



PARENT HANDBOOK

ACADEMIC YEAR 2013 - 2014

August 5, 2013

Cedar River Academy, Ltd.

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MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

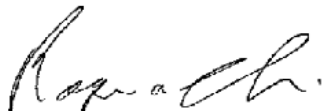
Cedar River Academy is looking forward to a rewarding school year. Our instructional and administrative teams have developed curricula and programs that are certain to engage our students and challenge them to achieve their personal best.

Following the CRA tradition of continuous program improvement, I am exceptionally proud of the work Kristin McSwan and her team of dedicated and skilled educator has done over the past year to improve our Student-Centered Education Model to effectively balance our students' core skills knowledge with the important knowledge construction they enjoy from their project activities.

We hope that your family is as excited as we are about this journey toward discovery and knowledge. We are very happy that you have chosen to join the Cedar River Academy Community.

Please review the information contained in this handbook thoroughly. Some of sections of this handbook have changed from previous years. Feel free to contact me for further details or to have any of your questions answered.

Sincerely,



Roger Franklin
253.653.5756

VISION AND MISSION

OUR VISION

Cedar River Academy's (CRA) vision is to offer Washington State PK-12 public school students, especially those from low income environments, the option to attend a progressive, experience-based school where student achievement, graduation rates, college readiness, and life skill development are exceptionally high.

OUR MISSION

Our mission is to establish, and continuously improve, schools that practice a progressive student-centered education model for all children, with a special emphasis on students from low income environments. Measure, demonstrate, and report the effectiveness of student-centered, experience and performance-based education. Increase the student retention rate, raise student academic performance, increase the rate of college readiness, demonstrate the closure of the performance for disadvantaged students, better prepare students for 21st century life, and freely share the instructional and operational knowledge derived from CRA with educators and the public.

OUR SERVICES

Our community includes teachers, parents, staff and students. Our efforts encourage and support students as they develop positive social skills, self confidence, and the capacity to be positive world citizens. We provide professional educational services that meet parent requirements for academic acceleration, social skill development, physical skill development, conformance to governmental guidelines, and budget.

HISTORY

Cedar River Academy was created by educators and business professionals who were concerned that the potential of children is not maximized in existing public and private educational systems. This group of experts is dedicated to our vision and mission and believes that through continued process improvement actions we can exceed our client's expectations of quality.

ABOUT CEDAR RIVER ACADEMY

Cedar River Academy is a non-sectarian, independent, co-educational day school serving students from Kindergarten through Grade 8. Additional grade levels will be added to our program in succeeding years. The school offers a nurturing environment in which students can grow and develop a passion for learning. Our experiential curriculum focuses on presenting material in a brain-compatible way to make the learning process more enjoyable and complete.

Cedar River Academy is managed by a dedicated professional management team. The school is structured to focus on the interests of our students. The Academy's Board of Directors believes parents and faculty must work together in complimentary roles to develop each student's full potential. The management team encourages and supports a strong continuous relationship between parents and Academy faculty.

PARENT OBSERVATION

Classroom observation may occur at any time during normal classroom periods. The Academy encourages parents or guardians of registered students to set an appointment with the teacher, or the office administrator, to observe their student frequently.

FAMILY CONTACT DETAILS

Early in the year parents will receive phone numbers, home addresses and e-mail information for all families in the school. Parents may choose to use this information for birthday party invitations, weekend play dates or organizing a carpool. You may choose not to have your details published by checking the appropriate box on our Right of Refusal Form.

ACADEMY-FAMILY PARTNERSHIP MEETINGS

Cedar River Academy holds frequent evening meetings to build relationships and foster a sense of community. These events provide opportunities to interact with Academy staff and other families. Please see the current calendar for community evening dates.

KNOWLEDGE FAIRS AND STUDENT PERFORMANCES

Near the end of each of the three terms, students present their selected project at the Academy Knowledge Fair. At selected evenings during the year, students performances are held to demonstrate their musical and artistic skills and knowledge. Please see the current calendar for Knowledge Fair and Performance dates.

ADMINISTRATIVE MATTERS

Matters of an administrative nature, including tuition, registration, withdrawal, termination, and records should be addressed to Admissions Director or the Chief Executive Officer. Other faculty members are not in a position to address these matters.

REQUIRED FORMS AND PAPERWORK

Parents and guardians are expected to complete and/or submit the required forms listed below by August 1st of each year, or at other times as necessary. Standard Academy forms include:

- Enrollment Form (including pick-up authorization and Being-There Experience permission slip)
- Enrollment Agreement
- Medical History (including insurance information and emergency medical authorization)
- Immunization Records

PRIVACY

Cedar River Academy will not disclose information regarding students or parents to any third-party unless required to do so by law. Parents have the option of signing a Right of Refusal Form that will keep their child's photograph or identifiable information from the public. Areas of the Cedar River Academy website are password protected and remain confidential to individual students and parents. Unless a signed Right of Refusal form is on file with Administration, Cedar River Academy may use student photographs on its public website and/or printed marketing collateral.

SAFE AND SUPPORTIVE SCHOOL ENVIRONMENT

Cedar River Academy is committed to providing a safe environment for all students, employees, volunteers, and patrons free from bullying, harassment, or intimidation. Our zero-tolerance policy ensures that we maintain a school where students and employees alike can learn and work free from fear and abuse, in an environment that celebrates diversity. We have created and will maintain a safe, civil, respectful, and inclusive learning community. Students, faculty, and staff are expected to support the dignity and safety of all members of the Cedar River Academy community.

Cedar River Academy prohibits any behavior that:

- Interferes with a student's education
- Creates an intimidating or threatening educational environment
- Disrupts the orderly operation of the school

Cedar River Academy recognizes that harassment, intimidation, and bullying can exist in many forms within schools and the community. It can consist of mild to extreme behaviors and affects most students at some time. Harassment and bullying describe a range of unacceptable behaviors, from name calling to violent physical assault. Research suggests that bullying involves the inappropriate use of power by one or more

persons over another less powerful person or group and is generally an act that is repeated over time. Bullying can take many forms, which are often interrelated and may include:

- Verbal - Name calling, belittling, or threatening
- Physical - Hitting, kicking, or scratching
- Social - Ignoring, excluding, or alienating
- Psychological - Spreading rumors, stalking, dirty looks, hiding or damaging possessions

Academy teachers, staff, or volunteers who have witnessed or suspect a student has been subjected to harassment, intimidation, or bullying, whether verbal or physical, report the information to an administrator immediately.

All incidents of harassment, intimidation or bullying will be investigated. Depending upon the frequency and/or severity of the conduct, Cedar River Academy may choose intervention, counseling, discipline or dismissal to prevent or stop the offending behavior. A safe and positive environment will be promptly reinstated, and Cedar River Academy will provide support for victims and others impacted by the behavior.

Cedar River Academy adheres to the Washington State Law (RCW 26.44.030) regarding child abuse reporting.

VALUES FOR A GLOBAL COMMUNITY

The following “Values for a Global Community” underpin Cedar River Academy's curriculum and are critical to the success of our instructional strategies. To give each student the greatest opportunity to succeed, we need to not only instill him or her with a strong academic background, but also help him or her define a unique sense of individuality and understand what it takes to work as a team.

RESPECT: We demonstrate respect for ourself and others.

At Cedar River Academy, we take pride in doing our personal best in everything we do. We respect ourselves and we expect to receive respectful treatment. We treat others with respect, the way we would want to be treated. We demonstrate caring and concern for others. We act in friendship. We are active listeners who seek to understand others when they are speaking. We do not give put downs. That means that we never use words, actions, and/or body language that degrades, humiliates, or dishonors others.

INTEGRITY: We demonstrate integrity. We promise only what we can do and we always keep our promises.

We are truthful about what we can do or did do. We are trustworthy and can be depended on to keep our word and to be competent in what we do. We do what we know is right, even if others do not. We treat others with fairness, the way we would want to be treated. We persevere, even if it is hard, and we have the courage to stand up for what we know is right.

TEAMWORK: We demonstrate teamwork. We work together.

When you work as a team, you have to learn that others have ideas, too. You have to be flexible and focus on solving the problem rather than having your way. It helps to have a sense of humor and to know the joy of learning and working together. At Cedar River, we collaborate to ensure that everyone is learning and doing their best. We cooperate, take turns, and share as needed.

CONTRIBUTION: We value each person's contributions. It takes all of us to make our school the very best it can be.

At Cedar River Academy, everyone is expected to take the initiative to ensure our school is a safe, clean, and healthful place to learn. When we see something that needs doing, we do it. We are good citizens and we follow our rules and procedures. We keep our personal and shared materials organized. We are resourceful in demonstrating our learning in new ways. We protect our environment as much as we can. We share our knowledge and helpfulness with others. We each know that each of us is important to our school and our classmates.

HIERARCHY OF DISCIPLINE STRATEGIES

The best way to prevent disruptive behavior is to build a sense of community and responsibility. By modeling, teaching, and reinforcing the Values for a Global Community we create an environment absent of threat in which students are more inclined to give their personal best. However, when disruptive or unsafe behavior occurs, teachers are responsible for taking immediate corrective action. The following steps outline a suggested response pattern. In most cases, there is no need to move beyond steps one or two. Teachers will endeavor to use the least confrontational option possible to resolve the situation.

1. Verbal Reminder: Student is reminded of inappropriate behavior by teacher.
2. Quiet Time/Time Out: Student relocates to a teacher designated place to relax, refocus, and reflect. This gives the student a chance to reset their emotions so they can return to learning. Teachers will have a creative, non-punitive name for this area.
3. Parent and Teacher Conference: The parent is emailed, contacted by phone, or contacted in person regarding this conference AND an informal behavior plan is implemented. Teachers will collaborate with other teachers / administrators prior to initiating an on-line incident report to notify the parent, teacher, and Head of School of incident. At the parent/teacher conference, it may be necessary to discuss what future behaviors could constitute the student moving to step four of the Hierarchy of Discipline Strategies.
4. Teacher/Parent/Student Intervention: The teacher meets with the parent and student to construct and implement a formal intervention plan, which will be filed on *NextGen*. This intervention plan will be used for parents and teachers to monitor, view, and evaluate the student's behavioral progress. At this meeting, it may be necessary to discuss what behaviors could constitute the student moving to step five of the Hierarchy of Discipline Strategies.
5. Head of School, Parent, and Teacher Conference: Head of School and teacher meet with the parent(s) to review and adjust the written intervention plan and/or discuss further consequences. The student is removed for the rest of the day or longer until this conference is held.
6. Specialist Referral: If the above strategies are not effective in preventing disruptive or unsafe behavior, the Head of School will initiate a referral to appropriate, professional specialists. Under the provisions of the Washington Administrative Code, WAC 392-172A-03005, local public school districts are required to provide specific services to children following parental consent. Parents may, at their option and expense, engage private specialists to provide CRA with guidance and plans to manage the student's behavior.
7. Enrollment Evaluation: A meeting with the parent(s), the teacher, and the Head of School will be held to determine if enrollment should continue based on an evaluation of the effectiveness of our educational and behavioral model with the particular student.

NOTE: If any purposeful, violent, physical or sexual behavior is observed, Step 5 is immediately in effect. Also, students will move through the steps in a time frame that is age and developmentally-appropriate and is based on teacher discretion.

TERMINATION OF ENROLLMENT

In certain circumstances, it may be necessary for Cedar River Academy to discontinue a student's enrollment. Such a decision is generally based on the best interest of that student and/or the safety of the other students. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be the result of the following:

- Abuse of other students, staff or property
- Disruptive or dangerous behavior
- The Academy's inability to meet the student's needs

In most cases, one month's notice will be given prior to termination of enrollment; however, if the behavioral problem is severe, termination of enrollment may be immediate.

CEDAR RIVER ACADEMY CAMPUS HOURS OF OPERATION

The campus is open from 8:00 AM until 4:30 PM each school day. Classes begin promptly at 8:30 AM. For Pre-Kindergarten students, classes end each day at 2:30 PM. For all other classes, the day ends at 3:30 PM. The campus is not accessible after hours, on weekends, or on non-school days.

STUDENT ARRIVAL AND DEPARTURE, AND VISITOR ADMITTANCE

Students should arrive each morning between 8:20 AM and 8:30 AM. Student drop-off is located in front of the building. Students will be routed, with supervision, to the gymnasium. At 8:30 am, the students will assemble to pledge the US flag, make their social responsibility pledge to our community, learn of the day's special events, and enter the building using the south entrance. If a student's family objects to the US flag pledge, the student may stand silently and respectfully during this activity.

Students are considered tardy if they arrive after 8:40 AM. If a student is tardy three or more times in a week, the teacher will schedule a meeting with the student's parents to define a plan for prompt arrival.

The south door is equipped with an intercom system. CRA visitors are required to buzz the CRA reception desk, be visually identified, and admitted. Students are instructed not to admit visitors and, therefore, may ignore visitors waiting at the front door.

Monitored student departure will be centered in the reception area of the main building. No later than 3:25 PM, Classroom Teachers will arrive at the reception area to manage their students' activities, and to talk with their students' parents. When an individual that is authorized to pick up a student is visible to the Office Administrator or Classroom Teacher, the student will be allowed to exit the campus. The Office Administrator or Classroom Teacher will note on the sign-out record the time of student pickup and the name of the person picking up the student.

INSTRUCTIONAL HOURS

Academic programs begin at 8:30 AM. Late arrival and/or early departure on a routine basis may seriously hinder a student's participation and progress as well as disrupt learning for other students. Students need to be ready to start school at 8:30 AM and depart only after class has been dismissed by their teachers.

ABSENCE REPORTING

Reporting student absences is required. Parents or guardians are expected to call Cedar River Academy before 9:00 AM on any day a student will be absent. In cases of prolonged absences, please call to communicate the expected duration and reason for the absence.

EXTENDED DAY OPTIONS

Cedar River Academy does not offer before or after school care services.

RELEASE OF STUDENTS

A student is released only to those individuals who have written authorization from the parent or guardian. This authorization is on the Enrollment Form, which must be completed and signed prior to enrollment and updated as needed.

Photo identification is required from individuals other than parents to collect a student from the Academy. This identification will be cross-referenced with enrollment information to ensure the individuals in question are authorized to pick-up your student. Parents will have selected a code word that will be used when a change in pick-up is needed. The person who will be collecting the student will recite the code word to the front desk administrator.

SUPPLY LISTS

In August of each year parents will receive supply lists that detail items that the students must bring with them on their first day of school.

CLASS PLACEMENT

Class placement is required to meet Washington State educational standards. Class placement is also necessary to maintain planned student/faculty ratios. However, all classrooms are designed to support continuous progress towards achieving grade-level expectations for the assigned grades and beyond.

Cedar River Academy is committed to creating learning environments that enable students to achieve and exceed the learning standards established by Washington State. Some students learn more rapidly when they see or hear a skill demonstrated by an older child. Some students learn better when they demonstrate a skill to a younger child. For this reason, CRA students may be grouped in multi-age learning environments. Grade level configurations are always designed in the best interest of our students.

UNIFORMS

Uniforms are an essential element of the CRA educational model. Uniforms, when consistently worn, eliminate many social and emotional issues commonly encountered in schools that do not require them. CRA students are expected to conform to the school uniform policy.

For both boys and girls, the dress options will be:

- Khaki pants, skirt, skort, or long shorts. Skirts, skorts, and shorts must reach the student's knees.
- White or blue button-down collar shirt or blouse.
- Navy sweater, vest or coat with an embroidered CRA logo.
- White or navy tights, or socks.
- Brown, black or navy shoes must be closed toe, without heels.
- Gym shoes for Physical Education activities.
- Hair accessories may be navy or white.
- A black or brown belt.
- A navy tie for Being-There-Experiences, performances, and Knowledge Fairs.
- Accessories (hats, scarves, gloves, etc.) need to be navy blue or white in color.
- Makeup is not appropriate for CRA students.
- Non-distracting, conservative, jewelry.

Girls may add plaid skirts to their school wardrobe:.

Embroidered uniform pieces may be purchased from the existing CRA uniform inventory until it is depleted, or from the supplier of all uniform pieces, Lands' End School Uniforms. To view or purchase CRA uniform options simply go to the Lands' End School Uniform web-site, www.landsend.com, and click on the School Uniforms menu option. The page will refresh and a blue box will appear on the left side of the page to allow you to find your school's dress code. Click "Look up your school" and provide the requested CRA location information, the state and city of our school, and the name of the school. The CRA preferred school number is then presented.

Non-embroidered uniform pieces may be purchased from any source as long as they conform to CRA standards.

If a student comes to school missing one of these required pieces, the office will call home, and the missing item will be brought to the student, or the student will be sent home.

CELL PHONES AND ELECTRONIC GAMES

Students may not bring or use cell phones and hand-held electronic games are not allowed at CRA. All such items will be confiscated by a staff member and delivered to the offending student's parent.

PHYSICAL ACTIVITIES AND PHYSICAL AND HEALTH EDUCATION

Cedar River Academy believes that being active is a key component to learning. As such, our curriculum features physical activities for all students. Students need to be prepared to spend part of every day outside engaging in physical activity, except during extreme weather conditions or receipt of a note from home excluding them from such activities. Each student participates in weekly formal physical and health education programs. This means that students bring wet-weather gear on rainy days.

BEING-THERE-EXPERIENCE TRIPS

Cedar River Academy students participate in a number of off-campus trips called "Being-There Experiences" to enhance and solidify classroom themes and units. Transportation for these trips may be provided by Cedar River Academy or by faculty or parents. All chaperons and drivers must be approved in advance to drive and participate in being-there experiences by Academy administration. If a particular being-there experience requires non-faculty drivers, parents will be notified and permission slips will be sent home.

LUNCH & SNACKS

Parents or guardians are responsible for providing a nutritious lunch daily. A nutritious lunch includes items from at least three food groups, as well as a juice or water drink (no sodas please). Lunch is scheduled to start between 11:30 AM and 12:30 PM, depending on the specific class schedule. Lunch is eaten in the cafeteria, except for special occasions.

Parents are responsible for providing CRA with adequate supplies of any special dietary snack they require for their student(s).

Cedar River Academy will not microwave or refrigerate students' lunches, so please be sure to pack your child's lunch in an insulated bag or box. Likewise, the school is unable to provide utensils, so please pack these in your child's lunch.

Cedar River Academy provides pre-kindergarten students with two nutritious snacks daily. In determining the snack schedule, special attention is paid to students' food allergies, so please be thorough in completing the Medical History form. Teachers will allocate a period of time in which children in kindergarten through 8th grade may eat a snack brought from home.

TAKE-HOME MATERIALS

Each Cedar River Academy student is assigned a space for jackets, backpacks, and take-home materials. Parents are asked to clean out students' backpacks daily. Parental reinforcement and praise for the student's efforts, achievements, and schoolwork is an important element in developing students' enjoyment of learning.

HOMEWORK

Homework enables students to reinforce skills, capitalize on individual interests, and improve his or her understanding. Homework should require skills and information that have already been learned in class. Homework assignments, appropriate to the subject and grade level, can be of significant value to the student's growth in knowledge and skills. A general rule for homework assignments is for students to spend about 10 minutes daily for each year in school. For example first grade would have 10 minutes of homework; fifth grade would have no more than 50 minutes of homework daily. Teachers should let students and parents know what to do if a student experiences difficulty on a particular homework assignment. If students do not finish a homework assignment, Study Hall is provided each day at 2:30 in lieu of their elective that day as we feel strongly that homework is part of growing and being a responsible citizen.

Weekend homework should be expected in the Middle and High School grades. Students in those grades are expected to meet specific due dates projects, papers and daily work. If this class work is not completed, homework is assigned over the weekend. Students in lower elementary (K-5) should not expect weekend homework unless making up work not completed in class.

ASSESSMENT

Continuous evaluation is an important part of our curriculum. At the end of each school term teachers update progress reports that include specific objective achievement results. This information is recorded in the CRA online NextGen Student Information System. Parents may access their student(s)' information at anytime through the CRA website using their assigned security keys. Parents are encouraged to access the student information often, especially at the end of each term.

At scheduled times each year, teachers will formally meet with parents to review student progress. At these meetings, parents will receive an assessment report for their child. Parents may arrange meetings with their child's teacher at anytime.

Washington State mandated standardized tests will be administered near the end of spring quarter for certain grade-levels, and the results will be communicated to parents as applicable.

STUDENT TO TEACHER RATIOS

Cedar River Academy limits the student-teacher ratio for pre-kindergarten classes to 10 to 1. The student-teacher ratio for Kindergarten and other classes, the student-teacher ratio is 18 to 1.

PARKING/STUDENT DROP OFF

Parents and guardians are asked to park only in designated parking areas on campus. Please do not allow students or siblings to run or play between cars. Parents and guardians are responsible for the safety of their children in parking areas.

NON-DISCRIMINATION POLICY

Cedar River Academy welcomes students and faculty of any race, gender, religion, ethnic background, or physical ability.

EMERGENCY PROCEDURES

In cases of injury or illness, the student involved is separated from other students, any required basic first aid is administered, the student's parents are called, and the student's physician is called if necessary.

In the event that a student is seriously injured or ill and the student's parents or physician can not be reached, emergency 911 services will be called, the student will be transported as needed by emergency personnel. The student's medical information and release forms in Academy files will be provided to the emergency room physician, and parents and/or the student's physician will be notified as soon as possible.

In the event of minor injuries, basic first aid may be administered by Academy faculty or administrative personnel. A written Incident Report will be delivered to the parent or caregiver at the time of the student's departure from school on the day the incident occurred.

In cases of minor student illness during a school day, the student is placed in the infirmary and made comfortable. The student's parents are then notified so that the student may be picked up at the earliest possible opportunity.

Although Cedar River Academy does not currently employ a school nurse, all faculty is certified in Child CPR and First Aid.

Further information about our emergency procedures is provided in our Emergencies and Disaster Preparedness Plan.

STUDENT ILLNESS

To help avoid the spread of illness, parents are required to notify the front office of the illness and to keep their student home for at least 24 hours in the event of any of the following conditions:

- Fever – Students may return to school 24 hours after their temperature has returned to normal without the use of fever reducers.
- Contagious Condition – Students may return to school 24 hours after treatment of the infection or condition.
- Head Lice – Students may return to school 24 hours after treatment has been administered and no head lice is present.

STUDENT MEDICATION

To minimize risk to the school and the students, we ask that parents only request that the Academy administer medications when no other alternatives are available. To comply with Washington State regulations, it is Academy policy to strictly adhere to the following procedures when it becomes necessary to administer medication to a student:

Prescribed or over-the-counter medication can only be administered if a parent completes the Academy's Medication Form and complies with the Academy Health Policy.

No exceptions to this student medication policy will be made. The Medication Form must be completed for each medication administration request. With few exceptions, students are not allowed to carry or administer their own medication. Please refer to our Health Policy regarding rescue medications and other self-administering exceptions.

Cedar River Academy does not provide the following items: milk substitutes, pull-ups, wipes, ointments, insect repellents, sun screen, or medications. If your student needs any of these items, please complete the Medication Form, insuring Health Policy guidelines are met, bring the item from home labeled with your student's name, and inform Administration.

HEALTH INSURANCE

All students are required to be covered by primary health insurance and provide insurance carrier information on the Medical History Form at the time of registration.

IMMUNIZATION FORM

In conformance with Washington state law a Washington State Department of Health Certificate of Immunization Status form must be completed for each new and returning student at the beginning of each school year and maintained throughout the year.

EMERGENCY DRILLS

Emergency drills are held regularly to teach students the behavioral procedures for a variety of emergency situations and familiarize them with the emergency meeting areas. Whenever the building is evacuated, students stay with their teachers. They will all return to the building when the signal is given that it is safe to do so. Detailed emergency procedures are posted in the school building.

Cedar River Academy requests that parents read and acknowledge receipt of the school's emergency policies.

ACADEMY CLOSURES

Cedar River Academy will try to give families as much notice as possible when school is closed due to inclement weather or natural disasters. However, we request that you look at our [web site](#) for information

regarding closures during weather disturbances. No later than 6:00 AM the school's telephone system's after hours message will include school closure announcements.

TUITION AND PAYMENT SCHEDULE

Tuition for pre-kindergarten students is \$7,000 for the academic year, prepaid in ten equal monthly installments. Tuition for kindergarten through eighth grade students is \$14,000 for the academic year, prepaid in ten equal monthly installments. A \$50.00 deposit is required at the time the enrollment application is submitted.

Tuition for additional siblings in a family is reduced by 10% of the tuition amount.

Fees and other expenses -- Middle school students are required to own a laptop computer operating a Macintosh, Linux, or Windows operating system. These computers must be equipped to connect to a WiFi communication network.

Families should plan for additional fees for elective activities, student supplies, and learning camp fees (like the Olympic Park Institute). During the academic year these fees are estimated to be between \$300 and \$800.

Cedar River Academy tuition is inclusive of most expenses except for uniforms, lunches, special tools (like calculators, laptop computers, and musical instruments), beginning of year student supplies, early arrival and late departure fees, and optional organized elective activities.

ACADEMY CALENDAR

Detailed monthly calendars for Cedar River Academy programs are published on our [web site](#).

Parents who wish to vacation while school is in session are expected to work with their student's teacher to develop a plan for ensuring the student's academic progress is not compromised by the time away from school.

VISITORS AT LUNCH AND RECESS TIMES

The Cedar River Academy staff encourage parents to be involved in their child's school day and welcome scheduled visits with your child and their class. Parents are permitted to eat lunch with their child in the school cafeteria during our scheduled lunch time (11:00), but NOT permitted to go to recess after lunch (11:30). Please let your child's teacher know if you are planning on eating lunch with your child at school. Recess is considered to be a physical, academic, and social time during your child's day. Students are not only learning important social skills, but practicing problem solving and conflict resolution.

BIRTHDAY CELEBRATIONS

If you plan to bringing something for your child's birthday to school, please let the classroom teacher know in advance. Often times we have students with dietary restrictions and/or allergies. By letting your child's classroom teacher know of your plans prior to your child's birthday, s/he can let you know if any considerations need to be made in this area, and set aside time in her instructional day to pass out any treats. If you are bringing edible treats, please keep in mind if you will need plates, utensils, cups or tools to cut and pass out the treats as CRA does not provide supplies for individual birthday celebrations.