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OUR VISION

Desert Christian Academy is a Christ-centered community that is passionate about shaping our students' foundational journey with the power of the gospel. This desert oasis provides a loving place of innovation and discovery that is governed by grace, and develops disciples who are responsible, productive, deep thinking, steadfast, honorable, sacrificial, and well equipped for a lifetime of Christian service. We are more than Conquerors!



DESERT CHRISTIAN ACADEMY
Empowering the Mind, Engaging the Soul

I. GENERAL INFORMATION

SCHOOL HISTORY

A need, a dream, and a vision; these three intangibles sparked a decision to invest in the future of Coachella Valley's youth.

- ◇ The need was simple: To provide an education infused with a Christian worldview.
- ◇ The dream: To open a Christian school in the Coachella Valley.
- ◇ The vision: To become a preschool through twelfth grade school, preparing students for college with the excellence that parents desire and God requires.

David Fulton and his wife, Julie, both natives of the Coachella Valley and former public school teachers, saw the need, had the dream, and invited others to invest in their vision. In 1977 they acted upon it, leasing three small classrooms in the education wing of St. John's Episcopal Church in Indio. So, Desert Christian Academy (formerly Christian Schools of the Desert) came into being.

In September 1977, Desert Christian Academy opened its doors to forty-two students grades 5-10. The second year, the school expanded to seventy-eight students grades 4-11. In the fall of 1979, the school expanded to one hundred seventy students grades K-12 and relocated to our current 10-acre campus in Bermuda Dunes. A preschool program for children ages 3-5 was added in the fall of 1998 and a toddler program for children ages 2 – 3 years was added in the fall of 2009. DCA graduated its first senior class in June of 1980, and since then, has placed graduates in some of our nation's finest academies and universities.

ORGANIZATIONAL STRUCTURE

Desert Christian Academy is an independent, non-denominational Christian school. DCA is governed by a Board of Trustees. The Board sets all school governance policies and employs the Head of School who manages all school employees and oversees the operations of the school. The Head of School is responsible for following and enforcing Board-adopted policies. The Leadership Team establishes and directs all school operations under the guidelines set in the Board Policy Manual.

It is the philosophy of DCA that all conflicts should be approached according to Matthew 18:15-17. Parents should first approach the teacher or person with whom the problem exists. If the problem is not resolved, then the parents should go directly to the school administration. After taking the appropriate steps outlined in Matthew 18, if a parent has suggestions, comments, or unresolved conflicts, he/she may contact the Head of School to try to resolve the problem. If the issue remains unresolved, parents may submit written correspondence to the Leadership Team. Written correspondence to the Leadership Team should be addressed to:

Leadership Team
Desert Christian Academy
40-700 Yucca Lane
Bermuda Dunes, CA 92203

FINANCIAL STRUCTURE

DCA charges tuition and fees to help cover operating costs; however, fundraisers help subsidize operating costs. All capital expenses relating to building projects and equipment are funded from fundraising efforts and donations received.

Tuition & Fees

The Board of Trustees sets tuition annually. DCA has four tuition payment options:

1. Payment in full
2. Two semi-annual payments (August & January)
3. Ten monthly payments (August - May)
4. Twelve monthly payments (August – July)

Parents are required to sign a tuition contract for the school year. Semi-annual and monthly payments are made through FACTS.

If a parent is 60 days late in meeting their tuition obligation, his/her children will not be allowed to continue to attend classes unless the parent makes satisfactory arrangements for payment with the Head of School. Students will not be eligible to begin the first day of a new school year until previous years accounts are current. All delinquent accounts exceeding 90 days will be turned over to collections.

Once a child is enrolled at DCA, the parents' financial commitment continues through the quarter (for preschool – 8th grade) or through the semester for high school students (grades 9-12). Additionally, parents of high school students will remain responsible for a semester at a time, even if the student is dismissed from school. However, any new high school student will be allowed a "trial period" for his/her first three weeks of attendance, in which if he/she withdraws the family will not be held responsible for the entire semester.

An annual registration fee of \$300 will be charged for each DCA student.

Vacations/Absences

No make up days will be allowed for absences due to illness or vacation. Tuition is not adjustable due to illness, vacation or holidays.

Fundraisers

Desert Christian Academy organizes two major fundraisers annually:

- Walk-A-Thon
- Auction Gala

It is essential that every DCA family participate in these fundraisers because the school's ability to keep tuition costs down depends upon the success of these events. School policy disallows product sales. Schoolwide fundraising efforts are focused on community-building events. From time to time other minor fundraisers may be held for either the elementary or

secondary school. All class and athletic fundraisers must be approved by the Leadership Team in advance.

SCHOOL IDENTITY & PURPOSE

Statement of Faith, Philosophy and Objectives

The foundation of our philosophy is our statement of faith, which is our basic set of Christian values. The statement of philosophy expands our Christian values into every realm of life. The implementation of our philosophy into every academic discipline is obtained by striving to fulfill our objectives.

Expanded Statement of Faith

Of the Scriptures:

We believe in the authority and sufficiency of the Holy Bible consisting of the sixty-six books of the Old and New Testaments, as originally written; that it was verbally and plenary inspired, that it was the product of Spirit-controlled men and therefore is infallible and inerrant in all matters of which it speaks. We believe the Bible to be the true center of Christian unity and the supreme standard by which all human conduct, creed, and opinions shall be tried. (II Timothy 3:16-17; II Peter 1:19-21)

Of the True God:

We believe there is one and only one living and true God, an infinite Spirit, the Maker and supreme Ruler of Heaven and earth; inexpressibly glorious in holiness and worthy of all possible honor, confidence, and love; that in the unity of the Godhead there are three persons - the Father, the Son, and the Holy Spirit - executing distinct but harmonious offices in the great work of redemption. (Exodus 20:2-3; I Corinthians 8:6; Revelation 4:11)

Of Jesus Christ:

We believe that Jesus Christ was begotten of the Holy Spirit in a miraculous manner; born of Mary, a virgin, as no other man was ever born or can be born of a woman; and that He is both the Son of God and God the Son (Isaiah 7:14; Matthew 1:18-25; John 1:1,14). We further believe that the salvation of sinners is divinely initiated and wholly of grace through the mediator's offices of Jesus Christ, the Son of God, who by the appointment of the Father, voluntarily took upon Himself our nature, yet without sin, and honored the divine law by His personal obedience, thus qualifying Himself to be our Savior; that by the shedding of His blood in His death, He fully satisfied the just demands of a holy and righteous God regarding sin; that His sacrifice consisted not in setting an example by His death as a martyr but was a voluntary substitution of Himself in the sinner's place, Christ the Lord bearing our sins in His own body on a tree; that having risen from the dead, He is now enthroned in Heaven, where He ever liveth to intercede on behalf of the believers (John 3:16; II Corinthians 5:21; I Peter 2:24).

Of the Holy Spirit:

We believe that the Holy Spirit is a divine person, of the same nature as God the Father and God the Son; that He was active in the creation; that in His relation to the unbelieving world, He restrains the evil one until God's purpose is fulfilled; that He convicts of sin, of righteousness, and of judgment; that He is the agent in the new birth; that He seals, empowers, guides, teaches, witnesses, sanctifies, and helps the believer. (Genesis 1:1-3; John 16:8-11; John 3:5, 6; Romans 8:14, 16, 26-27; Luke 24:49)

Of Man:

We believe that man was created in innocence (in the image and likeness of God) under the law of his Maker. By voluntary transgression, Adam fell from his sinless, happy state, and all men sinned in him. Consequently, all men are totally depraved and are partakers of Adam's fallen nature. We are sinners by nature and by conduct, and therefore are under just condemnation without defense or excuse and in need of salvation by the Savior.

Of Salvation:

We believe that faith in the Lord Jesus Christ is the only condition of salvation. For a person to be saved, he/she must confess with his/her mouth that Jesus is Lord and believe in his/her heart that God the Father raised Jesus from the dead. (Romans 10:9)

Of the Church:

We believe the Church is the living body of believers in Christ (those who by faith have accepted Jesus Christ as their Lord and Savior) on earth, both universally and locally. We believe the true mission of the church is the faithful witnessing of Christ to all men as we have opportunity. (Acts 20:17-28; Acts 2:41, 42)

Of Marriage, Gender and Sexuality:

We believe that God wonderfully and immutably creates each person as male or female in conformity with their biological sex. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)

We believe that in order to preserve the function and integrity of Desert Christian Academy as the local Body of Christ, and to provide a biblical role model to the DCA members and the community, it is imperative that all persons employed by DCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of DCA.

On the Sanctity of Human Life:

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139)

Final Authority for Matters of Belief and Conduct:

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Desert Christian Academy's faith, doctrine, practice, policy, and discipline, our Board of Trustees is DCA's final interpretive authority on the Bible's meaning and application.

Expanded Statement of Philosophy

As a Christian school, our central purpose for each child is to couple sound academic training with a personal knowledge of Jesus Christ as Savior. The Bible is the supreme authority in everything pertaining to faith and conduct. Every area of instruction is interpreted in the light of God's Word. We seek to establish spiritual foundations on which a life of useful Christian service may be built.

Christian education endeavors to mold and shape the individual's life, helping students discipline their minds and their actions. The source of discipline comes from the Spirit of God living within us. Corrective discipline is to be administered with love and concern for the students. The school is only a part of the influence in the individual's life. The school establishes and builds on the principles established by the Word of God, yet the Christian school cannot replace the influence of the family. It is the school's responsibility to support parents to train children to abide by the civil, moral, and spiritual laws and to respect the rights of their peers. The student's home should reflect the Christian way of life. The child is instructed, "...obey your parents in all things..." (Colossians 3:20). This is only half the responsibility. The parents are also instructed to, "...provoke not your children..." (Colossians

3:21) and also to “train up a child in the way he should go” (Proverbs 22:6). The school and home must be in agreement as to discipline and the Christian way of life. One must complement the other. Each should reinforce the other. Education involves the whole life of the students. We endeavor to prepare the students with a foundation for learning that will enable them to become involved with the academic challenges of life, to enjoy the cultural opportunities of life, and to experience the spiritual joys of life.

Philosophy of Christian Education

Education that is distinctly Christian should stand on its own and not be comparable to any secular institution. DCA’s philosophy of Christian education centers on the belief that all knowledge comes from God only. Psalm 119:65-66 and Colossians 1:9 indicate that knowledge can only come from God. We are warned very strongly against education that does not center on God’s revealed Word. In the very first book of Psalms God tells us that a man should not “walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers” (Psalm 1:1). We understand that anyone who either mocks or is wicked minimizes the importance of God or removes Him all together from their worldview. Psalm 1:2 offers the antidote to wicked counsel as having a delight for the law of the Lord and meditating on the law day and night (paraphrase). Either we choose to sit in the counsel of the wicked and sit in the seat of mockers or we delight in the law of the Lord. We cannot do the former and still gain the latter. Therefore, the entire goal of DCA’s educational process is to reveal God to our students by the observation of His creation (Romans 1:20, Psalm 19:1-2), study of His written Word (2 Timothy 3:16), and interaction with His living Word, Jesus Christ (John 1:1-3, 14, 1 Peter 1:3). Any educational goal that is contrary to this is a disservice to the Christian school families.

Any educational system that seeks to be Christian must have a desire for excellence. If Christians are God’s witnesses on this earth then our testimony must reflect His excellence. When God created the Heavens and Earth He declared it as “good” (Genesis 1), meaning that there was no improvement needed, it was indeed excellent. When Jesus performed miracles His work was excellent and not lacking anything (John 2:10). There were over three hundred messianic prophecies that came true. When God works, He works excellently. DCA seeks to bear witness to our God by providing education that is excellent in quality, purpose, content, and methodology. Likewise, students will also be challenged to bring an excellent effort in all facets of their educational experience.

Lastly, any organization that bears the name of Christ, such as DCA, must endeavor to represent the core principles that characterize Jesus’ life and mission while on this earth.

- DCA seeks to bring all students and families to the Glory of God. (John 14:13)
- DCA will seek to provide an educational experience that does not reflect the patterns of this world, but reflects the Kingdom of God, regardless of the cost. (John 8:23)
- DCA will seek to educate students from the spirit and not the flesh. (John 6:63)
- DCA will seek to represent the grace, love and forgiveness perfectly shown to us by Jesus on the cross. (Romans 3:24, Romans 5:8)

Responsibilities of Education

The responsibility of Desert Christian Academy is to strive to meet the needs of the total person on the spiritual-moral, personal-social, academic-intellectual, and physical levels. This is best accomplished when the home, church, school, and student are compatible in their philosophy of Christian education. The three groups (home, church, and student) must work in conjunction with the fourth (school) as to its stated philosophy, faith and objectives.

- ◇ The **home** has the responsibility for the education of their children. The authority for education comes from God's command that children be taught to love God and place Him first in their lives (Deuteronomy 6:5-7), and from parents who are responsible for the total training and education of their children (Proverbs 22:6; Ephesians 6:4). At parents' request, the Christian school, along with the church, become partners in providing education for the child. This responsibility involves the parents entrusting authority over their children to faculty and staff while their child is at school or involved in school activities. The parents' responsibility is to support the school's educational efforts however possible and take in council provided by the school with an open mind when concerning the education of their child.
- ◇ The **church** becomes influential in the spiritual growth of the family and is a family affair, which helps in meeting the goals of Christian education. The church is also influential, along with the parents, in leading a person to accept Jesus Christ as his/her personal Savior. Faithful involvement in church, after a student becomes born again, helps that individual to be "rooted and built up in Him (Christ)..." (Colossians 2:7) as well as "...being rooted and grounded in love." (Ephesians 3:17). The church's responsibility is to support the mission of the Christian school and help provide needed resources to help the child's training. The **student** is responsible to complete the cycle of education. Students must fulfill their responsibilities, which include attendance, obeying school rules, obeying those in authority, completion of assignments, and working to their potential. Students must accept and agree to the guidelines as set forth in the student handbook.
- ◇ The **school** has the responsibility, through Christian education, to make God known to each student and facilitate the work of Jesus through the Holy Spirit in the lives of students. It is also the school's responsibility to support the parents as the ultimate God-given authority over any child's education. The school seeks to establish and build on the principles established by God's Word. A Christian school education program does not replace the influence of the home or the church, but merely complements it. Through "mind renewing" (Romans 12:2), the school seeks to instill God's set of values in the individual life that students might enjoy the "abundant life" (John 10:10).
- ◇ The **teacher** is responsible for ministering to the students by bringing the only true teacher, Jesus, into the classroom each day (Matthew 23:10). The teacher

must also be committed to leading his/her students to truth first and foremost. They must understand that any knowledge that leads us to the truth is from God only. The teacher is also responsible to represent the unconditional love of Jesus Christ to every student in his/her classroom. Lastly, the teacher is responsible to be passionate, purposeful, and prepared whenever he/she instructs students.

- ◇ The **student** is responsible to complete the cycle of education. Students must fulfill their responsibilities, which include attendance, obeying school rules, obeying those in authority, completion of assignments, and working to their potential. Students must accept and agree to the guidelines as set forth in the student handbook.
- ◇ The **Process of Christian Education** is an interaction that takes place between teachers and students with the help of school personnel and parents. The entire process of education is seen as a means used by the Holy Spirit to bring the students into fellowship with God and to develop a Christian mind for godly living.
- ◇ The **faculty and staff** alike must meet certain criteria in order to accomplish the desired objectives. The faculty and staff must have received Jesus Christ as their personal savior. They are admonished to practice Biblical principles in their personal life. With a personal commitment to Christ, they view teaching and ministering in a Christian school as a calling of the Lord, based on their spiritual gifts. This commitment would include sacrificially giving of their time and talent while keeping in perspective one's responsibility to his/her home. Part of this commitment in working in a Christian school includes training a student so that the student's purpose and goals will be reflected in a close Christian walk with his/her Lord and Savior. The faculty and staff are encouraged to develop their personal growth in Christ through worship, Bible studies, and personal quiet times.

Educational qualifications for faculty members are in keeping with the school's philosophy. Teachers at DCA must have completed a Bachelor's degree and are also encouraged to complete state credentials. They are also required to obtain ACSI teaching certification.

- ◇ **Students and Parents** must be in agreement with the philosophy of Desert Christian Academy. There are two important areas of commitment in the school's relationship to students and parents. Evangelism is one of the ministries of DCA, which is accomplished by working with the home and the church. DCA is a non-denominational school; therefore, we teach the truths from the Bible as God has revealed them. The opportunity to personally accept Jesus Christ as Lord and Savior is presented throughout the educational experience. Parents are also encouraged to accept Jesus Christ as their personal Savior. Faithful church involvement is encouraged.

Secondly, discipleship is important in the development of Christian growth. Students should be open to spiritual truth and ready to accept Christ as Savior and/or willing to be disciplined in the Christian life, since "...the 'natural' man receiveth not the things of the Spirit of God, for they are foolishness to him, neither can he know them because they are spiritually discerned," (I Corinthians 2:14). Christian students also have the Holy Spirit of God as an inward enabler who is able to guide them into all truth (John 16:13).

Philosophy of Authority

A philosophy of authority is necessary in order that all things may be done "decently and in order" (I Corinthians 14:40). It is the philosophy of DCA that the family is the ultimate authority over a child's education and well being. The family is supported by school personnel led by the DCA Board of Trustees. Submitting to both family and school is the student's responsibility; however, a student's perspective must always be considered. Should a problem arise, the parent should first approach the teacher or person with whom the problem exists (in accordance with Matthew 18:15). If the problem is not resolved, then the parents should go directly to the school administration. If the problem remains unresolved, then the parent should meet with the Head of School. Any unresolved problems or suggestions or comments that parents may wish to make to the DCA Board of Trustees should be in written form. The Board of Trustees, under the direction of God's Word, makes the final decision with every possible effort to reconcile parents with the school.

Expanded Statement of Objectives

Christian education is viewed as a means used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind in him/her and to train him/her in godly living, so that he/she can fulfill God's total purpose for his/her life. In line with DCA's ministerial purpose and goals, the student must be taught the Bible so that he/she may understand God, as well as his/her own nature and role as a child created in God's image. He/She must be developed to relate to God as a whole person spiritually, mentally, physically and socially.

The student is trained to see all truth as God's truth and to integrate it with and interpret it by God's Word. Students must be educated as individuals with unique abilities and personalities, learning to live and work with others at home, in the church, and in a changing secular society. Students are best influenced when taught by parent and teacher models who are Christians with a biblical worldview.

Spiritual and Moral Growth

Spiritual and moral growth is the most important objective in the framework of the philosophy of DCA. In working with the student the faculty and staff strive to have the student:

- ◇ Understand the Bible as God's inspired Word and develop an attitude of love and respect toward it.
- ◇ Know God the Father in all His love as a person who is holy and just, yet concerned about the student's welfare. Teaching that He is the Creator and sustainer of all things as well as the source of all truth helps to accomplish this.

- ◇ Accept Jesus Christ as his/her personal Savior after having been presented the Gospel message in an understandable fashion. Spiritual growth follows this, through Christian discipleship.
- ◇ Live by the Holy Spirit in his/her commitment to Christ his/her Savior. The Holy Spirit indwells the believer to teach, guide, and direct him/her in his/her spiritual growth.
- ◇ Know God's Will for his/her life as it is revealed in the Scriptures. Along with this is the responsibility to equip the student so that he/she can carry out the will of God daily. This is accomplished through Bible classes, chapel services, and memorizing of Scripture, which collectively direct the student.
- ◇ Engage in the Work of the Church that he/she might learn his/her place within the church framework; the worldwide task of witnessing, evangelizing, and discipling. This should stimulate the student to fulfill his/her responsibility to his/her church.
- ◇ Apply Spiritual Truths to his/her daily life laying a strong foundation of biblical training will help the student to apply spiritual truths to his/her life and in turn help him/her to be prepared for leadership responsibilities.
- ◇ Develop a Christian Worldview by integrating life and studies with the Bible.

Physical Development

Physical development is part of reaching the total person. In working with the student, the faculty and staff strive to have the student:

- ◇ Develop and Maintain Physical Fitness to the highest degree of capability in order to handle life's daily tasks more efficiently (I Corinthians 9:27).
- ◇ Develop Skills, Knowledge, Desire, and Judgment so that he/she is able to participate intelligently in a variety of physical activities.
- ◇ Develop an Appreciation for sports and a wholesome attitude toward conduct in these sports.
- ◇ Develop a Competitive Spirit that strives to win fairly and to accept defeat graciously and rationally.
- ◇ Stretch Themselves to establish higher or faster physical records.
- ◇ Promote Physical Fitness, good health habits, and wise use of the body as the temple of God. There needs to be realization that God has blessed each one with a body, and it is up to the student to keep it in a healthy physical condition. (I Corinthians 6:20)
- ◇ Develop Responsibility for doing everything for the glory of the Lord, recognizing physical skills as a talent from God to be used for His glory. (Colossians 3:17)
- ◇ Develop Physical Self-Discipline so that the mind and body work together. (Galatians 6:9)

Personal and Social Development

Personal and social development is where the student branches out, not dwelling on himself/herself, but building relationships with his/her family, peers, and others with whom he/she comes in contact. Within our ministry goals, the faculty and staff strive to have the student:

- ◇ Develop His/Her Personality based on a proper understanding and acceptance of himself/herself as a unique individual created in the image of God, and helping him/her to pursue the fullest possible development of his/her own capabilities.
- ◇ Experience Wholesome Relationships among peers and those in authority learning to treat everyone with love and respect, since they, too, are made in God's image.
- ◇ Promote Christian Fellowship through social activities to show that they are rewarding and worthwhile. Development in this area will make the student a contributing member of society, realizing his/her dependence on others and thus cultivating a reciprocal dependency.
- ◇ Promote an Understanding of time as a God-given commodity as well as the individual's responsibility for effective use of time.
- ◇ Develop Proper Attitudes in boy-girl relationships, recognizing the authority of God's Word related to this subject. Further, recognize a proper attitude toward marriage and the family as well as understanding the skills needed to establish a God-honoring love.
- ◇ Cultivate Proper Biblical Attitudes toward materialism and encourage individual responsibility to use possessions for God's glory.
- ◇ Develop a Realistic and Biblical View of Life and work, which should provide skills for personal relationships and future endeavors.
- ◇ Cultivate a Forgiving Spirit as it relates to God's truth as taught in Matthew 18.

Academic and Intellectual Growth

Second to spiritual growth is the area of a strong academic program as our ministry to intellectually stimulate each student to his/her fullest capability. The faculty and staff strive to:

- ◇ Provide Quality Education in order to equip the student with the tools of learning by providing a high quality academic educational program, fully integrated with biblical principles.
- ◇ Prepare a Foundation upon which the student may build in his/her quest for education. A foundation for learning will enable him/her to become involved with academic problems of life, to enjoy the cultural beauties of life, and to experience the spiritual joys of life.
- ◇ Develop Resourcefulness within each student in order for him/her to cultivate good study habits, pursue independent research, and to reason logically.
- ◇ Promote Good Citizenship through developing an understanding and appreciation of our Christian and American heritages of (1) responsible freedom, and (2) human dignity and acceptance of authority.
- ◇ Cultivate Creative and Critical Thinking to help the student develop the ability either individually or with a group to examine and evaluate facts, to draw conclusions, to use sound principles and true Christian values in making decisions, and to accept the responsibility of decisions.
- ◇ Develop Talents and Abilities within each student that he/she might use the God-given talents and abilities to his/her greatest capacity while establishing good habits of self-control and the desire to do one's best in every area of life.

- ◇ Engender an Appreciation of fine arts through the development of the student's understanding and personal expression.
- ◇ Prepare the Student for Graduation, which begins in preschool and continues through middle school, culminating at the end of twelfth grade. Graduation is achieved by covering the scope and sequence of each academic discipline while working toward the completion of DCA graduation requirements.

Building Home and School Relationships

A solid bond between the home and the school is necessary in order to accomplish the end results in Christian education and promote our ministry. In seeking to develop a sound relationship, the administration, faculty, and staff strive to:

- ◇ Cooperate Closely with parents in every phase of the student's development, especially as it relates to the school program.
- ◇ Help the Parents to understand the school's purpose and program.
- ◇ Aid Families in Christian Growth and to help them develop Christ-centered homes.
- ◇ Assist Parents in keeping up with the changing culture and its effects on the home and the implications for their children.
- ◇ Encourage Regular Involvement in a local church.
- ◇ Cultivate a Mutual Spirit as it relates to God's truth, as taught in Matthew 18. This is important for building a solid bond between home and school.

Mission Statement

Desert Christian Academy's mission is to train students to glorify Jesus Christ by growing spiritually, academically, physically, and socially.

Vision Statement

Desert Christian Academy is a Christ-centered community that is passionate about shaping our students' foundational journey with the power of the gospel. This desert oasis provides a loving place of innovation and discovery that is governed by grace, and develops disciples who are responsible, productive, deep thinking, steadfast, honorable, sacrificial, and well equipped for a lifetime of Christian service. We are more than Conquerors!

Core Values

- ◇ Promoting the Gospel of Jesus Christ
- ◇ Mentoring young people in a lifelong walk with God
- ◇ Prayer
- ◇ Fostering a Christ-centered, loving community
- ◇ Academic excellence
- ◇ Community service

- ◇ Building partnerships with families
- ◇ Discovering our students' God-given abilities
- ◇ Physical training and athletic success
- ◇ Stewardship

Image Statement (Tagline)

Empowering the Mind, Engaging the Soul

Traditions: Colors and Mascot

Colors – DCA school colors are royal blue and white with a gold accent. Royal Blue represents the royalty and Kingship of God and His throne in Heaven, our destination; Gold represents the indestructible assurance of His Word, our salvation, and our right to eternal life in Heaven with our King.

Mascot – The mascot, selected by the inaugural student body and the founders, is the Conqueror. The Conqueror represents our ability to conquer all of the obstacles and problems we may have if our faith is in the Lord Jesus Christ. This philosophy is characterized by Romans 8:37 “in all these things we are more than conquerors through Him who loved us.”

Purpose

Desert Christian Academy's purpose is to train students, preschool through high school, to glorify Jesus Christ by growing spiritually, academically, physically, and socially.

EXPECTED STUDENT OUTCOMES

Spiritually, students will:

- Understand that God is a loving God.
- Understand that the Bible is a holy book.
- Use prayer to express their thoughts and needs to God.
- Freely share about God, Jesus, and the Bible with others.
- Have a desire to attend church.
- Know God created the world.
- Enjoy the process of moving from curiosity to satisfaction in projects because God delights in their work.

Socially & Emotionally, students will:

- Enjoy and initiate friendships and understand the importance of obeying parents and teachers.
- Begin to learn the art of sharing.
- Begin showing empathy and kindness.
- Use language to express self, developing positive conflict resolution.
- Develop self-confidence in self-initiated activities.
- Begin to exhibit self-control.

- Be comfortable participating in group discussions.

Physically, students will:

- Acquire and refine the fundamental movements of balance, movement, touch, and coordination.
- Acquire and develop fine motor skills
- Recognize that their body is created by God and takes special responsibility to care for it.

Cognitively, students will:

- Be able to engage with others in learning activities, including the ability to explore, create, experiment, observe, plan, analyze, reason, investigate, and question.
- Initiate investigation as a result of carefully observing their surroundings.
- Enjoy creative expression.
- Understand math vocabulary, concepts, and directed activities.
- Understand the importance and use of language in the environment.
- Have cultivated prewriting skills in the context of emergent literacy.
- Be aware of different letter sounds.

ACCREDITATION

Desert Christian Academy is fully accredited by the Association of Christian Schools International (ACSI) and by the Western Association of Schools and Colleges (WASC).

Changes in Handbook Policy

Any change in a policy stated in the Parent’s Handbook will be put in our weekly newsletters. It is the parent’s responsibility to read the weekly newsletters (that are emailed) and to keep informed of policy changes therein.

II. OPERATIONS

PARKING LOT

Please keep in mind that we have young children on campus, as young as two, who will be in the parking lot throughout the day. It is very important that you park and drive with extreme caution and be on the lookout for young children. Additional parking can be found on Emerald Crest or on the football field for special events.

HOURS OF OPERATION

Our program begins at 7:00 A.M. and concludes at 12:30 P.M. for the half-day program and at 5:30 P.M. for the full day program, Monday through Friday, except on scheduled holidays or school vacation days (see school calendar).

PICK UP AND DROP OFF PROCEDURES

Sign In and Out

California state law requires an adult's legal signature when signing child(ren) in or out of a child care program. Every parent will use the Brightwheel app for this process.

Separation Anxiety

It is inevitable that there will be crying children. Separation anxiety is expected and is a healthy behavior. Although this is unsettling to the observer, please allow the teachers to handle the various situations. The first month of school will be a challenging and exciting one for the children, teachers and parents. The implementation of our plans will be adjusted to meet the needs of the children as the days unfold. The children will feel a sense of routine after this initial adjustment period. Parents will be updated about how their child is doing through the Brightwheel app.

Visiting Policy

As a health and safety precaution, there will be no visitors allowed in the preschool classrooms at this time.

Authorized Pick-ups

By law, no child can be released to a person who is not authorized by the parent on the Emergency and Identification Form. This information is in our school system and Brightwheel and is accessible to teachers on their class iPads. Written authorization must be given to the director if there are any changes to pick up plans. We must receive a phone call and/or email stating the change. Authorized pick-ups will be asked to show their ID if they are not known or recognized by the director or teacher. If the person does not bring his/her ID, then parents will be called to confirm and acknowledge.

III. STATE LAW REQUIREMENTS

CHILD CUSTODY CONFLICTS

It is the preschool's intent to meet the needs of children especially when the parents may be experiencing difficult situations such as a divorce, separation, or remarriage. However, the preschool cannot legally restrict the non-custodial parent from visiting the child, reviewing the child's records, or picking the child up unless the preschool has been furnished with current legal documents. Copies of these court documents must be kept in the child's file.

CHILD ABUSE REPORTING POLICY

DCA is required by law to report any reasonable suspicion of child abuse or neglect (as soon as practically possible) to the proper governmental authority of the State of California (California Penal Code section 11164).

CONFIDENTIALITY

The preschool maintains confidentiality and respects the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, we will share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest.

IV. ENROLLMENT PROCEDURES AND GUIDELINES

ELIGIBILITY

Our school is a non-profit organization owned and operated by Desert Christian Academy. Services are provided on a non-discriminatory basis. We admit children of any race, color, nationality or ethnic origin. Our license allows us to serve students ages 18 months-5 years old who meet enrollment requirements.

APPLICATION, REGISTRATION, FORMS

DCA Preschool provides a balance between a highly academic environment and a learning through play approach. We maintain a program that allows for the care of those children whose parents desire a Christ-centered enriched learning environment within a Christ-centered day care program.

The first step in the enrollment process is to contact the preschool office to determine space/availability and arrange for a tour. Then, the online application needs to be completed. An interview will be completed before acceptance is confirmed and an enrollment packet is issued. Upon acceptance, class placement will be assigned. The student will be put on a two-week probation period in which the parent or the school may withdraw the student. The \$300 registration fee is non refundable. The following state-mandated forms must be completed, signed, and submitted before the child(ren) can start:

- Identification and Emergency Information
- Child Pre-admission Health History
- Consent of Medical Treatment
- Admission Agreement
- Physical Report & Immunization Record
- Parents Rights
- Personal Rights
- Tuition Agreement
- Copy of birth certificate

V. FEES AND PAYMENTS

TUITION

The Board of Trustees sets tuition annually. DCA has four tuition payment options:

1. Payment in full
2. Two semi-annual payments (July & December)
3. Ten monthly payments (July - April)
4. Twelve monthly payments (July – June)

Parents are required to sign a tuition contract for the school year. Semi-annual and monthly payments are made through FACTS.

If a parent is 60 days late in meeting their tuition obligation, his/her children will not be allowed to continue to attend classes unless the parent makes satisfactory arrangements for payment with the Head of School.

Once a child is enrolled at DCA, the parents' financial commitment continues through the quarter.

FEES

Registration Fee

An annual registration fee of \$300 will be charged for each DCA student.

Application

Application and Registration Fees are due when a new student applies for admission. The registration fee covers enrollment processing, yearbook and school supplies. Application Fees are non refundable. Registration Fees are refundable only if the school or the student is not accepted.

Extra Days

If your child is not a full-time student and you wish for him/her to stay an occasional half-day or full day the cost is as follows:

Extra morning 7:00 a.m. - 12:30 p.m. \$35

Extra afternoon 12:30 p.m. - 5:30 p.m.\$30

Extra full day 7:00 a.m. - 5:30 p.m. \$55

These extra days of attendance must be cleared with the director and will be granted should there be space available that day for the student. Part time families are not permitted to swap one day for another that was missed. However, the Preschool Director can approve the addition of an extra day or half day if desired and if space allows.

Curriculum

Toddler and Preschool materials fee - \$50 and Pre-Kindergarten materials fee - \$100

Late Arrivals

Late arrival (after 8:30AM) must be approved by the director. No student will be admitted to school after 11:00 a.m.

Late Pick Up

Please be punctual in arrival and departure. Full-time students must be picked up by 5:30 p.m. and part-time students by 12:30 p.m. Parents will be charged \$1 per minute late pickup charges will be added to your account. Three late pick-ups are grounds for an automatic drop.

Returned Checks

There is a \$25 fee for checks returned to us due to non-sufficient funds or any other reason.

Payment is due within 3 days of notification. If checks are returned to us more than once, parents will be required to pay on a cash only basis.

VI. CLASSROOM GUIDELINES

Vacation/Absences

No make-up days will be allowed for absences due to illness or vacation. Tuition is not adjustable due to illness, vacation, or holidays.

Behavior and Discipline Policy

DCA views discipline as a redemptive tool in the process of building character. It is critical for students and parents to understand the value of discipline within this framework. Scripture is clear that discipline, even though very difficult at times, is essential to our lives and Christian walks. At DCA we are committed to disciplining students under the guidance of God's Word and the leading of the Holy Spirit. However, the discipline of students can threaten the relationship between school and family by causing division. DCA pledges to take tremendous care, prayer, and diligence when considering disciplinary measures and DCA expects parents to support those measures in their home. Without strong partnership between the school and parents during these times, the student can suffer. (Psalm 111:9; Ephesians 1:7; Colossians 1:14; Deuteronomy 8:5; Hebrews 12:6,10; Proverbs 3:12)

Our goal is to build positive self-awareness in each child while ensuring the safety of every student. Future success in school and life depends on a child's ability to handle various social situations and interactions. We expect a parent's partnership in responding to behavioral concerns.

Community Care Licensing Title 22 supersedes all DCA Preschool Policy. In unusual incidents, the Director will council with Community Care Licensing representatives to develop a course of action in response to behavioral concerns that are ongoing.

DCA Preschool staff response to challenging behaviors will be as follows:

1. Typical Early Childhood Behavior:

In Early Childhood Development children display certain typical behaviors as they develop new strategies to resolving conflict, communicating, and developing their impulse control. These behaviors are, in most cases, minor and do not directly cause harm or endanger peers or staff.

a. Teachers implement age appropriate and research based strategies to support the growth and development of the child so they can reach the expected developmental level. They do this in partnership with the parent(s) who bridge school to home practices. The director, teachers, and parents maintain open communication and document the child's growth.

b. If typical strategies and interventions are not producing behavioral progress and the child is exhibiting persistent and serious challenging behavior then we will follow the plan listed below.

2. Challenging Behavior:

A small percentage of children will respond to typical preschool conflict or stressful situations by exhibiting challenging behaviors. These behaviors directly impact the safety and security of children and staff and are in direct conflict with Community Care Licensing. It is DCA Preschool's responsibility to uphold the Personal Rights of each child in accordance with Title 22 regulations.

a. Level One: Behavior that negatively impacts the learning environment including but not limited to:

- i. Provoking arguments and/or fights
- ii. Hurtful words or inappropriate language
- iii. Disrespecting others' personal space and/or boundaries
- iv. Behavior that requires constant individual supervision which limits a teacher from aiding other students and classroom situations effectively.

b. Level Two: Aggressive behavior that impacts the safety and security of another person including but not limited to:

- i. Hitting
- ii. Biting
- iii. Spitting
- iv. Kicking
- v. Throwing harmful objects
- vi. Damage to Property

Consequences include:

1. Notice to Parent in the form of a behavior/incident report

a. If the behavior is persistent, the teachers will observe the child over a period of 10 school days and document their observations on a Behavior Frequency Chart and/or a Behavior Data Form and will meet with the director and submit those forms at the end of those 10 days.

- b. Within 10 school days after having met with the teachers, the director will observe the child in their classroom and will document what was observed.
- 2. Meeting with Parents, Teachers, Director and possibly a member of the DCA Leadership team
 - a. We will inform the parents/guardians about the behavior.
 - b. We will discuss what the function of the behavior could be and will develop together a Positive Behavior Support Plan to determine how parents and school staff will actively assist the child in safely continuing participation in the program.
 - c. Resources for support and information regarding challenging behavior will be provided to the parents.
- 3. If after two weeks (10 school days) there is little or no improvement, and the behavior persists, then the parents will be referred to local community resources such as occupation or behavioral therapists so the child can be assessed.
- 4. Only after the above steps are taken and if the behavior persists and it is determined by the director that the continued enrollment poses a risk to the child's personal safety and/or the safety of others enrolled or employed here, the child will be disenrolled from the program.
 - a. In an effort to limit the number of expulsions or disenrollment of children due to behavior AB 752 was passed in October 2017. Effective January 1, 2018 prior to expelling or disenrolling a child because of behavior, we MUST meet the requirements described in EC Section 8239.1, and comply with the requirements identified in 5 CCR sections 18119-18122. The consequences listed above are in alignment with those requirements. 5. AB 752 allows a program up to 180 days to walk through the above process.

Behavior/Incident Reports:

Teacher and parent cooperation and consistency are key elements in teaching children self-discipline. Behavior reports are emailed within 24 hours to keep parents informed of behavioral concerns that impede the classroom instruction or threaten the safety of any student or staff member and corrective actions taken by staff in alignment of the Behavior and Discipline Policy. They also provide us with a documented history of our efforts in supporting children's progress towards more appropriate behaviors. All Behavior Reports are written by teachers then reviewed, approved, and submitted by the Director who emails the information on to the parent. Parents may receive a phone call in addition to receiving an email.

CONFIDENTIALITY

The preschool maintains confidentiality and respects the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, we will share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest.

PERSONAL ITEMS

Toys From Home

For health and safety reasons, we aren't allowing any toys from home.

Share Day

For health and safety reasons, we aren't having "share day" in classrooms at this time.

CELEBRATIONS

Birthdays

Birthdays will certainly be acknowledged and celebrated in class however, due to health and safety reasons we cannot allow any visitors or party food/treats brought in for the birthday boy/girl.

Class Parties

Preschool parties will be held at Harvest, Christmas, Valentine's Day, Easter and the end of the school year.

Easter and Christmas: because of the strong secular emphasis given to these seasons, these guidelines will be followed for class parties:

Easter - Emphasis will be placed on the resurrection of Jesus.

Christmas - Emphasis will be placed on the birth of Jesus.

CLOTHING

Dress

Uniforms are not required in preschool but it is important that children wear clothes (and shoes) that are comfortable, seasonally appropriate and appropriate for some possible messy fun. Although precautions are taken during art activities, please note that children at times will get their clothing soiled with paint (we use washable paint which may not be 100% washable). Tennis shoes are the safest footwear, but sandals with a heel strap are accepted.

A cap or hat can be worn for some protection from the sun.

Extra Clothing

Every student needs to have extra clothing in their cubby. Items together must fit inside a 2 gallon ziploc bag.

We recommend the following:

- 1 Package diapers and wipes (if applicable)
- 2 Complete changes of clothing including:
- 2 shirts
- 1 sweater or sweatshirt for (for fall & winter)
- 2 pairs of socks
- 2 pairs of pants, shorts or 2 skirts
- 2 pairs of underwear (more for those potty training)
- Those children who are still potty training should also have an extra pair of shoes in their cubby.

PLEASE WRITE YOUR CHILD'S NAME ON EACH ARTICLE OF CLOTHING.

Snacks and Lunch Policy

As a health and safety precaution there is no student store available at this time so the 'hot lunch' option is not available.

Good nutrition is vital to children's overall development and well-being. In an effort to provide the best possible nutritional environment for the children in our facility, Desert Christian Academy Preschool has developed the following lunch policy to encourage the development of good eating habits that will last a lifetime.

Desert Christian Academy does not serve lunch, parents provide a healthy lunch from home or order from the student store. It is of great importance that when you pack your child's lunch for school that it is done with food safety in mind and is best when it includes at least 4 of the 5 food groups from the USDA nutrition guidelines. We follow the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the snacks we serve.

Meal and snack times are planned so that no child will go more than four hours without being offered food. We provide a variety of nutritionally balanced, high quality foods each day.

A healthy and balanced lunch includes fruits, vegetables, whole grains, meat/meat alternate and limited foods and beverages that are high in sugar, and/or fat. Consider the list below when packing your child's lunch:

Fruits and Vegetables

- Fruit at least 2 times a day.
- Offer a vegetable other than white potatoes.

Grains

- Offer whole grain foods, such as 100% whole wheat bread or rolls, whole grain crackers.

Meat/meat Alternate

- Offer lean meats such as "lean" turkey, chicken, fish, low-fat cheese.

- Limit high processed meats such as bologna, sausage, hot dogs, chicken nuggets, etc.
- We are a nut sensitive school. No items with nuts in the ingredient list will be served.

Beverages

- Limit juice intake and stick to 100% fruit juice.
- Stay away from sugar sweetened beverages.
- Offer only skim or 1% milk to children age 2 years and older.

Fats and Sugars

- Limit Fried or pre-fried vegetables, including potatoes.
- Limit sweet food. No candy will be served while at school.

Keep safety in mind:

- Make sure that hot foods are steaming hot when placed in a thermos.
- To keep foods cold, use freezer packs with the lunch.
- Things like grapes, popcorn, hot dogs can be choking hazards. Please cut your child's foods appropriately for their age. (Staff will also keep an eye on the bite sizes).

Role of Staff in Nutrition Education

Staff provide opportunities for children to learn about nutrition and physical activity 1 time/week or more.

Staff acts as role models for healthy eating in front of the children.

Staff will ensure bite sizes are appropriately safe for the students if not pre-cut.

Annual nutrition training is required to ensure that all staff understand the important role nutrition and physical activity plays in the overall well-being of children.

Nap Time

State Licensing requires that all children that are full time must have a resting period. We offer nap time from 12:30-2:30 p.m. for Preschool and for Pre-K. If your child is here for a naptime, he/she needs a LABELED crib-size sheet and a crib-size blanket. Bedding needs to fit inside a 2 gallon ziploc bag. Bedding is taken home every Thursday or Friday to be laundered. It is the parent's responsibility to collect any soiled bedding and replace it the next day with clean ones.

VII. CURRICULUM AND ENRICHMENT COMMUNICATION

Newsletters

Preschool newsletters are emailed weekly. Please look for them in your spam inbox as well. It contains important information about preschool programming and upcoming events.

Brightwheel

Each family will be connected with the Brightwheel app upon enrollment. This app will be required for parents to have as it is how you will sign your child(ren) in and out each day.

Brightwheel allows us to stay in constant communication with parents through messages and

information about your child's day and their continuous development will be shared with parents on the Brightwheel app as well.

Curriculum

We believe children are unique individuals with different developmental needs and various learning styles. We strive to provide a healthy balance of teacher-directed learning and child initiated activities, Routine structure and freedom of choice with boundaries. Preschool has carefully chosen a curriculum which is in agreement with our Mission Statement. We utilize the Bob Jones curriculum for phonics, language arts, reading readiness and math concepts. Pre-K classrooms also use it for Bible instruction. We use a research based curriculum called Handwriting Without Tears for our writing development in Preschool and Pre-K classrooms.

Spiritual Growth

Education that is distinctly Christian should stand on its own and not be comparable to any secular institution. DCA's philosophy of Christian education centers on the belief that all knowledge comes from God only. Psalm 119:65-66 and Colossians 1:9 all indicate that knowledge can only come from God. We are warned very strongly against education that does not center on God's revealed Word. In the very first book of Psalms, God tells us that a man should not "walk in the counsel of the wicked or stand in the way of sinners or sit in the seat of mockers." (Psalm 1:1) The entire goal of DCA's educational process is to reveal God to our students by the observation of His creation (Romans 1:20, Psalm 19:1-2), study of His written Word (2 Timothy 3:16), and interaction with His living Word, Jesus Christ (John 1:1-3-14, 1 Peter 1:3).

CHAPEL, WORSHIP & BIBLE TIME

Every class has a 10-15 minute daily Bible time which includes praise and worship and a Bible story, verse or principle. Chapel is every Thursday from 8:45 a.m. – 9:15 a.m. This year we won't be traveling to the gymnasium but doing something fun for chapel in our classrooms.

VIII. HEALTH AND MEDICAL

HEALTH AND MEDICAL POLICIES

DCA views discipline as a redemptive tool in the process of building character. It is critical for students and parents to understand the value of discipline within this framework. Scripture is clear that discipline, even though very difficult at times, is essential to our lives and Christian walks. At DCA we are committed to disciplining students under the guidance of God's Word and the leading of the Holy Spirit. However, the discipline of students can threaten the relationship between school and family by causing division. DCA pledges to take tremendous care, prayer, and diligence when considering disciplinary measures and DCA expects parents

to support those measures in their home. Without strong partnership between the school and parents during these times, the student can suffer. (Psalm 111:9; Ephesians 1:7; Colossians 1:14; Deuteronomy 8:5; Hebrews 12:6,10; Proverbs 3:12)

Health Check & Required Absences

CCL Title 22 (101226.1) gives us the responsibility to ensure that children with obvious symptoms of illness are not accepted into school. We're required to determine daily that each child is symptom-free before allowing a child to be signed in to school. Signs and symptoms of illness include but are not limited to fever, suspicion of pink eye, rash, or symptoms that would prevent a child from fully participating in the regular functions of the school day (case by case).

The child's authorized representative shall be notified immediately when the child becomes ill enough to require isolation and shall be asked to have the child removed from the center as soon as possible (101226.2). The behavior and health with the children shall be continually observed throughout the period of attendance. Any unusual behavior any injury or any signs of illness requiring assessment and or administration of first aid by staff shall be reported to the child's authorized representative and recorded in the child's record (101226.3).

The preschool staff have training in recognizing the symptoms of communicable diseases and use strict hand washing and disinfecting procedures to assist in preventing them. If your child is diagnosed by a doctor to have contracted something contagious please inform the director immediately. DCA preschool reserves the right to require a doctor's note indicating a child is not contagious before the child May return to preschool

HOW WILL COVID-19 SYMPTOMS/POSITIVE CASES BE HANDLED?

*DCA Preschool is required by Community Care Licensing to report any confirmed COVID-19 cases to their offices and to the Local Health Department. We will follow their guidance for every individual situation.

WHAT HAPPENS IF MY STUDENT PRESENTS WITH A FEVER AT ARRIVAL?

Students with an elevated temperature beyond 100 degrees, will need to return home until the reason for the fever can be determined. Those with a fever determined by a doctor to be unrelated to COVID19 can return to preschool after they are fever free for 72 hours with no fever reducing medications; **doctor's note must be provided in order to return to campus.**

WHAT HAPPENS IF MY STUDENT DEVELOPS SYMPTOMS DURING THE SCHOOL DAY?

If a student exhibits symptoms consistent with COVID-19 while at school, the student will be evaluated by the school nurse. If it is determined that the student is running a fever, we will isolate that individual. We will then contact the parents to arrange transportation for their child from campus and encourage them to seek their doctor's diagnosis regarding the source of the fever, as not all fevers will be COVID-19 related. A doctor's note must be provided in order to

return to campus. The appropriate action plan will be followed for that illness if it is not COVID-19.

WHAT IS THE PROTOCOL IF AND WHEN WE HAVE A CONFIRMED COVID-POSITIVE CASE ON CAMPUS?

If a DCA student, faculty, or staff member tests positive for COVID-19, our school nurse and/or the preschool director will notify all those who have been in close contact with the individual, such as classmates, teachers, and/or staff members. Those identified to be at risk of exposure (those not wearing a mask, closer than six feet, and together longer than 15 minutes,) will be asked to self-quarantine. Each family involved must quarantine for 14 days; testing will be recommended. Those in quarantine will receive direction and resources to support learning at home from their teachers.

IF A STUDENT TESTS POSITIVE, WHEN CAN THE INDIVIDUAL RETURN TO SCHOOL?

In order for a student to return to campus, all of the following will be required, based on the availability of testing supplies.

- Fever free for 72 hours without the use of fever-reducing medications.
- Noted improvement in respiratory symptoms (cough, shortness of breath, for example)
- A negative COVID-19 test result.
- A Letter to Return from the physician or the Public Health Department.

If a shortage of testing supplies exists or retesting is not recommended by a physician, according to the CDC Time-Based requirements, a student must meet the following requirements before returning to campus.

- Fever free for 72 hours without the use of fever-reducing medications.
- Noted improvement in respiratory symptoms (cough, shortness of breath, for example)
- At least 10 days have passed since symptoms first appeared.
- Able to provide a Letter to Return from the physician or the Public Health Department.

MY STUDENT WAS EXPOSED TO COVID-19 -- WHAT NEXT?

If a student is exposed to COVID-19 and/or is indicated by contact tracing, please contact the preschool director at ltoman@desertchristianacademy.org and the school nurse immediately at nurse@desertchristianacademy.org. The student will be required to quarantine for 14 days from last exposure. Testing is recommended, but be aware that results will not shorten 14-day quarantine. Those in quarantine will receive direction and resources to support learning at home from their teachers. Families will need to contact their individual teacher(s) for specific guidance.

Inhaled Medications:

Written authorization from the student's parent or legal guardian is required in order to complete an individual medical plan which will allow us to administer the medication. Authorization MUST include:

- Authorization by parent or legal guardian to contact the child's health care provider.
- Phone number and address of the student's parent or legal guardian.

Staff administering the medication must comply with specific written instructions from the child's physician. Instructions are required to be updated annually.

Instructions MUST include:

- Specific indications for administering the medication pursuant to the physician's prescription.
- Potential side-effects and expected response
- Dose - form and amount to be administered pursuant to the physician's prescription.
- Actions to be taken in the event of side effects or incomplete treatment response pursuant to the physician's prescription.
- Instructions for proper storage of the medication
- Telephone number and address of the child's physician.

Staff administering the inhaled medication to the student shall record each instance and provide record to the minor's parent or legal guardian on a daily basis.

Staff must have been instructed to administer inhaled medications by the student's parent or legal guardian. Any training materials pertaining to nebulizer care that staff receive in the process of obtaining or renewing a pediatric first aid certificate shall be kept on file at the child care facility.

Materials shall be made available to the staff who will be administering the medication.

EpiPen Jr. and EpiPen Medications:

We will handle and administer both of these devices as specified in California Code of Regulations, Title 22, Section 101226 (e). However, whenever these devices are used, we must still obtain emergency medical treatment for the child as specified in California Code of Regulations, Title 22, Section 101226 (c). The use of these devices are emergency supportive therapy only and is not a replacement or substitute for immediate medical or hospital care.

In addition to the requirements in California Code of Regulations, Title 22, Section 101226(e), the following safety precautions will be adhered to in regards to EpiPen Jr. or the EpiPen:

- They will be used in accordance with the directions and as prescribed by a physician.
- They will be kept ready for use at all times and protected from exposure to light and extreme heat by being kept securely in the child's classroom medicine-bag.
- The unit will be replaced by the parent prior to the expiration date.
- Any auto-injector will be replaced by the parent if the solution is discolored or contains a precipitate. (Both the EpiPen Jr. and the EpiPen have a see-through window to allow

periodic examination of its contents. The physician may recommend emergency use of an auto-injector with discolored contents rather than postponing treatment.)

- 911 will be called and the child's parent/authorized representative immediately after administering the EpiPen Jr. or the EpiPen.

Other health problems such as pink eye, head lice, cold sores, or worms must be reported to the preschool office so we may inform other parents of the possibility of contagious illness or problems.

The Director and Head Teachers have had special training in recognizing the symptoms of communicable diseases and use strict hand-washing and disinfecting procedures to assist in preventing them. The Director reserves the right to require a doctor's note indicating the child is not contagious before the child may return to preschool.

Medication

Medication can only be accepted by the Preschool Director. It will be administered by the Preschool Director or Lead teacher. Only those medications that are prescribed by a physician and are labeled with your child's name by a licensed pharmacist will be administered. The parents must also sign a Medical Permission Slip before medication can be given.

Parents, it is a good idea to arrange in advance for alternative care for your child when he/she is ill. That way it is easier on you if your child does have to stay at home. While we understand the dilemma working parents face when their children are sick, a child tends to heal faster when at home surrounded by everything he/she holds dear. We also have to remember that other children and staff are exposed when you send your sick child to school. We must maintain a healthy environment for all of our children, parents, and staff.

Medical Assessment

Prior to or within 30 calendar days following the acceptance of your child, Desert Christian Academy must obtain a written medical assessment of your child, which enables us to provide necessary health related services to the child(ren). The medical assessment must be performed by, or under the supervision of, a licensed physician, and the medical assessment must not be more than one year old when obtained.

The medical assessment must provide the following: a record of any infectious or contagious diseases, a test for tuberculosis, identification of the child's special problems and needs, identification of any prescribed medications being taken by the child, and a record of ambulatory status.

Allergies

Please be sure to report any and all allergies to the Director and your child's teachers.

PHYSICAL ACTIVITY POLICY:

Desert Christian Academy Preschool recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in our care, as well as assisting in establishing positive lifestyle habits for the future.

The purpose of this policy is to ensure that children in our care are supported and encouraged to engage in active play, develop fundamental movement skills. Our center encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their age, that are fun and that offer variety. In order to promote physical activity and provide all children with numerous opportunities for physical activity throughout the day Desert Christian Academy Preschool will:

Daily Outdoor Play

Ninety to One-hundred twenty minutes of active play time (indoor & outdoor) is provided to all children from everyday. With at least sixty minutes of outdoor active play opportunities across 2-3 separate occasions.

Indoor active play time is increased so the total amount of active play time remains the same, if weather limits outdoor time.

A variety of play materials (both indoors and outdoors) are provided that promote physical activity.

Role of Staff in Physical Activity

Will encourage children to be physically active indoors and outdoors at appropriate times.

Will lead 2 physical activities at least 2 times daily for children age 2 and older. This could be music and movement, active transition techniques, group games, etc.

Will provide nutrition and physical activity education to parents (workshops, activities and/or take home materials) 2 times/year or more.

Will support nutrition and physical activity by having posters, pictures and books displayed in common areas.

Screen Time Limitations

No screen time (e.g., television, movies, video games and computers) for children two years and younger.

Screen time for 2-5 years will be limited to short videos that correlate with our lesson and theme. It will not exceed 20 minutes per day. On rare occasions classes may be allowed to watch a movie for a special occasion such as Snow day. When this happens parents will be notified and will give permission by signing a permission form.

Physical Activity and Punishment

Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child's behavior is dangerous to himself or others. Staff members never use physical activity or exercise as punishment, e.g., doing push-ups or running laps.

It is our expectation that children will go outside EVERYDAY! We will remain indoors only if according to the Child Care Weather Watch it is too hot or too cold to play safely outside, or if due to high winds the air quality is below standards in which case we will do gross motor activities indoors. If you feel your child is too sick to go outside then he/she is too sick to be at the childcare center. We request that you keep him/her at home until they are well enough to go outside.

IX. PARENT EXPECTATIONS & INVOLVEMENT

DCA welcomes and expects parent involvement. Our school desires to partner with parents in the educational process and we recognize that parent involvement is an essential component. Parents are strongly encouraged to be involved in the following ways: prayer, school advancement, student and family recruitment, volunteerism and faculty/staff support.

There is no preschool during our annual Walk-A-Thon or during our annual Water Day. Someone must accompany the preschool student to the events and stay with the child since they will not be signed into our care.

If a parent wishes to bring in their child to attend a class party or event on a day their child is not regularly scheduled, they must stay with their child during the event and take them home after since they will not be signed into our care.

When contacting the Preschool teachers, please use one of the following ways: email them directly, send a message through Brightwheel or call the school 760-345-2848.

PARENT EXPECTATIONS

Parent Code of Conduct

Desert Christian Academy expects parents to do the following:

1. Pray regularly and fervently for Desert Christian Academy.
2. Cooperate fully with the educational functions of DCA.
3. Attend Conqueror Parent meetings and other functions regularly.
4. Pay financial obligations on time.
5. Support the school's fundraising efforts.
6. Undertake volunteer duties.

7. Check into the office whenever entering or exiting the campus during school hours.
8. Recommend the school to other families.
9. Seek to resolve conflict by following the Matthew 18 principle.
10. Seek the advancement of the school in every area: spiritually, academically and physically.
11. Dress modestly when coming on campus.
12. Refrain from chewing gum while on campus.
13. Park only in appropriate parking spaces.
14. Drive carefully and cautiously when entering and exiting campus.

Cooperation with the School

DCA expects parents to cooperate with the administration by seeing that the student attends class regularly, arrives to school on time, and has transportation to and from school and school activities. Furthermore, parents are expected to assist the student in the learning process by helping to resolve school-related problems with teachers and other students and by supporting teachers in providing the student with a Christian education.

Right to Terminate Contract

DCA reserves the right to terminate or not renew a student's enrollment contract if the school concludes that the actions of a parent or guardian make a positive and constructive school-home relationship impossible or interferes with DCA's ability to fulfill its educational and ministerial purposes. If a student is dismissed from school for any reason, the family is still obligated to pay tuition for the remainder of the quarter (K-8) or semester (9-12).

Child Abuse Reporting Policy

DCA is required by law to report any reasonable suspicion of child abuse or neglect to the proper governmental authority of the State of California (California Penal Code section 11164).

PARENT/VOLUNTEER INVOLVEMENT OPPORTUNITIES

Desert Christian Academy appreciates parent and volunteer involvement. In order to ensure student safety, parents and volunteers are required, at their expense, to be cleared through the Department of Justice and FBI LiveScan system before volunteering at any DCA activity. Volunteers must also present a copy of the following immunizations: TDaP (within the last 10 years), MMR and Flu if they are volunteering 16+ hours a week.

Conqueror Parents

Conqueror Parents is an organization that every DCA parent is encouraged to participate in. Led by the Conqueror Parents, this group meets monthly to discuss DCA programs and events and organize ways in which parents can enrich those activities with their involvement.

Booster Club

DCA's Booster Club offers financial and volunteer support to our secondary school athletic teams. Parents and local businesses can join the DCA Booster Club by making a donation to the organization. For more information about the benefits Booster Club Members receive, please contact the school Athletic Director.

WatchDOGS

WatchDOGS (Dads of Great Students) is an on campus organization that strives to get fathers involved with their children's school life. At the beginning of each year the WatchDOGS "Top Dogs" (leadership team) organize a fun pizza night for all students and their fathers to come on campus, hear an inspirational presentation and sign up to volunteer a day to serve at school. During their day of service, WatchDOG volunteers spend the day with their children, spending time with them in the classroom and on the playground. WatchDOGS also have the opportunity to help with in-class activities, supervise recess times, and simply spend time with their children and their children's classmates.

HeBrews

HeBrews (sponsored by the WatchDOGS) is a monthly school community gathering. The second Friday of each month, DCA parents are invited to the Elementary Quad for coffee and refreshments from 7:45 – 8:30 a.m. Parents are encouraged to attend and fellowship with school administrators, teachers and other DCA families while watching a short program in the gym presented by one of the elementary classes.

Moms in Prayer

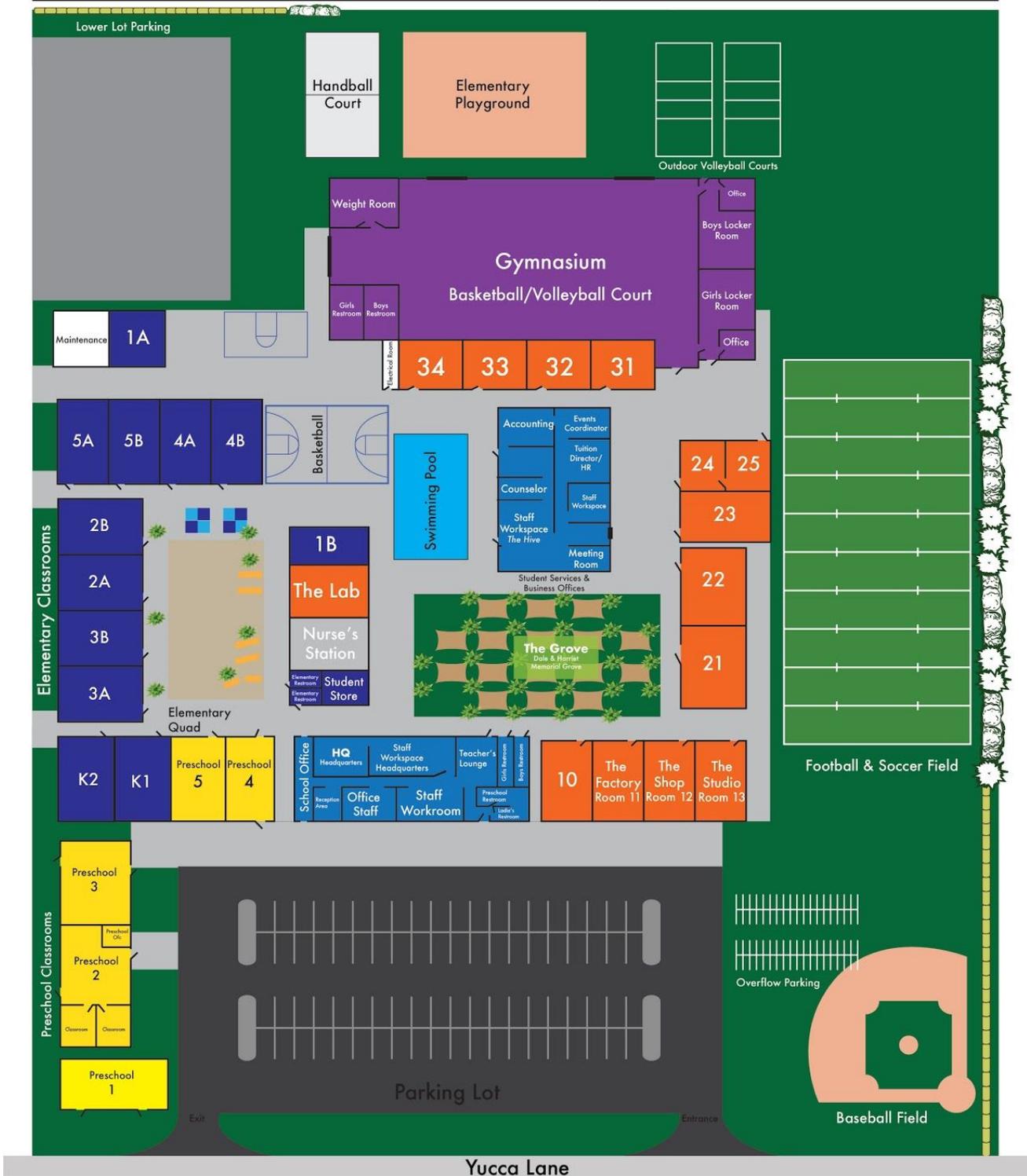
Moms in Prayer is a national organization that encourages mothers to gather on school campuses in order to pray for the students, families, administrators, teachers, staff and activities of the school. DCA has its own chapter of this important organization, which meets weekly.

X. PARENT/STUDENT RESOURCES



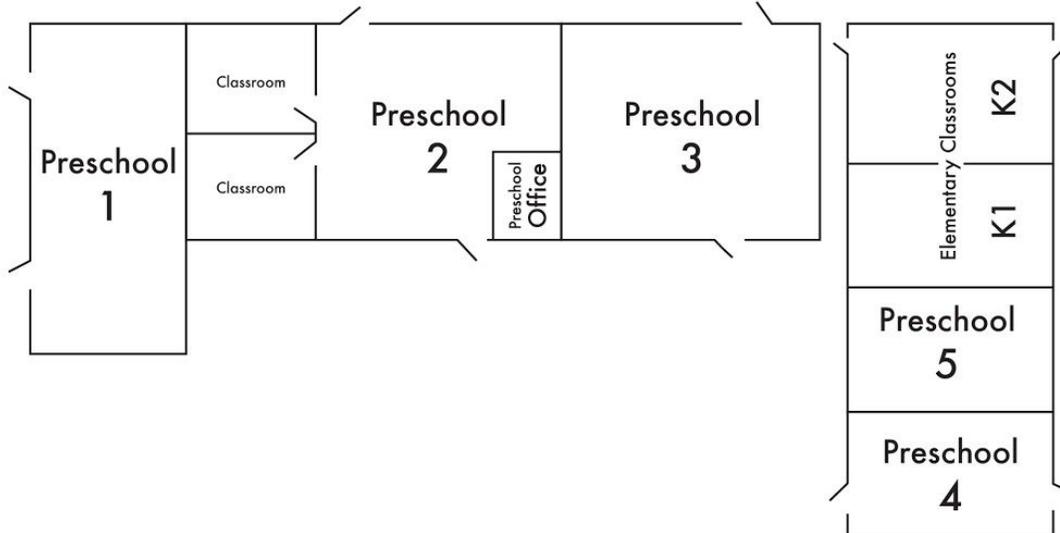
DESERT CHRISTIAN ACADEMY
Empowering the Mind, Engaging the Soul

ALL CAMPUS MAP

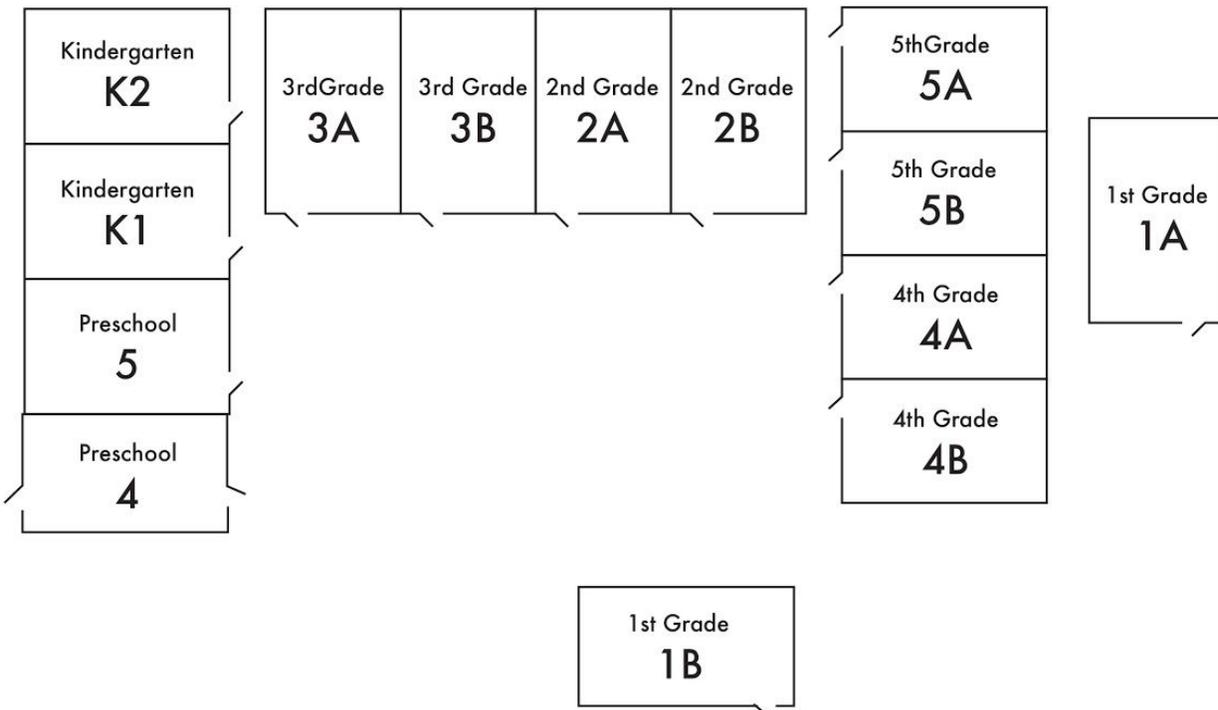


Classroom Maps

Preschool Classrooms



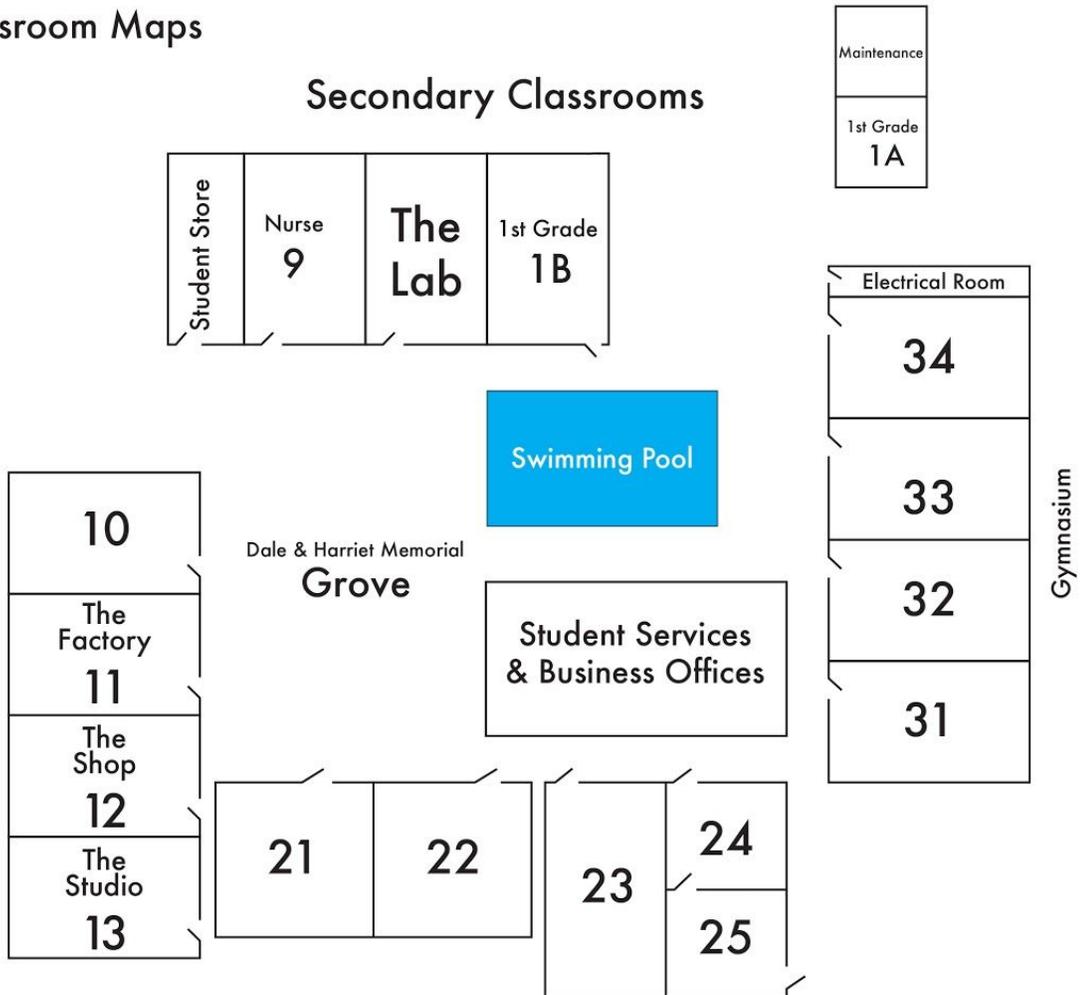
Elementary Classrooms



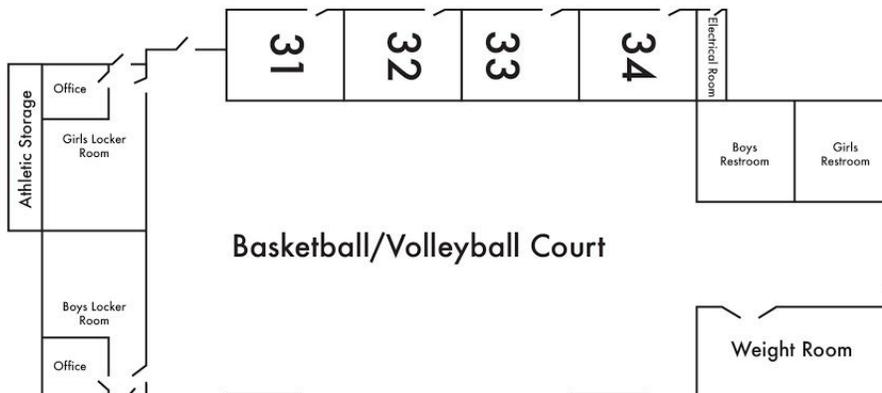
CLASSROOM MAPS: SECONDARY

Classroom Maps

Secondary Classrooms



Rev. Bob Gaddini Memorial Gymnasium



EMPLOYEE DIRECTORY

School Office (760) 345-2848

Name	Email	Department/Position	Ext.
Arseo, Cynthia	cyarseo@desertchristianacademy.org	Yard Duty	
Bazua, Kristie	kbazua@desertchristianacademy.org	Elem. PE	
Beltran, Jessica	jbeltran@desertchristianacademy.org	Preschool - PS4	226
Benavides, Deborah	dbenavides@desertchristianacademy.org	Preschool - PS2	270
Chambliss, Javada	jchambliss@desertchristianacademy.org	HS Math	242
Crutchfield, Holly	hcrutchfield@desertchristianacademy.org	Preschool - PS5	227
Devane, Krissy	kdevane@desertchristianacademy.org	Finance Assistant	249
Duncan, Christine	cduncan@desertchristianacademy.org	2nd Grade Teacher	233
Espinosa, Linda	lespinosa@desertchristianacademy.org	Preschool - PS3	207
Espinoza, Stacy	sespinoza@desertchristianacademy.org	5th Grade Teacher	235
Finley, Collin	cfinley@desertchristianacademy.org	MS/HS Bible Teacher	222
Fulton, Julie	jfulton@desertchristianacademy.org	Administrative Assistant	203
Fulton, Tom	tfulton@desertchristianacademy.org	Athletic Trainer, HS History	219
Garcia, Norbert	ngarcia@desertchristianacademy.org	Maintenance Supervisor	255
Garrison LaNej	lgarrison@desertchristianacademy.org	HS Bible, HS English	224
Garrison, Matt	mgarrison@desertchristianacademy.org	Athletic Director	245
Gillen, Michelle	mgillen@desertchristianacademy.org	HS Science	239
Gordon, James	jgordon@desertchristianacademy.org	Chaplain	202
Gordon, Valerie	vgordon@desertchristianacademy.org	MS English Teacher	223
Harrell, Kristi	kharrell@desertchristianacademy.org	Preschool - PS5	227
Hays, Lannett	lhays@desertchristianacademy.org	Yard Duty	
Helms, Sarah	shelms@desertchristianacademy.org	Elem. Online Teacher	
Hertel, Gracie	nurse@desertchristianacademy.org	School Nurse	240
Hertel, Julie	jhertel@desertchristianacademy.org	Event Coordinator	261

Hesser, Lindsay	lhesser@desertchristianacademy.org	Elem. Online Teacher	
Howard, Courtnie	choward@desertchristianacademy.org	1B Teacher	238
Jacobus, Tyler	tjacobus@desertchristianacademy.org	Community & Operations	253
Johnson, Chris	cjohnson@desertchristianacademy.org	Accountability & Culture	251
Johnson, Lisa	ljohnson@desertchristianacademy.org	College Counseling & Scheduling	254
Jones, Laura	ljones@desertchristianacademy.org	Yard Duty	
Keating, Sharon	skeating@desertchristianacademy.org	Preschool - PS2	270
Knouf, Mackenzie	mknouf@desertchristianacademy.org	Front Desk Receptionist	225
Lewis, Sally	slewis@desertchristianacademy.org	K2 Teacher	229
Loewen, Renee	rloewen@desertchristianacademy.org	Instruction & Engagement	202
Luevano, Margaret	mluevano@desertchristianacademy.org	MS Math	243
Manns, Wallace	wmanns@desertchristianacademy.org	Maintenance	255
Mathews, Vivy	vmathews@desertchristianacademy.org	AP Biology Teacher	224
Mendoza, Leah	lmendoza@desertchristianacademy.org	Preschool - PS4	226
Miller, Heather	hmiller@desertchristianacademy.org	Yard Duty	
Miller, Robin	rmiller@desertchristianacademy.org	Maintenance	255
Molina, Fernando	fmolina@desertchristianacademy.org	Maintenance	255
Morante, Wendy	wmorante@desertchristianacademy.org	3rd Grade Teacher	230
Moreno, Patricia	pmoreno@desertchristianacademy.org	Preschool - PS1	213
Nigro, Kelly	knigro@desertchristianacademy.org	1A Teacher	218
Nixon, Krista	knixon@desertchristianacademy.org	K1 Teacher	228
Nixon, Nick	nnixon@desertchristianacademy.org	MS Science	220
Riso, Marilyn	mriso@desertchristianacademy.org	Preschool Support Staff	213
Roethler, Jim	jroethler@desertchristianacademy.org	MS History & Dept. Chair	244
Roethler, Kathy	kroethler@desertchristianacademy.org	Preschool - PS3	207
Rowland, Rachel	rrowland@desertchristianacademy.org	Elem. PE / MS PE	217
Sanchez, Alex	asanchez@desertchristianacademy.org	MS/HS Bible	248
Schraepen, Rachel	rschraepen@desertchristianacademy.org	Math/HS Spanish & Dept. Chair	221

Scott, Debbie	dscott@desertchristianacademy.org	Head of School	252
Scott, Kirk	kscott@desertchristianacademy.org	Head of School	202
Sperber, Brianna	bsperber@desertchristianacademy.org	Elem/HS Spanish	224
Studer, Rose	rstuder@desertchristianacademy.org	Human Resources	212
Tolman, Lindsay	ltolman@desertchristianacademy.org	Preschool Director	216
Tully, Michele	mtully@desertchristianacademy.org	Art/Graphic Design Teacher	241
VanZoest, Joan	jvanzoest@desertchristianacademy.org	4th Grade Teacher	236
Weaver, Brandy	bweaver@desertchristianacademy.org	Online School Coordinator	
Young, Beth	byoung@desertchristianacademy.org	Campus Connections	251

EMERGENCY CONTACT INFORMATION

For **emergency assistance only**, the following may be contacted:

Debbie Scott	Cell: 760-880-2896
Kirk Scott	Cell: 760-880-2895
Tyler Jacobus	Cell: 760-464-3040
Chris Johnson	Cell: 858-210-2524
James Gordon	Cell: 760-601-6734
Matt Garrison	Cell: 323-828-9108
Renee Loewen	Cell: 760-831-3408
Beth Young	Cell: 760-408-5562
Lindsay Tolman	Cell: 442-234-2182
Norbert Garcia	Cell: 760-399-6266

DESERT CHRISTIAN ACADEMY 2020/21 SCHOOL CALENDAR

Preschool

AUGUST 2020							SEPTEMBER 2020							OCTOBER 2020							NOVEMBER 2020							
sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat	
						1			1	2	3	4	5						1	2	3	1	2	3	4	5	6	7
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
23	24	25	26	27	28	29	27	28	29	30	25	26	27	28	29	30	31	29	30									
30	31																											

DECEMBER 2020							JANUARY 2021							FEBRUARY 2021							MARCH 2021								
sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat		
			1	2	3	4	5					1	2			1	2	3	4	5	6			1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27		
27	28	29	30	31	24	25	26	27	28	29	30	28	28	29	30	31													
							31																						

APRIL 2021							MAY 2021							JUNE 2021						
sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat	sun	mon	tue	wed	thu	fri	sat
					1	2	3						1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30				
							30	31												

No School
 Minimum Day

Sept 3 First Day of School
 Sept 7 Labor Day (No School)
 Sept 28 Picture Day

 Oct 5 Picture Make Up Day
 Oct 16 Quarter Ends
 Oct 23 Minimum Day

 Nov 11 Veterans Day (No School)
 Nov 23-27 Thanksgiving Break (No School)

 Dec 18 Q2/1st Semester Ends
 Dec 23-Jan 3 Christmas Vacation (No School)

 Jan 11 Return to School
 Jan 15 Minimum Day
 Jan 18 Martin Luther King Jr. Birthday (No School)

 Feb 15 President's Day - No School

Mar 8-9 Winter Break
 Mar 12 Q3 Ends

 Apr 2 Good Friday (No School)
 Apr 5-9 Easter Vacation (No School)

 May 28 Last Day of School/Q4/2nd Semester Ends



REV 08/31/2020
 Main calendar may differ

