountability</p> <p style="padding-left: 20px;">Community Outreach</p>	<p>6</p>
<p>General Policies</p> <p style="padding-left: 20px;">Gender Truth</p> <p style="padding-left: 20px;">Grievance Policy & Procedure</p>	<p>7</p>
<p>Academic & Attendance Policies</p> <p style="padding-left: 20px;">School Hours</p> <p style="padding-left: 20px;">Homework</p> <p style="padding-left: 20px;">Make-up & Late Work</p> <p style="padding-left: 20px;">Online Services</p> <p style="padding-left: 20px;">Progress Reports-Report Cards-Parent Conferences</p> <p style="padding-left: 20px;">Attendance Policy</p> <p style="padding-left: 40px;">Absences</p> <p style="padding-left: 40px;">Tardiness</p>	<p>8</p>
<p>Sick Policy & Discipline Procedure</p> <p style="padding-left: 20px;">Illness Procedures & Policies</p> <p style="padding-left: 20px;">Covid-19 & Contagious Disease Protocols</p> <p style="padding-left: 40px;">General Protocols (Temperature)</p> <p style="padding-left: 40px;">Social Distancing</p> <p style="padding-left: 40px;">Hand Hygiene & Behaviors (Cleaning Events) – Hands & Surfaces</p> <p style="padding-left: 40px;">Cleaning & Disinfecting (High Touch Surfaces)</p>	<p>9 - 10</p>
<p>Discipline</p> <p style="padding-left: 20px;">Matthew 18:15-17 Principle</p> <p style="padding-left: 20px;">Discipline Policy</p> <p style="padding-left: 20px;">Required School Behaviors</p> <p style="padding-left: 20px;">Causes of Discipline (Behaviors That May Require Action)</p>	<p>11 - 12</p>
<p>Safety Measures</p> <p style="padding-left: 20px;">General Measures</p> <p style="padding-left: 20px;">Hallway Safety & Bus Conduct</p> <p style="padding-left: 20px;">Parking Lot (NO CELL PHONE USE)</p> <p style="padding-left: 20px;">Medication and First Aid</p> <p style="padding-left: 20px;">School Lockdown (general info)</p>	<p>12 - 13</p>

School Procedures for Students	13 - 14
Dress & Appearance Code	
Food & Drink	
Classroom Treats	
Lost & Found	
Lunch Policy	
"No Gum"	
Personal Items & Portable Electronic Devices	
Student Computer Use	
Parent/Visitor Procedures	15 - 16
Arrival & Departure Procedures	
Classroom Visitation	
Custody Arrangements, Court Orders, Protection Orders	
School Closings (Snow Days)	
Weapons (including Conceal and Carry), Alcohol & Tobacco, Drug, and Bullying Policies	
Visitors	
Financial Procedures	16
Daycare & Preschool Fees	
Required Minimum Days	
5-Day Plan	
4-Day Plan	
3-Day Plan	
Preschool & Daycare Environment	
Preschool Schedule	
Basic Preschool Procedures	
Rates – Tuition, Before and After school Care	17
Tuition, Fees and Rates	
Payment in Advance (required)	
Registration Fees	
Tuition Payment Structure	
Multi-Child Discount	
Account Balances	
Record Requests	
Financial "Check-In"	
Financial "Check-Out"	
Late Fees	
Late Pick-up Fee	
Returned Check Fee	
Secured-Access-Front-Entry	18
Student/Parent Handbook Acknowledgement Form & Contract	19
Important Dates (2022-2023)	20
2022-2023 Academic Calendar (Full 1-Page View)	21
2022-2023 Academic Calendar (Monthly Detailed View)	22 - 31

CCA STUDENT & FAMILY HANDBOOK

WELCOME

The administration and staff would like to take this opportunity to welcome you to CornerStone Christian Academy (CCA). As stewards of our Lord's school, we endeavor to be honorable teachers of His will and accurate reflections of who God seeks us to be. The support staff, teachers, and administration are all here to assist you with your child's growth and education. We invite young people to attend our school who desire a positive Christian atmosphere and a close relationship with Jesus Christ.

ADMINISTRATIVE STATEMENTS

NOTICE OF NONDISCRIMANTORY POLICY AS TO STUDENTS

CornerStone Christian Ministries, Inc., (dba: CornerStone Christian Academy) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and/or other school-administered programs.

Statement of Faith

We believe that Jesus Christ is the Son of God. He is part of the Triune God consisting of God the Father, the Son, and the Holy Spirit; equal in nature, separate in identity, unique in duty. We believe Jesus came to mankind (leaving His glory in heaven), being conceived of the Holy Spirit, born unto a virgin, dwelt among us and lived a sinless life. He was crucified on a cross, buried three-days, rose from the dead, stood resurrected before many, and upon completing the work of the Father, He ascended to heaven where He now serves at the right hand of God the Father.

We believe Jesus Christ is the only way to salvation and eternal life. Only by acknowledging He is the Son of God and believing in Him, can we have hope for eternal life. Jesus was sent to sacrifice His life upon the cross in atonement for the sins of mankind. He did this of His own will and conquered death so that we may live. He is risen and coming again! By His blood and death, those who believe are justified, and sanctified, before God. His only begotten Son took a substitutionary role, atoning for our sins so that we may have eternal life in Him. Christ is the Messiah of the Old Testament, bringing us the New Covenant in the New Testament.

We believe that the Word of God is fully inspired by the Holy Spirit, completely inerrant in the original manuscripts, and meant to bring us God's revelation as acknowledged by Jesus Christ. We believe we are saved by grace, through faith, in the One and only Messiah, Jesus Christ. We believe that water baptism is an outward confession of an inward sign of faith, publically declaring and acknowledging Jesus Christ as Lord and Savior.

And, each believer upon conversion to Christ experiences baptism of the Holy Spirit. We believe Jesus welcomes all those who seek Him and choose to follow His Way – Amen.

**** FULL ACCREDITATION ****

CornerStone Christian Academy is fully accredited by AdvancED. AdvancED is the largest community of education professionals in the world; a non-profit, non-partisan organization that conducts rigorous, on-site external reviews of PreK-12 schools and school systems to ensure that all learners realize their full potential.

Our executive summery review is available at www.advanc-ed.org.

[last accreditation review: 2021 – FULL APPROVAL]

PHILOSOPHY AND MISSION STATEMENT

The philosophy and mission of CCA shall be to address the needs of the whole student spiritually, intellectually, emotionally, and physically by providing a founding education based on biblical authority, truth, and moral values. Realizing there is a spiritual battle going on for the very souls of our students, we desire to teach of the great love God has for them and the relationship they can have with Him through His Son, the Lord Jesus Christ. We seek to teach the students that through reading the Bible and praying to the Lord, that they can receive guidance and blessing for their lives. We desire to teach our students that obedience to God and His laws will bring order, morality, fulfillment, and true happiness to their lives. In turn, they will desire to serve others and look forward to one day spending eternity with Him. We are a Christ-following, faith-based, private educational academy, preschool and daycare ministry.

SCHOOL STANDARD

“...a precious cornerstone for a sure foundation” – [Isaiah 28:16]

The “cornerstone” is the most important and pivotal piece in a solid foundation. Our desire is that every person would place their lives in Christ’s hands and make Him the foundation...the *cornerstone*, of their lives. Upon doing that, Ephesians 2:20 says, “With Christ Jesus Himself as the chief *cornerstone*, in Him the whole building is joined together.” Our hope is that every person would be joined together, hand in hand, serving God and loving others in ways that are glorifying to Him.

*** CCA RESERVES ALL RIGHTS OF ATTENDANCE and ADMITTANCE upon school grounds ***

CCA OFFERS...

- **Year-round school schedule; keeping the education cycle cohesive without an excessive "summer break"**
- Grade levels kindergarten through 6th grade, with Preschool classrooms for ages two through five.
- Excellent student to teacher ratios.
- CCA is recognized by the State of Idaho as ACCREDITED through AdvancED.
- Bible-based curriculum for all grades (aBeka).
- An emphasis on Christian values to meet the spiritual as well as academic and physical needs of students.
- Various field-trips and other educational programs, including off-week programs.
- Opportunities to do community service projects...to "serve with significance"
- Full time (staffed) pastors and biblical counseling services.

GOALS AND OBJECTIVES

- ❖ To have Jesus Christ as the forefront and center of all we do.
- ❖ Recognize that each student is uniquely designed and loved by the Creator.
- ❖ Encourage each student to make a spiritual commitment to Jesus Christ as his or her Savior and Lord.
- ❖ Prepare each student intellectually with an academic program of studies that develops knowledge and appreciation for biblical studies, literature, history, science, mathematics, music, art, and theology.
- ❖ Equip each student with the skills of listening, reading, writing, thinking, communication, problem solving, accountability, responsibility, and self-correction.
- ❖ Encourage and exhort educators to maintain a positive and safe classroom environment.
- ❖ Strive to maintain strong administration, teacher, parent, and student communication through effective relationships.

CCA ADMINISTRATIVE TEAM

Rev. John Young – Executive Director, Administrator
Rev. Kimberly Young, M.Ed. – Principal, Administrator
Mrs. Jordan Helmuth – Vice Principal, Administrator
Mrs. Mindy Campbell – Daycare Administrator

PARENT’S CODE of Responsibility and Accountability

We consider the following Parent’s Code the appropriate response of each parent or family for their support of our Christian education program at CCA. As a CCA Parent/Guardian, I understand and agree to the importance of:

1. Earnestly praying for CCA.
2. Fully cooperating in the educational functions of CCA and doing my best to make Christian education effective in the life of each of my children so that he or she may love and serve Christ.
3. Paying all of my financial obligations to CCA on or before the date due. If I am ever unable to pay on time, I will notify the school office in advance by (1) giving a reasonable explanation for the delay, and (2) stating when payment can be made.
4. Supporting the school financially in addition to my tuition payments and fees, as the Lord enables and provides.
5. Fulfilling any obligations to the school willfully, as if to the Lord.
6. As God provides time and strength, undertaking volunteer duties and responsibilities for CCA as opportunities arise.
7. Recommending CCA to other families in hopes of bringing more children to Him.
8. Attending meetings and parent functions as they arise.
9. Seeking to resolve any dissatisfaction with the school and/or parents by resolving the matter with the person or individuals involved rather than spreading criticism or holding a negative attitude.
10. Seeking, when possible, the advancement and support of CCA in all areas of its ministry.

*** As a CCA family member, I will not engage in gossip, especially that which leads to negativity or harm, including social slandering, online postings on social media (facebook, google reviews, etc.), or similar forums.**

Be reminded – Once posted, it is never really deleted...especially for the one who’s been hurt.

COMMUNITY OUTREACH

Outreach in our community is a very vital part of our entire school ministry! The community will know we are Christians by our love! We will seek out ways that we can love others in our area, including prayer. The Bible tells us to “Love one another” and to “Do that which is right and good” and we desire to lead our students in this pathway (Deut. 6:19, 12:28, John 13:34-35). A life of service to others will bring happiness, peace, and contentment. We are committed to encourage students in their spiritual walk with Jesus Christ. We believe that our role at CCA is to support the parents in educating their children. We will provide an environment that is Christ-centered in all that we do. We do not intend, nor desire to replace one’s church, any pastor(s) teaching, or Biblical teaching which is being conducted away from CCA. Rather, our desire is to reinforce the Biblical teaching of those anointed and ordained to do so, unified in the body of Christ, by and through the Gospel.

GENDER TRUTH

CCA does not acknowledge, accept, or incorporate “transgender” or “non-binary” classifications in regards to gender identification and subsequent school operations. We believe that anyone who declares their gender to be anything other than as they were born, a biological-boy or biological-girl, commits an outright declaration to God the Creator that He (God) made a mistake. God does not make mistakes. God is inerrant. CCA maintains traditional gender designations (male and female) and appropriateness within student interaction and facility outlay.

GRIEVANCE POLICY and PROCEDURE

We consider CCA a family environment. And, as in any family, there may be disagreements or differences at times. We ask that everyone – students, parents, staff, and administration – approach a situation with grace, courtesy, and consideration of the other person’s point of view. If you have a grievance or concern with a member of the CCA staff or a particular situation, we ask that you address it with the administration in a respectful, grace-filled manner. We appreciate those that support our school and trust our administration and staff to make biblically-based choices that will benefit all students and families at CCA.

As in all conducts, CCA’s policy on complaints or grievances aims to follow Biblical principles. Should a family member or relation of a student have an issue (“grievance”), we ask that the following outlay of progressive steps be taken:

1. Give pause to prayer for (1) good intentions and (2) positive outcomes.
2. Seek an appropriate time to address the staff member and/or individual(s) involved.
3. Speak to them about the issue in a good setting and with intentions towards resolution.
4. If the issue is not resolved to your satisfaction, please seek out an appointment with an Administrator:
 - Mrs. “Mindy” Campbell (Daycare Administrator): all preschool/daycare issues; financial
 - Mrs. Helmuth (Vice-Principal): elementary school issues; student accountability
 - Mrs. Young (Principal): all school issues; elementary students & staff
 - Mr. Young (Executive Director): all school issues, all staff (administration, teachers)
5. If the grievance is not resolved after meeting with an administrator or the administration team, write a detailed letter (or email) to the Board of Directors (Attn: Chairman of the Board – Personal & Confidential). Once properly submitted, the matter will be raised with the Board of Directors for final determination and resolution. The decisions of the Board are final.

- ✓ Raise the issue in prayer.
- ✓ Give consideration for an appropriate time and place to discuss the issue.
- ✓ Speak to the person(s) involved to try to resolve the issue.
- ✓ If not resolved, seek out administration.
- ✓ If not resolved with administration, submit a letter to the Board of Directors.

ACADEMICS

School Times: Kindergarten: Morning (9:00am – 11:30pm) Afternoon (12:30 – 3:00pm)
Elementary: (1st-6th Grade): (9:00am – 3:00pm)

Homework: CCA believes that homework is a key essential to responsibility and learning. Grades K-6th will generally have homework 3-5 days per week with “approximately” 10-minutes per grade level (ex: 1st = 10 minutes, 2nd = 20 minutes, etc.). Classwork that is not completed during class may be assigned as homework.

Make-Up Work/Late Work: Each teacher establishes a set standard for make-up and/or late work. Considerations for special circumstances or excused absences should be established with directly with the teacher. As a school *guideline*, 10% of the total assignment may be marked-off each day that an assignment is late or waiting to be turned in (ex: one day = one letter grade or equal point deduction). The Teacher and/or Administration may make exceptions or adjustments for extenuating circumstances or discretions. Make-up or Late Work may result in subjective grading.

Online Services -CCA uses www.jupitergrades.net to help communicate student grades to parents. Each parent will be given a login and password for their student(s). Parents are able to check student progress, assignments, and grades on a daily basis.

***Online services are only available to accounts that are current (not past due). CCA holds all rights to all property, data, and accessibility, of any and all information, held through our online services and service providers, including, but not limited to, Jupitergrades, SchoolPointe, Facebook, ProCare, etc.**

Progress Reports: Progress reports are available at www.jupitergrades.net. Parents may customize how and when they receive progress reports for each individual student.

Report Cards: Report cards are given at the end of each quarter. The final report card is issued through the office.

Parent Conferences: Parent conferences are held at the end of 1st and 3rd quarter, and also upon request.

ATTENDANCE POLICY

ABSENCES

- **Excused Absences:** Absences due to illness, medical/dental appointments, death in the family, emergency, or circumstances administratively approved **PRIOR** to the absence.
- **Unexcused Absences:** Vacations, absences without illness or note from a doctor, unexplained absences, and absences without proper notification to the school office, and ANY absence not considered “excused” as defined above.
- **Reporting Absences:** Please call the school office by 8:45a.m., to report an absence. Absences without a phone call or note from a doctor will be considered unexcused.
- **Absences Limit Threshold:** Students may only miss 9-days per semester (excused and unexcused combined). If the limit is reached, administrative review/action may be required.
- **Leaving School Early:** Check-out through ProCare (secured check-in/out system); released only to authorized persons unless other arrangements are made through office in advance.

TARDIES

- LATE ARRIVALS – All children arriving AFTER 9:00am must be checked-in with office personnel to obtain a PASS. CCA reserves the right to REQUIRE a parent/guardian signature or biometric check-in in order to obtain a PASS.
- **Excused Tardies:** Unavoidable circumstances requiring a note or a call.
- **Unexcused Tardies:** Excessive tardies may result in administrative action.

SICK POLICY - (YOU CANNOT BRING A SICK CHILD TO SCHOOL!)

- 1) **CCA RESERVES ALL RIGHTS OF ATTENDANCE and ADMITTANCE.**
- 2) **If your child has a fever (100.0 or greater), You CANNOT BRING THEM TO SCHOOL. Or, if the fever develops at school, we will ask you to make arraignments for immediate pick-up.**
- 3) **YOU MUST HAVE A CONTINGENCY PLAN FOR SUDDEN ILLNESSES REQUIRING IMMEDIATE PICK-UP.**
- 4) **If your child has a severe, frequent, and/or heavy cough, You CANNOT BRING THEM TO SCHOOL. If we feel other students may be at risk, we will ask you to make arrangements for immediate pick-up.**
- 5) **If we determine your child is too ill to be dropped off, we will ask you to take them home or we will call you back to the school. You CANNOT BRING THEM TO SCHOOL if they are ill.**
- 6) **CCA reserves the right to overrule a “doctor’s note of clearance” or similar affirmation if we feel your child may be a risk and/or contagious others.**
- 7) **You are required to notify the school office immediately upon your child being diagnosed with (including but not limited to) Covid, pink eye, strep throat, chicken pox, head lice, contagious infections, contagious diseases, and/or any other contagious situations that may remotely risk other children.**
- 8) **You are required to notify the school office by 8:45am if your child will absent due to illness.**
- 9) **CCA currently does not house a “nurse’s office” or have the ability to provide extended care for sick children during school hours. As such, should a child take ill during school hours, arrangements for an immediate pick-up must be contingently planned and available as needed.**
- 10) **MEDICATION – Please see under SAFETY MEASURES (pg.10-Medication and First Aid)**

COVID and Contagious Disease Protocols (SUBJECT TO CHANGE)

STRICK ADHERENCE TO SCHOOL PROTOCOLS IS MANDATORY

****(Policy recommendations are language and protocols established by Panhandle Health District)***

General Protocols (Temperature)

- **Families are required to check their children’s temperature BEFORE leaving for school.**
- **Any student or child with a temperature of 100-degrees or more must remain home.**
- Any student, child, or individual residing with, who has shown any symptoms of ANY illness must remain excluded from CCA.
Symptoms include (but not limited too) fever, cough, runny nose, shortness-of-breath, chills, unexplained muscle pain, headache, body aches, sore throat, loss of taste or smell, loss of color)
- Any student or child showing any symptoms must remain excluded from CCA for a minimum of 72-hours with NO FEVER (WITHOUT THE USE OF ANY MEDICATION) and it has been at least 7-days since the first symptom had started.
- Any student, staff, or family member that has been exposed (or potentially exposed) to Covid-19 must remain excluded from CCA and follow Panhandle Health District or any governing authority’s mandates regarding reporting and isolation.
- Families are required (as mandated in the Handbook) to have plans for immediate pick-up of any student or child who appears or becomes ill while at school.
- **CCA retains primary discretion and authority in the allowance and admission of each student and/or family member, including rights of exclusion.**

Social Distancing Strategies (IF REQUIRED OR IMPLEMENTED)

- “Striving to maintain a recommended distance between children”
- Daily activities and curriculum adjusting to distancing recommendations.
- Staggered seating/desk arrangements.
- Limited classrooms (10-or less).
- Suspension of large group activities.
- Minimize standing in lines; staggered
- “HIP” in the Hallways (Hands-in-pockets)
- No item sharing; No food sharing
- Incorporate additional outside time and open windows frequently.
- Groups outside should be distanced from one another.
- Playground equipment may be used since we have an enclosed playground.
- Respiratory Etiquette (sneeze/cough in elbow, etc.)
- Children and staff only in building.
(exceptions as necessary or emergencies)

Hand Hygiene and Behavior (Cleaning Events) – Hands & Surfaces

- ✓ Arrival to school and after breaks
- ✓ Before and after any food or drink event (snack time, etc.)
- ✓ Before and after restroom use
- ✓ Before and after any outside activity
- ✓ After any cough or sneeze
- ✓ After handling any garbage
- ✓ Wash hands for at least 20-seconds

Cleaning and Disinfecting (High touch surfaces)

- Door handles, door bars, door knobs
- Light switches
- Entry areas
- Desks & Chairs
- Handrails
- Sinks, drinking fountains
- Bathrooms

Miscellaneous

- Masks may be recommended for students and staff
- Students and staff should have multiple changes of clothing on hand (if clothes become “contaminated”)
- Split days for Elementary until further notice
- Attendance policies still apply
- Daily distribution of cleaning solutions, per classroom, by Mindy.
- Adherence to bleach solutions (5.25%-6.00% vs. 8.25%) mixture rates

The administration team has reviewed and established these protocols in order to provide a safe environment for our elementary students and staff.

DISCIPLINE POLICY

MATTHEW 18:15-17 PRINCIPLE

We follow the Matthew 18:15-17 principle in dealing with relationship problems. If you have a concern with another person, pray and let the Lord speak to you. Then you need to go to that person and share your concern. If there is not satisfactory resolution to the problem, get another witness to go with you to discuss it with that person. If there is still no resolution, assistance may be sought in the administration office or with the administrative team.

DISCIPLINE POLICY

Students at CCA are expected to be courteous, considerate, well-mannered, and respectful of teachers, staff, and each other. Students are expected to be honest and trustworthy. We believe God gave your child to you to raise and nurture as you see fit. Our job as your child's school is to assist you in that endeavor and report to you issues or concerns that we feel should be handled at home. Our discipline policy is reflective of Biblical principle. Severe discipline issues will be handled on a case-by-case basis. For small discipline infractions, students may be asked to do some job around the school after appropriate apologies have been made, and/or spend time designated for self-correction. We hope many issues can be handled by the teacher(s) in class.

REQUIRED SCHOOL BEHAVIORS

- ◆ Be truthful and honest; Do unto others as you would have done unto you (Matt. 7:12).
- ◆ Be prompt and prepared.
- ◆ Be obedient, cooperative, respectful, and considerate of others.
- ◆ Demonstrate Christian speech, attitude, and actions.
- ◆ Practice the "Fruit of the Spirit" towards others: love, joy, peace, kindness, gentleness, goodness, faith, long-suffering, self-control (Galatians 5:24).

BEHAVIORS THAT MAY REQUIRE DISCIPLINARY ACTION

- **ALL DISCIPLINARY ACTION WILL BE HANDLED ON A CASE-BY-CASE BASIS BY THE ADMINISTRATION.**
- **Physical Assaults and Verbal Assaults:** Are considered equal in the harm they can do to others. Physical and verbal assaults will be treated as severe disciplinary actions and may result in segregation, detention, suspension, or expulsion. Physical or verbal abuse to other children or any teacher will NOT be allowed at any time. The child may not be allowed to attend CCA after any such incident. Upon occurrence of a physical or verbal assault to a student, staff, or administration, CCA will (1) immediately remove the student from interaction with others. (2) CCA will conduct an incident assessment, gathering as much information as possible regarding the incident. (3) CCA will confront the student with the intention to seek and establish the truth regarding the incident. (4) CCA Administration will contact the parent or guardian to briefly detail the incident, our assessment, and intended action-Some cases may not be discussed until "pick-up" time. CCA may also require immediate pick-up of the student if a suspension is the determined consequence. Suspended students may not return to school until the parent/guardian and administration agree that the incident has been effectively addressed with admission of truth, asked forgiveness, and self-correction.
- **Disrespect:** Being disrespectful to teachers, staff, volunteers, and others.
- **Suspensions:** Students may receive a suspension (in-house or removal) based on any behavior requiring a disciplinary action.
- **Expulsions:** CCA reserves the right to expel any student following 3-suspensions, OR as deemed necessary for the safety of students and staff. In any expulsion, refunds will not be issued and all financial obligations become immediately due and payable. An expulsion can be immediate if deemed a necessary action.

BEHAVIORS THAT MAY REQUIRE DISCIPLINARY ACTION – Cont.

- **Personal dishonesty:** Lying, presenting false-witness, or hindering of the truth.
- **Academic dishonesty:** Cheating, plagiarism, and other forms of academic fraud; including work done by parents or others.
- **Assault:** verbal and/or physical fighting or provoking assault.
- **Hazing/harassment:** Any act which tends to injure, degrade, or disgrace an individual.
- **Willful disobedience and/or Disruptive behavior:** Any form of disobedience or disruptive behavior on school grounds.
- **Vandalism:** Altering, damaging, or destroying any property on school grounds.
- **Vulgarity or profanity:** Including, but limited to, written, verbal, drawings, or any other form of vulgarity/profanity expressed.
- **Stealing:** The taking of any possession or property while on school grounds.
- **Possession of any dangerous items:** Which could be used as a weapon and/or can cause any harm to others, including but not limited to - (any type blade, utility tools w/blades, knives, any gun, lead pipes, chains, chuck-sticks, num-chucks, throwing stars, darts, metal/brass knuckles, blackjacks, fireworks, lighters, matches, explosives, other chemicals).
- **Possession or use of items prohibited at school:** *see also electronics policy*
- **Any behavior that is harmful to the school, school image, staff, students, and/or our school community.**

SAFETY MEASURES

CREATING A HEALTHY ENVIRONMENT

We desire to create the most safe and ideal learning environment for each student. Following the guidelines below can assist this goal:

- ✓ **All visitors are REQUIRED to check into the office upon arrival at the school.** The school has a policy of not allowing disruptions during class time. Pre-notifying the office of visitors is expected and helps the clearance process for entry into the school.
- ✓ Please, no cell phone use in the building. This creates a distraction to normal school activities.
- ✓ **Do not use cell phones while driving in the parking lot.** This creates a SEVERE safety issue. Parents using a cell phone while driving in the parking lot will be asked to refrain from use. Continued violations will not be tolerated.
- ✓ Please be quiet and respectful during class hours...disruptions are discouraged.
- ✓ Please bring a water bottle to school each day, lunch, and appropriate snack items.

HALLWAY SAFETY

Students are asked to walk and practice safe hallway procedures at all times. There is no running in the hallways or classrooms.

BUS CONDUCT

Students are required to follow safe bus practices on field trips and activities. Students may not travel on the bus if they cannot follow the required safety procedures and instructions.

PARKING LOT

We ask that students and parents practice safe actions in the parking lot. **Students must be accompanied by an adult, through check-in and drop-off, and at ALL times while in the parking lot.** Please be aware of your child's location at all times to prevent injury in the parking lot. **No running in the parking lot!**

NO CELL PHONE USE WHILE DRIVING IN THE CCA PARKING LOT!!! –This is an extreme safety issue!

CCA reserves (and will act upon) the right to refuse further entry into the parking lot for violation of this safety rule!

NO CELL PHONE USE WHILE DRIVING IN THE CCA PARKING AREA!

MEDICATION AND FIRST AID

Medication and first aid must be kept in the administration office and must be discussed with the Daycare Administrator or Director. If you are bringing any medicine(s), you are (1) required to have it in a zip-lock bag, (2) the name of your child clearly marked, and (3) written instructions detailing administration of the medication and for what purpose. **ONLY IN RARE INSTANCES SHOULD WE BE HOUSING MEDICATION FOR YOUR CHILD.** Please label all prescriptions, inhalers, bee sting kits, etc., correctly in case of needed use. Minor first aid will usually be administered of in the main office. Emergencies will require a call to parent's home or work and then further actions based on the situation.

SCHOOL LOCKDOWN (specific procedures are reserved for protection of the school)

In the event of a lockdown, CCA staff members are prepared to secure the safety and well-being of your children. (Please see Administration if you have specific questions regarding "School Lockdowns")

Situations warranting full lockdown procedures: Dangerous, unauthorized person on campus with or without weapon; dangerous situation near campus; missing child; natural disaster; request by local or state authorities, or as deemed necessary by Administration.

Situations warranting partial lockdown procedures: Surrounding event that may have a significant implication on the school site; terrorist threat/Act of war; bus accident; community chemical/Fire threat, or as deemed necessary by Administration.

SCHOOL PROCEDURES for STUDENTS

DRESS and APPEARANCE CODE

The purpose of the dress code at CCA is to help establish an atmosphere that is conducive to learning. Our goal is modesty. We want to avoid all confusion as it pertains to appearance. We believe our clothing does not determine the level of our spirituality, but it does promote a commitment to excellence, modesty, and obedience. CCA reserves the right to adjust and enforce the dress and appearance code at its sole discretion.

GENERAL: No midriffs exposed; No inappropriate images or words; No skin-tight clothes; no tattoos!

SHIRTS: Modest and neat in appearance. No inappropriate words or pictures (i.e. skulls, zombies, vampires, witches, etc.) No low-cut tops, spaghetti straps, or scoop-necked tops.

PANTS: No low-riders or hip-huggers. No undergarments showing.

HAIR: Neat, clean, with no outrageous or distracting styles.

SHOES: No flip-flops, sandals, high heels, or "crocks".

The administration reserves the right to determine individual dress code discrepancies on a case-by-case basis AND reserves the right to require any change of clothing or hairstyle deemed inappropriate.

"RULE OF THUMB": Do not allow your appearance to become a stumbling block to another person.

These guidelines **apply to all school activities** as well as daily school life.

FOOD AND DRINK

Students are asked to keep all food and drink items in their cubbies/lockers unless indicated by a teacher or staff. Certain items such as soda, hot chocolate, or open juice containers are not allowed. We ask that parents send healthy lunch items contributing to a balanced diet with a very limited number of sugar-based items. CLEAR DRINKS ONLY PLEASE! Drinking is not allowed in the hallways. Children and students are not allowed to bring in hot chocolate, juices, blended or iced beverages. These must be consumed BEFORE entering the school.

CLASSROOM TREATS

Treats may be brought for class parties or birthdays. Store-bought treats are preferred; however, homemade items are not prohibited. We ask that students bring healthy class treats whenever possible and advise the teacher what they will be bringing prior to the event.

LOST AND FOUND

Parents and students are to check the lost and found on a regular basis. After each quarter, all remaining items will be contributed to a charitable organization. Please clearly label all personal belongings including clothes, book bags, and lunch boxes.

LUNCH POLICY

CCA does not have the ability to provide lunches. Our “Out to Lunch with My Kid” program encourages parents to take the time to join your child(ren) for lunch. CCA has 2-3 school-wide “Out to Lunch with My Kid” days annually. We believe carving out special time for your child promotes many positive results and memories. We welcome and encourage families to join their child for lunch anytime the opportunity arises. Simply check in with the office and enjoy your time! Hot lunch will be offered on special occasions as established by the administration. Students will be notified in advance of a “Hot Lunch Friday”. You must sign up with your teacher in order to receive hot lunch, when offered. HOT LUNCH MONEY IS DUE NO LATER THAN THURSDAYS!

“NO GUM” POLICY

A “No Gum” policy will be in place for students during the school day as well as all activities on school grounds. No Gum is allowed on school grounds.

PERSONAL ITEMS and PORTABLE ELECTRONIC DEVICES

Personal electronic items such as, but not limited to: cell-phones, mobile devices, headphones, radios, mp3-players, hand-held games, ipads, or ipods, are the responsibility of the student and family, and may only be used during designated or approved times. CCA is not responsible for lost, stolen, or damaged items. These items may not be in use during school learning times (unless provided). Games and Music played on personal items are subject to review by CCA staff and may or may not be allowed by school administration or personal at anytime as deemed necessary and appropriate. As a rule, no electronic games are allowed on the premises with ratings other than Early Childhood and Everyone. The game rating of *Everyone above 10+* requires administrative approval.

STUDENT COMPUTER USE - Students are allowed to use the computers in the classrooms or library under teacher supervision. Any behavior deemed inappropriate by the administration will result in disciplinary action.

SCHOOL PROCEDURES for PARENTS/VISITORS

ARRIVAL AND DEPARTURE PROCEDURES

CCA offers an express lane for expedited drop-off's and pick-up's. This lane is indicated by orange cones and/or lines outlined in the parking lot. The express lane is available from 8:15am to 3:15pm. Parents are encouraged to use this lane as a means of speedy, efficient drop-offs/pick-ups. Out of respect for others, please do not block or park in this lane at any time. Parents may park their vehicles in the regular parking area if you need to leave your car for any reason. This lane may only be used for students K-6th during 3:00pm pick-up as a safety precaution (please, no preschool-age children during this time).

CLASSROOM VISITATION

Parents are encouraged and welcomed to help in their child's class with prior notice and approval of the teacher and principal. **SEE VISITORS BELOW**

COURT ORDERS - CUSTODY ARRANGEMENTS - PROTECTION ORDERS

CCA acknowledges and understands the delicate nature of family matters concerning court orders, custody arrangements, and/or protection orders. CCA endeavors to assist with compassion and understanding when dealing with such difficulties. Our intentions are to serve the child's best interest of health, safety, and truthful witness, within the bounds of all legal arrangements in effect. CCA requires a copy of ALL court mandated orders/arrangements that affect any attending child(ren) in ANY manner. **PROTECTION ORDERS – In the event of ANY protection order, CCA requires a current photo of any person or person(s) restricted by the order, to be attached to a copy of the order, then submitted directly to school administration within 24-hours of enactment. CCA MUST REVIEW ALL PROTECTION ORDERS PRIOR TO THE RETURN OF THE INVOLVED CHILD OR STUDENT and ADMITTANCE OF ANY NAMED INDIVIDUALS (including but not limited to family members or relations).** Although CCA does offer biblical/family counseling services, CCA must abstain from mediation and/or participation in (and of) any family disagreements, custody matters, financial matters, and/or arguments that relate to any court related matters unless obligated under a specifically detailed court order to do otherwise.

SCHOOL CLOSING PROCEDURES

If inclement weather causes transportation problems, parents are advised to listen to the following radio and television stations: KHQ, KREM, KXLY, and POSITIVE LIFE RADIO for closure information. If two or more of the surrounding school districts are closed due to inclement weather, chances are good that CCA will be closed as well. **PLEASE NOTE:** We will be listed as "CornerStone Christian Academy – Post Falls."

CCA reserves the right to cancel/close school under any circumstances as deemed necessary to alleviate any unnecessary risks.

SCHOOL SAFETY NOTICES (weapons policy)

As posted at the main entrance of the school, there are **NO WEAPONS (including those held by CONCEAL-CARRY permitted holders, CWP) allowed on school grounds! NO ALCOHOL, TOBACCO, DRUGS, or BULLYING is ever allowed at CCA!**

CCA does support the gun rights of United States citizens who are legally allowed to carry firearms, as permitted by the Constitution of the United States of America (2nd Amendment) and State Law Enforcement Agencies. Yet, ALL WEAPONS are EXPLICITLY PROHIBITED on school grounds. Even if you are legally licensed and permitted to "conceal and carry", CCA has elected to prohibit all weapons from school property as posted publically at the main entrance.

VISITORS

All visitors are REQUIRED to check into the office upon arrival at the school. Our security system will not allow access to anyone who is not authorized to be in the school. All visitors must be cleared through the office where a VISITOR badge will be provided indicating clearance. The school has a policy of not allowing unnecessary or unannounced disruptions during class time.

FINANCIAL PROCEDURES

DAYCARE FEES – Preschool and Daycare [EFFECTIVE 9-1-2022]

(Rates are subject to change)

***PRESCHOOL ONLY (9am-11:30am, 3-days) \$305 (per child – Limited Enrollment)**

OPTION #1

5-Days a week

- | | |
|------------------------------------------------|--------------------------|
| 1. One child (less than 5 hours) | \$405 |
| 2. One child (more than 5 hours) | \$490 |
| 3. Multiple children (less than 5 hours) | \$365 (per child) |
| 4. Multiple children (more than 5 hours) | \$430 (per child) |

OPTION #2

4-Days a week

- | | |
|------------------------------------------------|--------------------------|
| 5. One child (less than 5 hours) | \$360 |
| 6. One child (more than 5 hours) | \$440 |
| 7. Multiple children (less than 5 hours) | \$330 (per child) |
| 8. Multiple children (more than 5 hours) | \$390 (per child) |

OPTION #3

3-Days or less, a week

- | | |
|-------------------------------------------------|--------------------------|
| 9. One child (less than 5 hours) | \$335 |
| 10. One child (more than 5 hours) | \$385 |
| 11. Multiple children (less than 5 hours) | \$305 (per child) |
| 12. Multiple children (more than 5 hours) | \$355 (per child) |

Required minimum days for daycare. The minimum daycare monthly fee is listed as Option #3

PRESCHOOL & DAYCARE

PRESCHOOL LEARNING ENVIRONMENT *(Please refer to Preschool Handbook for further detail)

Our weekly preschool curriculum includes:

- Scope-And-Sequence created for the entire school year; includes daily lesson plans for 36-weeks
- Letter/Number of the week
- Weekly Bible verse
- Fine motor development: gluing, cutting, coloring, play dough, puzzles, etc.
- Gross motor development: group play activities inside and outside of classroom, movement-to-music activities
- Structured learning environment
- Priority Registration for Kindergarten

PRESCHOOL SCHEDULE (subject to change)

9:00-9:30	Song Time	11:00-11:30	Group Learning Time
9:30-10:15	Seatwork (ABeka Christian Curriculum)	11:30-12:00	Lunch
10:15-10:30	Snack	12:00-12:30	Recess
10:30-11:00	Social Play, Story Time, Recess	12:30-2:30	Naptime

BASIC PRESCHOOL PROCEDURES

BREAKFAST: Children may bring their breakfast from 6:00am to 8:00am.

LUNCH: Children should bring a sack lunch every day. (No microwavable items, please)

NAP TIME BLANKETS: Children in preschool need to bring a blanket to be used at naptime. These blankets need to be taken home at the end of the week, washed, and then replaced the following week, or as needed and necessary.

CLOTHING: Children ages 2 through 5 need to have a change of clothes in their backpacks or cubbies in case of accidents.

SHOT RECORDS and BIRTH CERTIFICATES: A copy of your child's updated shot records and birth certificate is required by the state to be placed in the school records upon admission.

RATES – TUITION, BEFORE & AFTER SCHOOL CARE

FEES – TUITION AND REGISTRATION (*SUBJECT TO CHANGE*) - [EFFECTIVE 8-1-2022]

Tuition & Registration fees for the 2022-2023 school-year are as follows: *(Tuition based on a 11-month payment schedule)

<u>Grade</u>	<u>Tuition/Daycare Fees</u>	<u>Monthly (11-pay)</u>
Kindergarten	Tuition only (\$3,500)	\$318
Kindergarten w/ Before-After school care	Tuition & daycare (\$5,400)	\$491
Elementary & Middle School	Tuition only (\$4,100)	\$372
Elementary & Middle School w/ Before-After	Tuition & daycare (\$5,100)	\$463

- ☑ **ALL DAYCARE/TUITION MUST BE PAID IN ADVANCE** - All daycare fees must be paid in advance of service.
- ☑ **REGISTRATION FEE:** \$325.00 - Due no later than August 15th or upon enrollment. \$100 non-refundable deposit is required to reserve registration space (advanced registration).
- ☑ **Preschool-Daycare REGISTRATION FEE:** \$35.00 – Due upon enrollment.
- ❖ **TUITION PAYMENTS (Tuition based on a 11-month payment schedule)** – CCA has established a 11-month payment plan in order to assist families in their cost of tuition. Payments may be made in Cash, Automatic Check payment (i.e. Bill-pay), Check, or Money Order. Debit or Credit cards are accepted with a 3% fee.
- ❖ **Multi-Child discount:** 5% for 2-children; 10% for 3-or more children. Discount is applied to daycare and tuition services only.
- ❖ **ACCOUNT BALANCES (RECORD REQUESTS)** – All balances MUST BE settled at the conclusion of the school year (last day of school). The final report card will be held in the Administrative office until financial check-out has been cleared. CCA is a religious, private-educational and daycare facility, accredited by the Cognia as the Northwest Accreditation Commission (NWAC). As provided by Idaho Code 33, 18-1145, Sect. 3, CCA is not subjugated to provide official school records until ALL fees, balances, and charges have been paid in full, and as previously agreed to upon accepted enrollment.
- ❖ **FINANCIAL “CHECK IN”** – At the beginning of each school year, each student will complete financial “check-in” prior to attendance of the student. Financial check-in forms are available at registration or in the office. Financial check-in requires the following items completed on the financial check-in form:
 1. **Registration Form**
 2. **Birth Certificate (new enrollment only)**
 3. **Immunization Records (new enrollment only) – OR completed WAVIER FORM**
 4. **Registration Fee – Paid in Full**
 5. **Financial Aid Form (if necessary)**
- ❖ **FINANCIAL “CHECK-OUT”** – At the conclusion of each school-year, each student will complete the financial check-out procedure. Once all accounts have been settled as paid-in-full, the final report card will be released from the office.
- ❖ **LATE FEES** – A Late fee of \$20 will be assessed if current billing is not paid in full by the 5th of each month. Past Due accounts are also subject to interest fees based on past due balances. Accounts are past due if the entire account is not paid by the 5th of each month. Interest is calculated at 5% APR.
- ❖ **LATE PICK UP** – CCA will charge \$1.00 per minute (1st-occurrence), per child, for any time after the required pick-up time of 6:00pm. A phone call is required if there will be a late pick-up. CCA requires a contingency plan in place for such unseen scheduling difficulties. CCA will charge \$2.00 per minute (2nd-offense). Upon the 3rd-offense, CCA reserves the right to discontinue further services.
- ❖ **RETURNED CHECKS** – All returned checks (NSF, Account closure, etc.) are contractually handled by a collection service. CCA has no ability to handle a returned check. Due to financial penalties imposed upon CCA, all returned checks are subject to a \$25 fee placed upon the student’s account notwithstanding and separate of all other collection fees that may be imposed by any collection service.

Secured Access Front Entry (SAFE)

In 2016, CornerStone Christian Academy installed a biometric scanning system that provides a secured entryway with access only to those who are registered within our software system. Upon accepted enrollment at CornerStone, each family will complete a SAFE Registration Form that will provide all the necessary information to register each student, family, and/or any authorized individual(s) who are requested to have pre-approved access to dropping-off or picking-up students. Please see the office if you have any questions.

KEY POINTS

- Each person who is to have pre-approved access **MUST BE** registered and biometrically scanned in order to be allowed access to the front interior entrance of the school.
- ONLY** Students 3rd Grade or higher may be allowed access with an official Parent Authorization Submission Form (PASF), and not be required to biometrically check-in with an authorized and registered user.
- Daycare, Preschool, Kindergarten, 1st and 2nd grade students & children are **REQUIRED** to be checked-in by an authorized and registered user.
- Siblings consisting of an older student (3rd-7th Grade) and younger student (Kindergarten-2nd Grade) may be allowed access with an official Parent Authorization Submission Form (PASF), and not be required to biometrically check-in with an authorized and registered user.

QUESTIONS & ANSWERS

(Please understand some answers are left purposefully vague for security purposes)

What is the SAFE system and what does it do?

It is a biometric (fancy word for fingerprint) scanner that is attached to our school security software system. It controls a system that allows authorized-registered users to enter the inside entry door. A positive fingerprint scan allows the inside door to release.

How does it work?

Each enrolled family fills out the SAFE Registration Form that allows us to enter specific information into our security software. Upon entering the main doors, a computer with the biometric scanner must be accessed in order to enter the inside entrance door. The preauthorized individual can scan their finger and the computer will release the door for access.

How secured is my information?

The system is secured at the same levels and measures as similar to all school records. Nothing we are aware of is 100% secure. But, we protect your information in the same accord as our legal records and within the same level of confidence and of our best abilities.

What happens if the system is “down” or not working?

Same thing that we all do when a system is “down”...we make adjustments and move on. We fully anticipate “down” times and have optional procedures in place. In sum, the entrance will be secured through other means.

What about the peak drop-off time in the morning...won't things get backed-up?

It was unanimous of our families that we trade some convenience for improved security. Again, we have procedures in place. Families can greatly assist by dropping off (10-15 minutes earlier than traditional times).

What if I need someone to get my child and they are not preauthorized-registered in the system?

Just like we do now. We will need parent authorization (a note or phone call) detailing who is being authorized (Name, relation, etc.) and they must present ID before entry will be allowed. A buzzer at the front will alert staff and the security system to their arrival. All entry is video recorded.

Student/Parent Handbook

Acknowledgement Form and Contract of Enrollment

The CornerStone Christian Academy handbook has been prepared for your information and understanding of the policies, philosophies, practices, and benefits of attendance at CCA. Please read it carefully. Upon completion of your review of this handbook, please sign the statement below, and return it to the CCA Administration office. A copy of this acknowledgment appears at the back of the handbook for your records. **This acknowledgment form (signed and dated) is required PRIOR to any child attending CCA and completion of financial check-in (prior to each scholastic year), AND IS A LEGALLY BINDING CONTRACT OF FINANCIAL OBLIGATION and can be used in any efforts towards debt collection.**

- ✓ I, _____, have received and read a copy of the CornerStone Christian Academy Handbook & Calendar which outlines the goals, policies, benefits, and expectations of CornerStone Christian Academy, as well as my responsibilities as an attending family/guardian, including the expectations and rules established for my child(ren) while attending CCA. **INITIAL**_____.
- ✓ I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Handbook provided to me by CCA including (but not limited to) all financial obligations. I understand this handbook is not intended to cover every situation that may arise during our enrollment, but is a general guide to the goals, policies, practices, benefits, and expectations of CCA and those attending. **INITIAL**_____.
- ✓ I understand and agree that the financial needs of the school must be met in order to provide the quality of education CCA offers, and I will faithfully meet my obligations in a timely manner. I also understand all financial procedures as detailed on page 11, including (but not limited to) late fees and returned checks. **INITIAL**_____.
- ✓ I understand and agree to all the financial conditions and obligations set forth throughout the CornerStone Christian Academy Handbook and Calendar, and are contractually bound to them in their entirety.
- ✓ I understand and agree that CCA will not release academic records until all financial obligations have been paid in full and the financial check-out form is recorded in the Administrative office. **INITIAL**_____.
- ✓ I understand and agree that unless a prior arrangement (or court order) has been made with CCA Administration, both parents of a separated, divorced, or split parenting situation will be held responsible for all financial obligations to CCA, and subject to any necessary collection action. **INITIAL**_____.
- ✓ I understand upon unsuccessful attempts to make acceptable financial arrangements for past due balances, CCA will engage in collection through, but not limited to, (1) Collection Agencies, (2) Small Claims court, and/or (3) Attorney assisted collection. I understand I am willfully liable for any fees associated with any attempt to collect any unpaid balance, with those fees be added to my account. **INITIAL**_____.
- ✓ I understand that CCA does not carry student medical insurance, and that there are inherent risks associated with the school campus and playground, including but not limited to, physical education, playground equipment, playground games, sledding, snow activity, uneven playing surfaces, asphalt, trees, rocks, railroad ties, fences, restricted areas of play, insects, etc., and I willfully acknowledge and assume these risks. **INITIAL**_____.

I acknowledge, understand, and agree to comply, in full, with the 2022-2023 CornerStone Christian Academy Handbook. I acknowledge, understand, and agree this is a legally binding contract.

Parent/Guardian Signature

Printed Name

Parent/Guardian Signature

Printed Name

(Date)

STUDENT NAME(S):

IMPORTANT DATES 2022-2023

(subject to change)

<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>
9/5 LABOR DAY (CLOSED) 9/6 First day of school 9/13 Open House, 5:30-6:30pm 9/29 Big Red's Barn Field Trip (K) 9/30 Big Red's Barn Field Trip (1 st -2 nd)	10/3 PICTURE DAY 10/6 Prairie Farms (Pre-K thru 1 st) 10/7 Prairie Farms (2 nd - 6 th) 10/10-10/14 OFF-WEEK	11/11 End of 1 st Term 11/16 Thanksgiving Feast 11/17-11/18 <i>Parent Conferences</i> 11/21-11/26 OFF-WEEK 11/24-11/25 Thanksgiving Break (CLOSED)
<u>DECEMBER</u>	<u>JANUARY</u>	<u>FEBRUARY</u>
12/2 Eagle Cruise (3 rd - 6 th) 12/10 Christmas Program 12/16 Christmas Parties 12/19-12/30 Christmas Break 12/23 CHRISTMAS Pre-eve (CLOSED) 12/30 NEW YEAR's Pre-eve (CLOSED)	1/2 School resumes 1/31-2/3 OFF-WEEK <p style="text-align: center;"><i>Just a cold month... Stay Warm!</i></p>	2/10 End 2 nd term 2/13 Start 3 rd term 2/14 Valentine's Day parties 2/17 Parent Conferences (3 rd – 6 th) (No School) 2/24 Dr. Seuss Day 2/27-3/3 OFF-WEEK
<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>
2/27-3/3 OFF-WEEK 3/6 <i>Open Registration for 2023-2024</i> 3/17 St. Patrick's Day Parties 3/17 St. Patrick's Day 3/31 Easter Egg Hunts	4/3-4/14 OFF-WEEKS 4/5 Passover 4/7 Good Friday 4/9 Easter [He is Risen!] 4/10-4/14 Drama Camp <i>"Stella the Starfish"- April 15th</i> 4/24-4/28 ITBS Testing Week	5/5 End 3 rd term 5/4-5/5 <i>Parent Conferences</i> (No School) 5/12 Family Day Celebration 5/16 Sierra Mines Field Trip 5/29 Memorial Day (CLOSED) 5/30-6/2 OFF-WEEK
<u>JUNE</u>	<u>JULY</u>	<u>AUGUST</u>
5/30-6/3 OFF-WEEK 6/18 Father's Day 6/26-6/30 Vacation Bible School! 6/26-7/7 OFF-WEEKS	6/26-7/8 OFF-WEEKS 7/24-7/28 Baptism Camp 7/4 Independence Day (CLOSED) 7/25 Baptism class, 9-10am 7/26 Public Baptism, 12pm 7/24-7/28 OFF-WEEK	8/4 Kindergarten Graduation 8/8 Yearbook Signing Party 8/9 CCA Olympics 8/10 School Clean-Up Day 8/11 LAST DAY OF SCHOOL! 8/14-9/1 OFF-WEEKS