



PARENT HANDBOOK

ACADEMIC YEAR 2008 - 2009

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MESSAGE FROM THE HEAD OF SCHOOL

Cedar River Academy is looking forward to a rewarding 2008-2009 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.

Staff and students alike are enjoying our current campus in scenic Enumclaw. Our spacious playground and wonderfully remodeled building help to support our joint learning environment. We are, of course, looking forward to our move to our new Enumclaw campus which will, when completed, house pre-kindergarten through 12th grade.

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

Please review the information contained in this handbook thoroughly, and feel free to contact me for further details or have any of your questions answered.

Sincerely,
Kristie Brame

VISION AND MISSION

The vision of Cedar River Academy is to instill in our students the knowledge and abilities to make successful life choices.

Cedar River Academy's mission is to help each student become:

- Academically prepared for advanced studies
- A lifelong learner
- A problem solver
- A productive and participative citizen, and
- A confident individual

We accomplish this by:

- Establishing a learning community that develops, supports and encourages positive social skills and citizenship.
- Providing experiences that enrich student learning and instill in students a broad and comprehensive understanding of the world.
- Implementing best practices in curriculum and instruction that assist students in learning essential skills and concepts in a brain-compatible way.

ABOUT CEDAR RIVER ACADEMY

Cedar River Academy is a non-sectarian, independent, co-educational day school serving students from Pre-kindergarten through Grade 6 in 2008-2009. 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 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.

COMMUNITY EVENINGS

Cedar River Academy holds "Community Evenings" four times each year to build relationships and foster a sense of community. These events provide opportunities to interact with Academy staff and other families, and they incorporate a variety of student performances. Please see the current calendar for community evening dates.

ADMINISTRATIVE MATTERS

Matters of an administrative nature, including tuition, registration, withdrawal, termination, and records should be addressed to Admissions or the Head of School. 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
- Parent Handbook and School Policy Acknowledgment
- Application for Admissions

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. **Quiet Reflection Center:** Have students relocate themselves to a corner of the room where they can relax, refocus and reflect. It is a chance for students to reset their emotions so they can return to learning.
2. **Teacher/Student Conference:** Because the Academy has a low student to teacher ratio, it is possible for a teacher to conference with a student about needed behavior changes.

3. **Talk and Walk:** Sometimes a change of setting along with physical movement can calm a situation and lead to a resolution. If this is necessary, the student will be accompanied by a teacher or the Head of School.
4. **Head of School Referral:** In extreme cases the Head of School will need to remove a child from the classroom. This occurs when the emotional or physical safety, well being of the students or teachers, or the integrity of the learning process is at risk. The disruptive student will not return to class until the safety of all parties, including the disruptive child, can be ensured and the instructional program can continue.
5. **Parent Intervention:** If a child is removed by the Head of School, his or her parents will be notified. If a child is severely upset, a parent may be required to come to the school to assist in the resolution of the situation.

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. Classes end each day at 3:30 PM. The campus is not accessible after hours, on weekends, or on non-school days.

STUDENT ARRIVAL AND DEPARTURE

Students should arrive each morning between 8:15 AM and 8:30 AM. Students are considered tardy if they arrive after 8:45 AM. Upon arrival, parents should walk their student(s) to their classroom.

At the end of the day, parents are to join their student(s) in their classroom between 3:30 and 3:45 PM, walk with the student to the front desk and sign out. Parents will be invoiced for extended services at the rate of \$10 for each fifteen minute period their child is at school before 8:15 AM and after 3:45 PM, unless the child is enrolled in a chargeable extracurricular program.

INSTRUCTIONAL HOURS

Academic programs begin at 8:30 AM and end at 3:30 PM. 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 has arranged to take advantage of the close proximity of Kid's B.A.S.E, a non-profit organization providing state licenses school-age child care for children ages 5 – 12, for families that need a more flexible schedule. Kid's B.A.S.E. offers a before and after school program involving diverse learning opportunities provided in a creative, interactive learning environment designed to inspire personal success and engage children in life-long learning. Kid's B.A.S.E. can be reached at (360) 825 – 8335.

Kid's B.A.S.E. follows the Enumclaw School District's calendar and not all of our holidays match up. On these occasions, Cedar River Academy will help parents needing before and after school care make special arrangements. Please note that there are no Extended Day Options through Cedar River Academy for students younger than 5 years old.

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

Students receive supply lists with their enrollment packet. These lists 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.

GRADE-LEVEL SUMMARY

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.

Currently, Cedar River Academy serves pre-kindergarten and kindergarten individually. Grade level configurations are always designed in the best interest of our students.

UNIFORMS

Uniforms are ordered through Cedar River Academy. The school logo will be embroidered on the front of the items. An order form is included with this handbook and also available from the administration office. Uniform prices, available from the administration office, include a 5% fee to cover administration expenses. The complete uniform for all students is listed below.

BOYS' EVERYDAY UNIFORM:

- Khaki Trousers or shorts (weather appropriate)
- White shirt (weather appropriate)*
- Navy or white socks

- Brown, black or white shoes
- Brown or black belt
- Navy vest or coat (weather appropriate)*
- Polar Fleece jacket/vest*

BOYS' DRESS UNIFORM:

- Khaki Trousers
- White shirt*
- Navy socks
- Brown or black shoes
- Brown or black belt (to match shoes)
- Navy vest*
- Navy coat (vest must be worn underneath coat)*

BOYS' PHYSICAL EDUCATION UNIFORM:

- Navy sweatpants/shorts (weather appropriate)
- Navy sweatshirt/t-shirt (weather appropriate)
- White gym socks
- White gym shoes

GIRLS' EVERYDAY UNIFORM:

- Khaki trousers, skirt, skort, or shorts (weather appropriate)
- White blouse*
- White or navy socks/tights
- Black, brown or white shoes
- Navy cardigan or coat (weather appropriate)*
- Polar fleece jacket/vest*

GIRLS' DRESS UNIFORM:

- Khaki skirt or skort
- White blouse*
- Navy socks/tights
- Black or brown shoes
- Navy cardigan*
- Navy coat (cardigan must be worn under coat)*

GIRLS' PHYSICAL EDUCATION UNIFORMS:

- Navy sweatpants/shorts (weather appropriate)
- Navy sweatshirts/t-shirt (weather appropriate)
- White sweat socks
- White gym shoes

* Items available through Cedar River Academy.

PHYSICAL ACTIVITIES

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. This means that students bring wet-weather gear on rainy days.

FIELD TRIPS

Cedar River Academy students participate in a number of off-campus trips called “being-there experiences” to supplement and solidify classroom lessons. 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 drink. 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.

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 6th grade may eat a snack brought from home.

TAKE-HOME MATERIALS

Each Cedar River Academy student is assigned a space or locker 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. For example, ask questions the next day and then re-do the assignment, complete it at recess the next day, etc.

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 Aspen 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.

Three times each year, teachers will formally meet with parents to review student progress. At these meetings, parents will receive a printed 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 16 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 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 students 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 www.cedarriveracademy.com 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.

Any school days missed due to bad weather will be made up beginning with the first week of August of each year.

TUITION AND PAYMENT SCHEDULE

Tuition at Cedar River Academy is \$8,320 for the 2008 - 2009 academic year if tuition is pre-paid, higher if the quarterly or monthly payment options are selected. A \$50.00 deposit is required at the time the enrollment application is submitted.

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

ACADEMY CALENDAR FOR THE 2008-2009 SCHOOL YEAR

Detailed monthly calendars for Cedar River Academy programs are published on our web site (www.cedarriveracademy.com/currentevents).

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.

A summary calendar for 2008-2009 is included below:

September 2008

Sept 2	First Day of School
Sept 18	Community Night

October 2008

Oct. 24	Last day of Term 1, report cards printed, staff collaboration & student holiday
Oct. 27	First day of Term 2, parent conferences
Oct. 28 - 30	Parent conferences
Oct. 31	Costume parade

November 2008

Nov 27 & 28	Closed – Thanksgiving

December 2008

Dec. 19	Community Evening, Winter Performance, 2 nd Grade Store
Dec. 23	Last day of Term 2, report cards published on website, staff collaboration & student holiday
Dec. 24 – Jan. 2	Winter Holiday

January 2009

Dec. 24 – Jan. 2	Winter Holiday
Jan. 5	First day of Term 3

February 2009

Feb. 27	Last day of Term 3, report cards printed, staff collaboration & student holiday

March 2009

March 2	First day of Term 4
March 2 – 5	Parent conferences
March 30 – 31	Spring Break

April 2009

April 1 - 3	Spring Break
April 16	Community evening, grades 3-6 perform
April 24	Last day of Term 4, report cards published on website, staff collaboration & student holiday
April 27	First day of Term 5

May 2009

May 25	Memorial Day & Student Holiday

June 2009

June 18	Community evening, grades PreK-2 perform
June 19	Last day of term 5, report cards published, staff collaboration & student holiday
June 27	First day of Term 6

July 2009

July 27-30	Parent conferences
July 31	Last day of Term 6, last day of school,
July 24,	report cards printed.

August 2009

Summer Holiday for Students	
Aug. 31	2009-2010 begins.