

Central Boarding Academy



2020-2021 Student Handbook

This book belongs to: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Central Boarding Academy  
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Welcome to Central Boarding Academy (CBA). The administration, faculty, and staff are committed to providing a positive educational and recreational experience. Our primary focus is to support each individual student in reaching success at the primary and secondary levels. Please do not hesitate to ask for help whenever a question or concern arises regarding CBA.

### Student Code of Conduct

Students are expected to live according to the values that CBA holds:

- Demonstrate good judgement in conduct, communication, and dress
- Give their best effort to achieve academic excellence.
- Understand that at all times they are representing CBA, whether that be within our campus, CBA partnering school, or the public at large.

### Covid CBA GUIDELINES

This Operation Plan has been crafted in cooperation with UW- Oshkosh, our area partnering schools, and the

Health Department. It seeks to minimize risk for students, CBA Staff, and all our families at our partnering school, and also provide flexible learning and living outcomes for our CBA Students. This document will lead all other rules and regulations found in this handbook until told otherwise.

## **Objectives**

1. Create conditions to safely reopen CBA to students and faculty.
2. Maintain curricular and extra curricular opportunities so that all students of CBA can grow with their parenting schools.
3. Minimize the spread of the virus on our campus and in our community.
4. Support living and learning for all students of all abilities in a flexible way that meets their individual health needs.

## **Safely living within CBA Halls**

The following guidelines are proposed to minimize the risk of exposure for both CBA staff and students, inside the Academy walls. While these guidelines are designed to reduce the risk of exposure during your time at CBA, the practices of being extra staff when leaving CBA will be very important. Students and staff must recognize their activity will impact the larger CBA community and should work with the academy staff in a spirit of cooperation to uphold these guidelines. No proposed plan will 100% eliminate exposure risk, but we desire above all to cooperate with you to make CBA a safe living environment for your family.

### ***Before the School Day***

- students should regularly fully healthy hygiene practices to reduce risk of infection (washing of hands with soap and water, coughing and sneezing into their sleeve, avoiding hand to face contact, not sharing food or drink with others, social distancing, etc.)
- Students and staff will be required to complete a daily health screening at the CBA office.
- Students and staff are required to wear a mask in common areas.

### ***Student Individual Arrival At CBA***

- Upon arrival students will need to quarantine on the 8th floor for 14 days, before they are allowed to come to the 9th or 10th floor.
- When quarantining for the 14 days students will need to stay on their floor and are not allowed to leave the building. That includes not going to school, going out to eat, and going to a friend's house etc. Students would only be allowed to leave to see a Doctor.
- Hand sanitizer will be available at all authorized entrances.

### ***Masking for Faculty and Students***

- The mask requirements for staff, students, volunteers and visitors will follow UW- Oshkosh rules. Masks will be required indoors at CBA anytime you leave your room.
- Efforts will be given to promote and maintain physical distancing throughout the day.
- Staff will wear a mask anytime they leave their work area and whenever a student comes up to them

### ***CBA van use***

- Students will need to wear a mask when in CBA Vans.
- Only places students can leave CBA
  - School mandatory events with a school calendar
    - Students' parents will need to tell the CBA if they allow their kids to take part in school events.
  - Drive through only.
  - CBA special events

### ***CBA Passing Time***

- CBA staff will regularly remind students of the best hygiene practices, and the importance of the use of masks according to the current rules given to CBA by University OF WISCONSIN Oshkosh
- Staff will also wear masks when in hallways but not when they are alone at their work desk. Should a student come talk to a staff member. That staff member will need to put a mask on.

### ***Outdoor walks***

- Should take place only on the UWO campus only, like always students will need to check out at the CBA desk and check back in when they get back. You will need to have your life360 on when leaving the building and tell CBA staff when you plan to be back.

### ***CBA dinner***

- Student will need to have their temperature taken each night
- Students should come one at a time starting at 6pm, please wait at the green lines on the ground.

### **ELL:**

- Students will need to sign up for 15 min blocks to meet with tutors. On a white board on the 9th floor.
- Students will need to wait outside of the lounge and space out where the waiting chairs will be located.
- If a student doesn't show up for their 15 min block on time, they will lose their time block. If other kids are waiting they can then take that time block. It's up to the student to be there in time.

### ***Drinking Fountains and Water Refill Stations***

- Access to clean drinking water is essential for a positive academy experience.
- Water refill stations will be in operation; students will be expected to use their own personal water bottle.
- Drinking fountains should not be used by the students.
- Water refill stations will be sanitized daily.

### ***Restrooms***

- Students will be expected to wash their hands with soap and water before leaving the bathroom.
- Physical distancing will be expected in our restrooms.
- Restrooms will be cleaned and disinfected regularly throughout the day.

### ***Shopping***

- Students will not be allowed to go in any grocery stores, CBA staff will not be able to shop for all students.
- Links for shopping, CBA will be able to pick up shopping orders from Walmart if you order online.
  - bottled water / <https://www.boxed.com>
  - Korean grocery (instant food) / <https://www.hmart.com>
  - Korean grocery stores / <https://www.seoulmills.com>
  - Korean grocery store <https://www.sfmart.com>
  - Walmart / <https://www.walmart.com/grocery/?veh=wmt>

## **COVID-19 Procedures**

### ***Onsite Symptoms of Sickness While at CBA***

- If any student displays symptoms of sickness during the academy day, they will be directed to a designated sick room located on the 8th floor of CBA.
- Parents will be notified.

- If the student is exhibiting symptoms, it will be expected that they be tested for COVID-19.
- Following use by any student, the sick room will be sanitized.
- If a student tests negative for COVID, they may return to school and their normal room after being fever free for 24 hours.
- They will also need to stay on the 8th floor for 14 days, and will not be able to go to school or leave the 8th floor.

### ***Cleaning and Disinfecting Procedures***

- Daily cleaning and disinfection will take place using approved cleaners that kill the COVID virus.
- Hallways and high touch areas (door handles, light switches, drinking fountains, etc.) will be disinfected regularly throughout the school day.
- CBA Classrooms will be disinfected regularly throughout the school day.
- Restrooms will be disinfected regularly throughout the school day.

### ***Parents/Guardians, Volunteers, and Visitors in CBA***

- All parents, volunteers, and visitors must wear a mask and physically distance during their Visiting
- All visitors will check in at the office and will be expected to submit to a health screening upon arrival.
- Visitors should provide their own mask, if they do not have one, one please ask the CBA STAFF

## Checking In/Out

### **Checking In**

At the beginning of the school year, the student will arrive at the CBA dormitory and check into his/her assigned room by a CBA staff member. The student will need to complete an "Inspection Report" by checking that everything in the room is in good working condition. If any damages are not reported, the student will be held responsible and liable for any payment. Students are unable to switch rooms.

Also at the beginning of the year, students will be given:

- 1 bathroom key
- 1 bedroom key
- Only new students UWO Student ID
- Inspection Report

### **Checking Out**

At the end of the school year, the student and CBA staff member will go through another "Inspection Report" to record any missing or damaged items. If there are items missing or damaged, a list of costs will be presented to the student. Payment will be required before leaving the CBA dormitory.

Two weeks before Move Out Day, the student will be asked to begin cleaning his/her room. CBA staff will also remove any and all CBA items from the room and begin putting them into storage. If there are items the student wishes to keep in CBA storage, he/she will be given 3 boxes to put items in. It is important that the boxes have the students name and item # listed (For example: "Tony #1, Tony #2, Tony #3). A receipt copy will be given to the student.

It is the student's responsibility to clean the room before departure. Otherwise, additional cleaning costs may be assessed and/or demerit point(s) given based on the situation.

Also at the end of the year, the student will need to return their bathroom and bedroom keys. Replacement costs are below and subject to change:

- Bedroom Key: \$115.00
- Bathroom Key: \$10.00
- UWO Student ID: \$25.00

### Discipline System

In the spirit of order and structure, CBA has rules that all students must follow. The purpose is to create an environment that is well-suited for student safety and learning. In the event that a student breaks a CBA rule, CBA gives Demerit Points, depending on the situation. The CBA administration reserves the right to waive and/or deviate from any and all disciplinary regulations with just cause at his/her discretion.

Each Point is recorded on the CBA app, alerting parents in real time. Students will be notified by CBA messaging system (either KakaoTalk or WeChat). The CBA staff member will fill out an Incident Report explaining the situation that led to the Point.

A brief overview of these two systems is located below.

#### **Exception to Discipline System is**

If the student has a school related obligation, the student is excused from the discipline system Action and will have access to their CBA partnering school event(s).

#### **Demerit Points**

Demerit Points and Actions are for more serious matters, such as not following a CBA rule, verbal/physical violence, or matters of disrespect to persons or property and breaking curfew of CBA.

A Demerit Action is the removal of a CBA privilege(s). The points are reset at the start of each semester.

### - DEMERIT POINT CHART -

Point	Action
1 - 4	No fun rides (2 days to start)
5 - 9	“Grounding” = no field trip(s), no electronics, no fun rides
10 - 14	... <i>AND</i> chores
15	... <i>AND</i> may need to switch rooms, conference with CBA partnering school

16 - 19	... <i>AND</i> send warning message to CBA partnering school that student is nearing expulsion
20	Expelled from CBA + CBA partnering school

**!! Note: For every additional point, the Demerit Action day # increases by +1 !!**



## Safety & Security

CBA and UW-Oshkosh are caring communities that place student life, health, and safety as our top priorities. CBA is a place where students have the equal opportunity to participate actively to reach academic success. To this end, we have put certain policies in place to ensure student and staff wellbeing.

### **Banned Items/Behaviors**

CBA and UW-Oshkosh have compiled a list of unacceptable items that endanger the safety and well-being of all students. Violations will result in DEMERIT POINT(S), confiscation of the item(s), and/or fines for any resulting damages. Please read carefully and come to CBA staff with any questions.

#### - **BANNED ITEMS/BEHAVIORS + DEMERIT POINT(S)** -

<b>Item</b>	<b>DP(s) for 1st offense</b>	<b>DP(s) for 2+ offense</b>
Exposed Heating Appliances (Ex. Space heaters, hot plates)	3	4+
Interference w/Fire Safety Equipment	3	4+
Tobacco/E-Cigarette Products	4	5+
Going into opposite genders floor/wing/room	4	5+
Alcohol	5	6+
Obtaining Driving License/Operating Motorized Vehicle	5	6+
Illegal Drugs/Drug Paraphernalia	7	8+
Weapon(s)	10	11+
Leaving Student items in hallway	warning - 1	2

### **Gendered Floors**

CBA maintains a policy that members of the opposite gender are not permitted in each other's dorm rooms or gendered hallways. Students of the opposite gender can be in the Lounge or common areas and must follow the specific CBA times, policies, and procedures. This includes, but is not limited to: hugging, kissing, and any intimate/ Physical contact. Failure to comply will result in 5+ DEMERIT POINTS depending on the severity. This policy also applies to same-gender romantic relationships.

### **Rooms Checks, Night Roll Call, & Quiet Hours**

CBA wants to ensure that all students have a safe, clean, and healthy environment to live in. So, CBA Counselors check student rooms on a daily basis. During Room Checks, Counselors will meet and talk with each student individually and ensure they are ready for Quiet Hours.

**Curfew** is at 9:00pm every night for CBA Students. This means all students need to be in the GCC building and on the 9th or 10th floor. If students don't follow this they may receive DEMERIT POINT(S) based on the situation.

**Quiet Hours**, when all students need to be in his/her assigned rooms, quiet, and ready for bed, begin at 10:30 PM on school nights (SUN-TH) and 11:00 PM on weekends (F + SA). Students are not allowed to leave their room during Quiet Hours, except for use of the bathroom facilities. If a student leaves their room besides going to the bathroom or to do homework with CBA staff this may result in DEMERIT POINT(S) based on the situation.

If, after Quiet Hours begins, a student would like to do homework in the Lounge, they may do so until 12:30 AM with a supervising Counselor. The Counselor may revoke this privilege to any student who does not use their time for studying. If a Counselor is not available, he/she may not be present in the Lounge and will need to return to his/her room.

Regular and intermittent walk-throughs will be randomly performed throughout the night by CBA Night Counselors to ensure that each student is secure in his/her room. If, after 12:30 AM the student is in need of assistance, please either knock on *any* Counselor's door OR call the Program Manager via KakaoTalk/WeChat/ Or (920) 203-6990

### **Inviting Guests to CBA Dormitory**

Students must obtain permission from a CBA administrative staff member (not Counselors or Drivers) before inviting guests to the dormitory. The student must give their guest's name, parent(s) name(s) and phone number. CBA will call the parent ahead of time to ensure everyone is on the same page. Once given the official OK, the guest must sign into the CBA guest book as soon as they arrive and before they leave. All guests must vacate the premises by 9 PM. In addition, no guest(s) is allowed to spend the night in a student's room.

While the guest is on the UWO campus, within the CBA facility, and/or using CBA property, they are within the student's responsibility. If the guest does anything inappropriate, they will not be allowed back and the student may receive DEMERIT POINT(S) and/or fines for any damages depending on the situation.

### **Sleepovers at Friend Homes**

Students may sleep over at a friend's house if they have obtained permission from CBA administrative staff (not Counselors or Drivers). Students must be able to give the address of the friend's house and contact information for the friend's parent. Students must also plan rides ahead of time. Failure to do this may result in DEMERIT POINT(S) based on the situation.

### **Room Entry Policy**

CBA and Gruenhagen Conference Center reserve the right to check and search any room, at any time, for any reason, and without notice. Students must open their door right away for inspection. If he/she fails to do this, CBA reserves the right to unlock the door.

In addition, CBA may enter a student room for: maintenance, fire safety, personal welfare, and for the comfort and/or safety of fellow residents (i.e. turn off an alarm, close a window, rotting food, etc.). If any spoiled food or damages are found, the student is expected to clean it immediately, may be assessed fines for any breakages, and/or may be sent home immediately depending on the severity of the situation.

### **Leaving CBA Dormitory**

If a student wishes to leave the CBA dormitory for any reason (going to Blackhawk, Polk Library, run/walk for exercise, eating at a nearby restaurant, etc.), he/she must first obtain permission from a CBA staff (not Drivers). The student must provide staff with their location and return time. Failure to do this may result in DEMERIT POINT(S) based on the situation.

CBA Curfew to be in the dorms is 9:00pm. Students are not allowed to leave the dorms after that time for safety reasons.

### **Leaving CBA Program Policy**

If any student decides to leave the CBA program at any time, they will not be allowed to continue at their CBA partnering school. The student will also be banned from any other CBA partnering school.

### Using KakaoTalk/WeChat

CBA recognizes that our international students have difficulty accessing American app messaging systems. Instead, we use the Korean app *KakaoTalk* and the Chinese app *WeChat* respectively.

CBA creates "School," chats for each messaging system in order to communicate important information to our students. It is expected that all CBA students download one or both of these apps, check them regularly, and respond appropriately.

Students are not allowed to have conversations in these chat rooms, use any language other than English, or use inappropriate language/photos (in the chat rooms or in their profile photos). Failure to follow these rules may result in DEMERIT POINT(S) based on the situation.

### **MOD Phone**

CBA's Manager on Duty (MOD) phone should be added immediately to each student's KakaoTalk or WeChat. This MOD line of communication is extremely vital and necessary for things like requesting rides, important messages, emergencies, etc. This account is monitored from 6 AM - 12:30 AM Sunday- Thursday AND 1020AM- 1AM F- Sat

### Contacts

The MOD phone # is: **920-312-9287**.

Program Manager # is: **(920)203- 6990**

### Student Medical Information

Every student at CBA has been placed on our medical insurance policy. This policy includes visits to medical professionals (not included: vision, dental). CBA does not have a medical professional on staff, so we bring students to the nearest physician in-network and to any and all follow-up visits, pharmacies, etc.

CBA does have some standard over-the-counter medications that staff may give to students, such as: anti-diarrhea medicine, pain relievers, band aids, menstrual pain medicine, cough drops, flu/cold medicine, and more.

### **Illness - At CBA**

In order to be excused from school, the student will need to be seen by a medical professional who must deem him/her too ill to go to school (unless the obvious symptoms are shown to counselors such as pinkeye or

fever), but the students school still may require a doctor's note no matter what. If the student procures an excuse note, CBA will immediately inform the partnering school.

If the student is unexcused, either by refusing to see a physician or the physician deemed him/her fit to attend school, then CBA will report an unexcused absence to the partnering school. The school may enforce additional consequences for unexcused absences. The student also still needs to attend after-school CBA classes.

Regardless, if the student is excused or unexcused, the student is required to turn in their electronic devices to the CBA office for the school day (8 AM - 4 PM) to ensure the student is resting. If the student requests their device(s) in order to complete homework, their bedroom door must remain open so that CBA staff may check their homework progress. If he/she does not turn in their electronics the parents will be update of not listening to CBA staff.

If excused from school, the student should stay in his/her room and not interact with others. He/She is also excused from CBA classes, in order to limit the spread of disease.

### **Illness - At CBA Partnering School**

CBA will only come retrieve ill students if the school communicates this request. At this time, CBA will bring him/her to a medical professional to be seen and procure an excuse note.

### **Illness - Meals**

In the event that a student has an excused absence from school, CBA will provide the meal(s). However, if a student has an unexcused absence from school, the student will need to provide their own lunch for the day.

## Dining Information

CBA is pleased to offer many dining options for our students. On a weekly basis, students will order from various restaurant menus.

### **Breakfast**

CBA provides a wonderful and filling continental breakfast within the dormitory for our students. This allows them to eat what they want before they leave for school.

### **Restaurant Options**

CBA partners with many local restaurants. Each restaurant has a specific CBA menu that students may order from.

Food must be picked up by 7 PM, or risk having their meal given to others to ensure minimal food waste. Students are able to reserve their meal by alerting CBA staff ahead of time in a Private chat not in the school chat room.

## CBA Facility

### **Bathroom Etiquette**

The communal bathrooms on 10th floor are for male students and those on 9th floor are for female students. No student is allowed to go into the bathroom of the opposite sex. All bathroom items must be taken to and from the bathroom during each visit. Nothing may be left in the bathrooms, including but not limited to: hair +

face products, soap, towels, clothing, razors, toothbrushes, toothpaste, etc. If anything is left in the bathrooms, it may be thrown away.

Before leaving the bathroom, all students must be dressed in at least a robe. Wearing only a towel is prohibited.

All showering and night-time routines must be completed by the start of Quiet Hours.

It is prohibited to dispose of food in the bathroom sinks or toilets, or in the water fountains. Please instead throw garbage away in the student's individual room garbage or the dumpster directly outside of the CBA dormitory.

Failure to follow any of these rules may result in DEMERIT POINT(S) based on the situation.

### **Room Upkeep**

Each student is in charge of the upkeep of his/her own room, and the condition of the room will be reported to parents daily.

In each room, there is 1 small garbage can and 1 small recycling bin. All students are required to bring their garbage and recycling down to the dumpsters directly outside of the dormitory. Students should not dump these into the lounge garbage. Failure to do this may result in DEMERIT POINT(S) based on the situation.

CBA discourages storing cash inside of dormitory rooms. Instead, we suggest bringing a credit card and withdrawing small amounts of cash from the ATM located within our building as needed. If the student decides to keep cash in his/her room, they must understand the inherent risk this brings. CBA will not be held liable for any cash or possessions that are lost or stolen during the student's stay at CBA.

### **Kitchen**

If a student wishes to use the GCC Kitchen, the student needs to give CBA staff one day notice of the time they want to use the kitchen or it will not be granted that they can use the kitchen. The student will need to sign out the Kitchen Key and sign it back in to the "CBA Log Book" after the kitchen is clean. The student needs to clean the Kitchen after they are done using it. If a student doesn't use the Kitchen correctly, the student could lose their kitchen access and or receive DEMERIT POINT(S) depending on the situation.

### **Laundry**

When doing laundry, students should plan to have their washing and drying done before 9:00 PM. If a student needs to go to the laundry room after 9:00 PM they will need to ask a staff member to accompany them. Please keep in mind that staff may not be available and may ask the student to go at a different time.

### **CBA Supplies**

CBA has items that students are able to check out. The student must first sign out the item in the "CBA Log Book" and sign it back in when finished. A CBA staff member will also initial the sheet verifying the student has returned any and all items. Students may not hold any item for more than 24 hours. If the student fails to return the item they will no longer be able to check items out from the office. If any CBA items are lost/stolen/damaged, the student may be assessed replacement cost(s) and/or DEMERIT POINT(S) based on the situation.

#### Wheel cart Policy:

Students will only be able to use the Carts located in CBA main off. Students are not allowed to use the carts by the GCC front desk. All carts must be checked out/in with a CBA staff member. All carts should be cleaned when they are turned back in.

#### Items available:

- Vacuum
- Cleaning Supplies
- Soccer Ball
- Ping Pong Equipment
- Tennis Equipment
- Pool Table Equipment
- Kitchen Keys
- Basketball
- Art Kit
- Amazon Fire Stick (for Lounge use only)
- Large black Carts

#### Parent Visits

We love welcoming CBA student parents to visit! However, our facilities are meant to accommodate students only. CBA is happy to help recommend and reserve a hotel room. Parents may visit the CBA dormitory between the hours of 7 AM - 10 PM and must sign into the CBA Guest Log upon their arrival. We are also happy to schedule meetings with the student's teachers or touring the school facility.

Also, it is up to the parent to arrange their own transportation as CBA vehicles are often extremely busy with student ride requests.

Students may stay with their parents while staying in Oshkosh, WI. The parent(s) then, is responsible for transporting their child to school and any other mandatory activities. If the student is *not* sleeping at the hotel with their parents, they need to return back to the dormitory by 10 PM.

Parents may excuse their child from CBA mandatory classes in order to spend more quality time with their child. This may not extend to any other CBA students.

#### Ride Requests

Students are able to request rides throughout the year. In order to keep the ride schedule organized and to give every student the best chance at getting the rides they want, CBA has a few guidelines for requesting rides.

Please remember that every ride is a REQUEST, this means that asking for a ride does not automatically guarantee the ride. **All ride requests must be placed to the MOD phone by 6 PM the day prior. If the ride is over 1 hour away CBA asks to be told of it no later than 4 days before the ride should happen,** If not, CBA may not be able to accommodate the request. Please think ahead when planning for rides.

If for Volunteering reasons, five days notice needs to be given. This allows CBA to plan ahead and make sure a driver is ready. No last minute changes are allowed. As space may be Limited

Only CBA students are allowed in CBA vehicles. No exceptions.

### **How to Request a Ride**

Step 1: Send a message to MOD phone via KakaoTalk/WeChat. Any ride requests sent here will be confirmed on a first come, first serve basis. The following information needs to be in the message:

- TIME: When does the student need to leave CBA TO GO TO THE location and when do they need to be picked up? Add date and time(s).
- LOCATION: What location does the student need to be picked up/dropped off? Add address.
- REASON: Why does the student need to be at this location?
- FRIENDS HOUSE: If the ride location is a friend's home, CBA also requires the name and phone number of the friend's parent in order to approve the ride.

Step 2: Once your message has been sent, the MOD will check to see if all necessary information was included. If there is anything missing, the MOD will reply asking for more information. MOD will then check the ride board for availability.

Step 3: If CBA can accommodate the ride, the MOD will send a confirmation message. If CBA cannot accommodate the ride, the MOD will send the next time slot available. The student has 30 mins to accept the ride. If he/she does not answer within 30 mins, the time slot becomes open to other students.

Please note: School rides deal with school events that have a schedule that we can make recurring rides for off the school schedule that the student gives CBA. But fun rides are rides that students want to do on their own, for example: going to Walmart on their own time, going to the YMCA on their own time, going to a friends house etc. Students are not able to make recurring fun rides. Students will need to come in the day before at 6:00pm to schedule those kids' rides.

Please note, CBA is unable to schedule rides before 8AM and after 9 PM unless given 3 days notice. If a student needs a ride for a school-related activity outside of normal CBA ride hours, he/she must submit the request 3 days in advance. CBA may not be able to accommodate this request even with 3 days notice.

### **SAT/ACT/TOEFL Test Rides**

CBA cannot accommodate any rides regarding ACT or TOEFL tests, as both of these tests are offered on the UW-Oshkosh campus in the Polk Library testing center.

CBA will accommodate rides for the SAT test taking place at the Wayland Academy test center in Beaver Dam, WI.

**Airport Rides**

At the beginning and end of the school year, CBA will send out official CBA ride schedules to the student's agency. If he/she does not choose to purchase flight tickets on the day of a CBA group airport drive, it is up to him/her to schedule their own transportation.

If a student is flying during any of the holiday breaks, CBA will only provide transportation to and from the Appleton International Airport in Appleton, WI. It is up to the student to procure their own transportation to other airports outside of the CBA coverage area.

Additionally, if a student is traveling during a holiday break, the family is required to sign a release form from CBA liability prior to the student leaving. These forms are available upon request.

**Ride Request Exceptions**

CBA will pick up students without any additional cost in the following situations:

1. If a student is ill and requires a visit to the doctor and staff/driver is available.
2. Picking up students from ½ days of school.

**Driver's License(s)**

CBA students are not eligible to obtain a driver's license or international license while in the United States. Students are not allowed to drive, buy, or rent any motorized transportation while attending CBA. Failure to comply with this rule will result in DEMERIT POINT(S) (please see Demerit Point structure above).



## School Information

The main purpose of being a CBA student is to receive a high-quality education at one of our CBA partnering schools. Attendance, participation, and work ethic at school are vitally important!

### **Waking Up On Time/ bus time**

Each morning, the student should set his/her own alarm to wake up for school. The Counselors will knock once as a courtesy to make sure he/she has gotten up, but it is unwise to rely on Counselors as the only wake up call.

#### Monday:

- 6:00 wake up **WLA**
- 6:00 wake up **Xavier**
- 6:25 wake Up **Lourdes**
- 6:50 go downstairs to **WLA bus**
- 7:10 Bus leaves for **WLA**
- 7: 10 goes downstairs to the van **Xavier to check kids and stay there.**
- 7:15 bus **Lourdes**
- 7:30 van leaves for **Xavier**
- 7:25 bus leaves for **Lourdes**

#### Tuesday-Friday:

- 6:00 wake up **Xavier**
- 6:00 wake up **WLA**
- 6:25 wake up **Lourdes**
- 6:50 go downstairs to van **Xavier and stay there**
- 7:00 van leaves for **Xavier**
- 7:10 van leaves for **WLA**
- 7:25 bus leaves for **Lourdes**

### **Missing Ride to School**

For the first missed ride to school, an available CBA staff member or Driver will drive him/her to school as a courtesy. CBA cannot guarantee that the student will arrive before the start of school or if a CBA staff member/Driver will be available. If no one is available to drive the student to school, he/she is given a courtesy ride credit if he/she misses school again.

For the second missed ride to school, the student is responsible for paying and obtaining their own commercial transportation (Uber or accredited taxi). Students have 30 mins to get ready for school and are expected to be in their Uber/taxi as soon as possible.

This system resets on a semesterly basis.

### **CBA School Extracurriculars**

We encourage all of our students to join at least 1 extracurricular per semester, whether that be a sport, club, or intramural. If the student has any questions about how to join or want to learn about more offerings, please see the CBA partnering school International Coordinator or CBA Education Coordinator.

The school will also have traditionally American events, such as dances, spirit weeks, and dress up days. Join in the fun!

Information on requesting CBA rides to CBA partnering school extracurricular events or to purchase needed clothing/materials for school events may be found in the ride request area of this handbook.

### **CBA School Field Trips**

CBA will not pay for *any* CBA partnering school field trip fees. As there is almost always a way for the student to stay at the school and have a study hall and grades are not dependent on attending, this cost is above and beyond tuition.

## Holidays & Travel

### **CBA Homestay Program**

Over the Thanksgiving and Christmas breaks, CBA will arrange homestay for each student. The homestay program's existence is dependent on having enough families willing to participate.

Each homestay includes room and board, including meals out to eat at restaurants. However, the student *will* be expected to pay for any natural parental pre-approved entertainment (ex. Amusement park admission).

Rules regarding homestays:

1. Student is not allowed to leave his/her homestay at any time.
2. Students are not allowed to attend sleepovers while at his/her homestay.
3. Student may not change/switch homestay families in the middle of the break.
4. Students may not come to the dormitory at any time during their homestay.
5. Students must be respectful and on their best behavior at all times.
6. Students need to be mindful of their host families schedules (ex. Waking up/going to bed when the family does, partaking in meals the family has prepared, etc.)

Host families report back to CBA a summary of the student's stay, including any difficulties. Depending on the severity of the situation, the student may receive DEMERIT POINT(S).

### **Independent Travel**

If a student decides to travel independently instead of participating in the CBA Homestay Program, they must plan ahead of time. He/she will not be permitted to return to the dormitory early. All information regarding travel will need to be discussed with parents and CBA before departure. Students will need to submit his/her plans for Thanksgiving Break by **October 1st** and Christmas plans by **November 1st**. After these deadlines, no student will be able to make travel plans because a host family will be arranged by this time.

Additionally, the student and his/her family are required to sign a "Travel Authorization Form" prior to his/her departure. These forms are available upon request.

### **Bad Weather Days**

In the event that a CBA partnering school calls off for bad weather, CBA will immediately notify students via the "School" KakaoTalk/WeChat chat room.

To ensure the safety of our students and staff, we do not offer rides from 8 AM - 4 PM. CBA Program Manager will reevaluate the weather to decide if rides and CBA classes ELL will occur during the evening hours. These decisions are sent through the "All Student" chat rooms.

## CBA Extracurriculars

### **ELL Class**

CBA offers school subject tutoring, or ELL Class, 5 days/week. The most important job of a CBA student is achieving academic success, so we want each student to be supported! Our tutors are here to help with understanding rubrics and assignments, grammar, and subject material. For students that excel in their academic classes on their own (see “ELL Mandatory List” rules below) are optional for ELL, but attendance is highly encouraged.

Rules regarding Mandatory ELL Class are as follows:

1. A student is placed on the “ELL Mandatory List” if he/she has an 87% or less in 2+ school classes.
2. If a student only has 1 school class between 82% - 87%, they are not placed on the mandatory list.
3. If a student only has 1 school class below 82%, they are placed on the mandatory list.
4. If a student has an AP/CAPP class below 80%, they are placed on the mandatory list.
5. Students on the “ELL Mandatory List” must stay in an ELL classroom from 7 PM - 8:30 PM.
6. CBA Academic Advisors update the “ELL Mandatory Student List” every SATURDAY. This list is enforced for the following week. If the student improves mid-week, the student is still mandatory for ELL class.

If CBA staff have continued concerns, 1:1 meetings will be scheduled to address poor school performance, answer student questions, and discuss improvement strategies. CBA Academic Advisors schedule meetings with middle school - G10 students. The CBA Education Coordinator will schedule any needed meetings with G11 + G12 students.

Using electronic devices for social media, gaming, etc. is not allowed; CBA tutors may confiscate the device(s) until the end of class.

### **“F” Grade Policy**

If a student has a failing grade (F) in any subject, they are required to turn in their electronic devices beginning at 10:30 PM. Should the student need a computer in order to complete homework, they may use the public computer located in the CBA office under the supervision of a Counselor until 1 AM. If a Counselor is unavailable, the student will need to return to his/her room. All grades are reviewed on Saturdays.

### **Counselor-led Events**

One weekend day per month, CBA Counselors will lead a team-bonding event. These optional events are a fun way for CBA students to try something new and bond together as a group. Events will always take place on the UWO campus and often consist of celebrating American holidays and traditions.

## Updating Parents

**Photo & Video Release Policy**

By being a CBA student, CBA has permission to capture photos/videos of the student while he/she is in the CBA program. These photos/videos will be used to update parent(s) about the student's activities and well-being throughout the school year. These photos/videos may also be used to update CBA promotional materials, even after the student has left/graduated from the CBA program. Failure to do this may result in DEMERIT POINT(S) based on the situation.

**CBA Counselor Mentorship Program**

We know that in addition to having the challenging task of being a high school student, being a teenager comes with its own set of difficulties and rewards. That is why each CBA student is assigned a Counselor to act as his/her mentor for the school year. Students are encouraged to go to their Counselor with academic, emotional, and social happenings that are a natural part of teenage life at any time, but especially during monthly mentorship meetings.

During these mandatory mentorship meetings, Counselors also help guide students to setting and achieving long and short term goals, check room cleanliness, and track student height and weight. The height and weight measurements are purely for parents to see their child's growth and development, and all records are confidential.

CBA		ELL/School's Calendar				
<b>August 2020</b>		<b>ELL:</b> - M, T, W, Th 7 – 9 PM - Sun 4 – 6 PM				
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b> <i>WLA- ORIT.</i>	<b>20</b>	<b>21</b>	<b>22</b> Rest of Students arrive
<b>23</b>	<b>24</b> <i>Lourdes- ORIT</i> <i>XHS- ORIT</i>	<b>25</b> <i>Lourdes 1<sup>st</sup>Day</i>	<b>26</b> <i>WLA 1<sup>st</sup> Day</i> <i>XHS 1<sup>st</sup> Day</i>	<b>27</b>	<b>27</b>	<b>29</b>
<b><u>Important Contact Info:</u></b>						
<ul style="list-style-type: none"> <li>- Kelsey Marquardt, Education &amp; Office Coordinator: <a href="mailto:info@boardingacademy.com">info@boardingacademy.com</a></li> <li>- Marcus Rennie, Program Manager: <a href="mailto:marcus@boardingacademy.com">marcus@boardingacademy.com</a></li> <li>- Moore Lee, Head Administrator: <a href="mailto:central@boardingacademy.com">central@boardingacademy.com</a></li> <li>- Jinyoung "Jin" Choi (Korean Advisor): <a href="mailto:jin@boardingacademy.com">jin@boardingacademy.com</a></li> <li>- San Dong Mei (Chinese Advisor): <a href="mailto:san@boardingacademy.com">san@boardingacademy.com</a></li> </ul>						

CBA	ELL/School's Calendar					
September 2020	<p style="text-align: center;">XHS, Lourdes- No School on the 7th; Labor Day  XHS- Parent/Teacher Conferences on the 30th; Half Day  Lourdes- No School on the 25th; Staff Development  WLA- No School on the 7th; Labor Day  WLA- Noon Dismissal on the 25th</p>					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b> NO ELL	<b>2</b> NO ELL	<b>3</b> NO ELL	<b>4</b> All kids back to school	<b>5</b>
<b>6</b> NO ELL	<b>7</b> NO ELL Labor Day XHS- No School Lourdes- No School WLA- No School	<b>8</b> 2 ELL Tutors:	<b>9</b> 2 ELL Tutors:	<b>10</b> 2 ELL Tutors:	<b>11</b>	<b>12</b>
<b>13</b> 2 ELL Tutors:	<b>14</b> 2 ELL Tutors:	<b>15</b> 2 ELL Tutors:	<b>16</b> 2 ELL Tutors:	<b>17</b> 2 ELL Tutors:	<b>18</b>	<b>19</b>
<b>20</b> 2 ELL Tutors:	<b>21</b> 2 ELL Tutors:	<b>22</b> MRs due to Advisors 2 ELL Tutors:	<b>23</b> 2 ELL Tutors:	<b>24</b> 2 ELL Tutors:	<b>25</b> Lourdes- No School WLA- Noon Dismissal	<b>26</b>

<b>27</b> 2 ELL Tutors:	<b>28</b> 2 ELL Tutors:	<b>29</b> 2 ELL Tutors:	<b>30</b> 2 ELL Tutors: XHS- Half Day for P/T Conferences			
<b>CBA</b>	<b>ELL/School's Calendar</b>					
<b>October 2020</b>	<p>XHS- No School on the 2nd; System Inservice  XHS- No School on the 30th; End of Term 1  Lourdes- Evening Parent/Teacher Conferences on the 7th  Lourdes- Morning Parent/Teacher Conferences on the 9th; No School  Lourdes- No School on the 12th; Staff Development  Lourdes: No School on the 30th; Records Day  WLA- No School on the 2nd; 8th Grade Visitation  WLA- 2 Hour Delay on the 14th; Staff Inservice  WLA- No School on the 29th &amp; 30th; RISE Conference</p>					
<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
				<b>1</b> 2 ELL Tutors:	<b>2</b> XHS- No School WLA- No School	<b>3</b>
<b>4</b> 2 ELL Tutors:	<b>5</b> 2 ELL Tutors:	<b>6</b> 2 ELL Tutors:	<b>7</b> 2 ELL Tutors: Lourdes- Evening P/T Conferences	<b>8</b> 2 ELL Tutors:	<b>9</b> Lourdes- Morning P/T Conferences ; No School	<b>10</b>
<b>11</b> 2 ELL Tutors:	<b>12</b> 2 ELL Tutors: Columbus Day Lourdes- No School	<b>13</b> 2 ELL Tutors:	<b>14</b> 2 ELL Tutors: WLA- 2 Hour Delay	<b>15</b> 2 ELL Tutors:	<b>16</b>	<b>17</b>



<b>18</b> 2 ELL Tutors:	<b>19</b> 2 ELL Tutors:	<b>20</b> 2 ELL Tutors:	<b>21</b> 2 ELL Tutors:	<b>22</b> 2 ELL Tutors:	<b>23</b>	<b>24</b>
<b>25</b> 2 ELL Tutors:	<b>26</b> 2 ELL Tutors:	<b>27</b> 2 ELL Tutors:	<b>28</b> 2 ELL Tutors:	<b>29</b> 2 ELL Tutors: WLA- No School	<b>30</b> WLA- No School XHS- No School Lourdes: No School on the 30th; Records Day	<b>31</b> Halloween

**Interested in hosting 1+ CBA student for Thanksgiving or Christmas Breaks, or know someone who is?**

<b>CBA</b>	<b>ELL/School's Calendar</b>					
<b>November 2020</b>	XHS- Thanksgiving Break from the 25th to 29th; No School Lourdes- Thanksgiving Break from the 25th to 27th; No School WLA- Thanksgiving Break from the 25th to 27th; No School					
<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
<b>1</b> 2 ELL Tutors:	<b>2</b> 2 ELL Tutors:	<b>3</b> 2 ELL Tutors:	<b>4</b> 2 ELL Tutors:	<b>5</b> 2 ELL Tutors:	<b>6</b>	<b>7</b>
<b>8</b> 2 ELL Tutors:	<b>9</b> 2 ELL Tutors:	<b>10</b> 2 ELL Tutors:	<b>11</b> 2 ELL Tutors: Veterans Day	<b>12</b> 2 ELL Tutors:	<b>13</b>	<b>14</b>

<b>15</b> 2 ELL Tutors:	<b>16</b> 2 ELL Tutors:	<b>17</b> 2 ELL Tutors:	<b>18</b> 2 ELL Tutors:	<b>19</b> 2 ELL Tutors:	<b>20</b>	<b>21</b>
<b>22</b> 2 ELL Tutors:	<b>23</b> 2 ELL Tutors:	<b>24</b> 2 ELL Tutors:	<b>25</b> 2 ELL Tutors: XHS- Thanksgiving break Lourdes:- Thanksgiving break WLA- Thanksgiving Break	<b>26</b> 2 ELL Tutors: XHS- Thanksgiving break Lourdes:- Thanksgiving break WLA- Thanksgiving Break	<b>27</b> XHS- Thanksgiving break Lourdes:- Thanksgiving break WLA- Thanksgiving Break	<b>28</b> Thanksgiving XHS- Thanksgiving break Lourdes:- Thanksgiving break WLA- Thanksgiving Break
<b>29</b> 2 ELL Tutors: XHS- Thanksgiving break Lourdes:- Thanksgiving break WLA- Thanksgiving Break	<b>30</b> 2 ELL Tutors:					
<b>Interested in hosting 1+ CBA student for Thanksgiving or Christmas Breaks, or know someone who does?</b>						

CBA	ELL/School's Calendar
<b>December 2020</b>	<p style="text-align: center;"><b>CBA Closed from December 21 – morning of January 1 for Christmas Break; NO CLASSES</b></p> <p style="text-align: center;">XHS- Parent/Teacher Conferences on the 2nd; Half Day XHS- Christmas Break from December 23rd to January 3rd Lourdes- Christmas Break from December 23rd to January 4th WLA- Christmas Break from December 23rd to January 1st</p>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b> 2 ELL Tutors:	<b>2</b> 2 ELL Tutors: XHS- Half day for P/T Conferences	<b>3</b> 2 ELL Tutors:	<b>4</b>	<b>5</b>
<b>6</b> 2 ELL Tutors:	<b>7</b> 2 ELL Tutors:	<b>8</b> 2 ELL Tutors:	<b>9</b> 2 ELL Tutors:	<b>10</b> 2 ELL Tutors:	<b>11</b>	<b>12</b>
<b>13</b> 2 ELL Tutors:	<b>14</b> 2 ELL Tutors:	<b>15</b> 2 ELL Tutors:	<b>16</b> 2 ELL Tutors:	<b>17</b> 2 ELL Tutors:	<b>18</b>	<b>19</b>
<b>20</b> 2 ELL Tutors:	<b>21</b> 2 ELL Tutors:	<b>22</b> <b>NO ELL</b>	<b>23</b> <b>NO ELL</b> XHS- Christmas break Lourdes- Christmas break WLA- Christmas Break	<b>24</b> <b>NO ELL</b> XHS- Christmas break Lourdes- Christmas break WLA- Christmas Break	<b>25</b> <b>NO ELL</b> Christmas XHS- Christmas break Lourdes- Christmas break WLA- Christmas Break	<b>26</b> <b>NO ELL</b> XHS- Christmas break Lourdes- Christmas break WLA- Christmas Break
<b>27</b> <b>NO ELL</b> XHS- Christmas break Lourdes- Christmas break WLA- Christmas Break	<b>28</b> <b>NO ELL</b> XHS- Christmas break Lourdes- Christmas break WLA- Christmas Break	<b>29</b> <b>NO ELL</b> XHS- Christmas break Lourdes- Christmas break WLA- Christmas Break	<b>30</b> <b>NO ELL</b> XHS- Christmas break Lourdes- Christmas break WLA- Christmas Break	<b>31</b> <b>NO ELL</b> XHS- Christmas break Lourdes- Christmas break WLA- Christmas Break		

**Interested in hosting 1+ CBA student for Christmas Break, or know someone who is?**

CBA	ELL/School's Calendar					
<b>January 2021</b>	<p><b>CBA Closed from December 21 – morning of January 1 for Christmas Break; NO CLASSES</b></p> <p><b>Lourdes- Christmas Break from December 23rd to January 4th</b> <b>Lourdes- No School on January 18th; Records Day</b></p>					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b> XHS- Christmas break Lourdes- Christmas break WLA- Christmas Break	<b>2</b> XHS- Christmas break Lourdes- Christmas break WLA- Christmas Break
<b>3</b> 2 ELL Tutors: XHS- Christmas break Lourdes- Christmas break WLA- Christmas Break	<b>4</b> 2 ELL Tutors: Lourdes- Christmas break	<b>5</b> 2 ELL Tutors:	<b>6</b> 2 ELL Tutors:	<b>7</b> 2 ELL Tutors:	<b>8</b>	<b>9</b>
<b>10</b> 2 ELL Tutors:	<b>11</b> 2 ELL Tutors:	<b>12</b> 2 ELL Tutors:	<b>13</b> 2 ELL Tutors:	<b>14</b> 2 ELL Tutors:	<b>15</b>	<b>16</b>

<b>17</b> 2 ELL Tutors:	<b>18</b> 2 ELL Tutors: ML King's Day Lourdes- No School	<b>19</b> 2 ELL Tutors:	<b>20</b> 2 ELL Tutors: XHS- No School	<b>21</b> 2 ELL Tutors:	<b>22</b>	<b>23</b>
<b>24</b> 2 ELL Tutors:	<b>25</b> 2 ELL Tutors:	<b>26</b> 2 ELL Tutors:	<b>27</b> 2 ELL Tutors:	<b>28</b> 2 ELL Tutors:	<b>29</b>	<b>30</b>
<b>31</b> 2 ELL Tutors:						

<b>CBA</b>	<b>ELL/School's Calendar</b>					
<b>February 2021</b>	XHS- Parent/Teacher Conferences on the 17th; Half Day Lourdes- No School on the 15th; Staff Development WLA- No School on the 12th					
<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
	<b>1</b> 2 ELL Tutors:	<b>2</b> 2 ELL Tutors:	<b>3</b> 2 ELL Tutors:	<b>4</b> 2 ELL Tutors:	<b>5</b>	<b>6</b>

<b>7</b> 2 ELL Tutors:	<b>8</b> 2 ELL Tutors:	<b>9</b> 2 ELL Tutors:	<b>10</b> 2 ELL Tutors:	<b>11</b> 2 ELL Tutors:	<b>12</b> WLA- No School	<b>13</b>
<b>14</b> 2 ELL Tutors:	<b>15</b> 2 ELL Tutors: President's Day Lourdes- No School	<b>16</b> 2 ELL Tutors:	<b>17</b> 2 ELL Tutors: XHS- Half day for P/T Conferences	<b>18</b> 2 ELL Tutors:	<b>19</b>	<b>20</b>
<b>21</b> 2 ELL Tutors:	<b>22</b> 2 ELL Tutors:	<b>23</b> 2 ELL Tutors:	<b>24</b> 2 ELL Tutors:	<b>25</b> 2 ELL Tutors:	<b>26</b>	<b>27</b>
<b>28</b> 2 ELL Tutors:						

<b>CBA</b>	<b>ELL/School's Calendar</b>					
<b>March 2021</b>	<p>XHS- No School on the 24th; End of Term 3  Lourdes- Juniors only for ACT on the 9th  Lourdes- No School on the 22nd; Staff Development  WLA- ACT on the 9th  WLA- 2 Hour Delay on the 10th; In-service  WLA Spring Break: March 15- 19</p>					
<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>

	<b>1</b> 2 ELL Tutors:	<b>2</b> 2 ELL Tutors:	<b>3</b> 2 ELL Tutors:	<b>4</b> 2 ELL Tutors:	<b>5</b>	<b>6</b>
<b>7</b> 2 ELL Tutors:	<b>8</b> 2 ELL Tutors:	<b>9</b> 2 ELL Tutors: Lourdes- Juniors only for ACT WLA- ACT	<b>10</b> 2 ELL Tutors: WLA- 2 Hour Delay	<b>11</b> 2 ELL Tutors:	<b>12</b>	<b>13</b>
<b>14</b> 2 ELL Tutors:	<b>15</b> 2 ELL Tutors: WLA Spring Break	<b>16</b> 2 ELL Tutors: WLA Spring Break	<b>17</b> 2 ELL Tutors: WLA Spring Break	<b>18</b> 2 ELL Tutors: WLA Spring Break	<b>19</b> WLA Spring Break	<b>20</b>
<b>21</b> 2 ELL Tutors:	<b>22</b> 2 ELL Tutors: XHS- Finals: Done at 11:15 Lourdes- No School	<b>23</b> 2 ELL Tutors: XHS- Finals: Done at 11:15	<b>24</b> 2 ELL Tutors: XHS- No School	<b>25</b> 2 ELL Tutors:	<b>26</b>	<b>27</b>
<b>28</b> 2 ELL Tutors:	<b>29</b> 2 ELL Tutors:	<b>30</b> 2 ELL Tutors:	<b>31</b> 2 ELL Tutors:			

<b>CBA</b>	<b>ELL/School's Calendar</b>
<b>April 2021</b>	<p>XHS- Easter Break April 2nd - 9th</p> <p>XHS- Parent/Teacher Conferences on the 28th; Half Day</p> <p>Lourdes- Easter Break April 2nd - 9th</p> <p>WLA- Easter Break April 2nd to 5th</p>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b> 2 ELL Tutors: XHS- Half Day	<b>2</b> Good Friday XHS- Easter Break Lourdes- Easter Break WLA- Easter Break	<b>3</b> XHS- Easter Break Lourdes- Easter Break WLA- Easter Break
<b>4</b> <b>NO ELL</b> Easter Sunday XHS- Easter Break Lourdes- Easter Break WLA- Easter Break	<b>5</b> 2 ELL Tutors: XHS- Easter Break Lourdes- Easter Break WLA- Easter Break	<b>6</b> 2 ELL Tutors: XHS- Easter Break Lourdes- Easter Break	<b>7</b> 2 ELL Tutors: XHS- Easter Break Lourdes- Easter Break	<b>8</b> <b>NO ELL</b> XHS- Easter Break Lourdes- Easter Break	<b>9</b> XHS- Easter Break Lourdes- Easter Break	<b>10</b>
<b>11</b> 2 ELL Tutors:	<b>12</b> 2 ELL Tutors:	<b>13</b> 2 ELL Tutors:	<b>14</b> 2 ELL Tutors:	<b>15</b> 2 ELL Tutors:	<b>16</b>	<b>17</b>
<b>18</b> 2 ELL Tutors:	<b>19</b> 2 ELL Tutors:	<b>20</b> 2 ELL Tutors:	<b>21</b> 2 ELL Tutors:	<b>22</b> 2 ELL Tutors:	<b>23</b>	<b>24</b>
<b>25</b> 2 ELL Tutors:	<b>26</b> 2 ELL Tutors:	<b>27</b> 2 ELL Tutors:	<b>28</b> 2 ELL Tutors: XHS- Half Day for P/T Conferences	<b>29</b> 2 ELL Tutors:	<b>30</b>	



CBA	ELL/School's Calendar					
<b>May 2021</b>	<p>XHS- No School on the 3rd and 31st  XHS- Graduation on the 26th  <b>Lourdes- Graduation on the 30th</b>  <b>Lourdes- No School on the 31st</b>  WLA- Seniors Last Day on the 21st  WLA- Released at 1:30 on the 26th and 27th  WLA- Released at 11:30 on the 28th  WLA- Graduation on the 30th</p>					
	Sun	Mon	Tue	Wed	Thu	Fri
						<b>1</b>
<b>2</b> 2 ELL Tutors:	<b>3</b> 2 ELL Tutors: XHS- No School	<b>4</b> 2 ELL Tutors:	<b>5</b> 2 ELL Tutors:	<b>6</b> 2 ELL Tutors:	<b>7</b>	<b>8</b>
<b>9</b> 2 ELL Tutors: Mother's Day	<b>10</b> 2 ELL Tutors:	<b>11</b> 2 ELL Tutors:	<b>12</b> 2 ELL Tutors:	<b>13</b> 2 ELL Tutors:	<b>14</b>	<b>15</b>
<b>16</b> 2 ELL Tutors:	<b>17</b> 2 ELL Tutors:	<b>18</b> 2 ELL Tutors:	<b>19</b> 2 ELL Tutors:	<b>20</b> 2 ELL Tutors:	<b>21</b> WLA- Seniors Last Day	<b>22</b>
<b>23</b> <b>NO ELL</b>	<b>24</b> 2 ELL Tutors:	<b>25</b> 2 ELL Tutors:	<b>26</b> 2 ELL Tutors: XHS- Graduation WLA- Released at 1:30	<b>27</b> 2 ELL Tutors: WLA- Released at 1:30	<b>28</b> WLA- Released at 11:30	<b>29</b>

<b>30</b> 2 ELL Tutors: <b>Lourdes-  Graduation</b> <b>WLA-  Graduation</b>	<b>31</b> 2 ELL Tutors: <b>Memorial's Day</b> <b>XHS- No School</b> <b>Lourdes- No School</b>
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CBA	ELL/School's Calendar					
<b>June 2021</b>	Last week is a big "?" depending on snow/bad weather make up days. <b>Lourdes- Early Release on June 3rd for Staff Development</b>					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b> 2 ELL Tutors:	<b>2</b> 2 ELL Tutors:	<b>3</b> 2 ELL Tutors: <b>Lourdes- Early  Release</b>	<b>4</b>	<b>5</b>
<b>6</b> 2 ELL Tutors:	<b>7</b> 2 ELL Tutors: <b>XHS- Final  Exams:  Dismissal at  11:15</b>	<b>8</b> 2 ELL Tutors: <b>XHS- Final  Exams:  Dismissal at  11:15</b>	<b>9</b> 2 ELL Tutors:	<b>10</b> <b>LAST ELL</b>	<b>11</b>	<b>12</b>
<b>13</b> <b>End of Year  Wrap Up  Party/  Meeting</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>

**Have a great summer!**  
**Please keep an eye out for your 2020-2021 CBA Offer Email!**