



CYPRESS
— INNOVATION —
ACADEMY

ROOTED IN TRUTH. DRIVEN BY INNOVATION.

Student
Handbook

Welcome to Cypress Innovation Academy

Dear Parents,

We are delighted to welcome you and your innovative thinkers to our school. We are dedicated to providing a Christ-centered, warm, nurturing, and stimulating environment where children can explore, learn, and grow. We believe that a love of learning lays the foundation for a lifetime of curiosity, creativity, and academic success.

At Cypress Innovation Academy, we emphasize a child-centered approach that fosters a love for Jesus, learning, and exploring the world around them, as well as intellectual and emotional development. We want to work alongside our students to explore their passions and help them try new things on this journey of lifelong learning.

Our dedicated teachers and staff will work closely with families to create a supportive learning community that nurtures each child's unique potential. We will do everything in our power to make sure that we are meeting the needs of each student so that they can reach their full potential.

This Parent Handbook serves as a comprehensive guide to help you understand our school policies, daily routines, and expectations. We encourage you to read through this handbook carefully, as it will provide valuable information on how we can work together to ensure a positive and enriching experience for your child.

If you have any questions or need further clarification, please do not hesitate to reach out to us. We look forward to an exciting and joyful learning journey with you and your child!



Lola Russell
Chief Administrator

Warm regards,

**Lola Russell &
Kristi Lane**

828-375-1055

info@cypressinnovationacademy.org



Kristi Lane
Admin and Teacher

Our Vision

We envision a nurturing and inspiring learning environment where all children develop a lifelong love for Jesus and learning. We aim to cultivate curiosity, creativity, and confidence in every child, preparing them for future academic and social success.

Curiosity is the key: an active drive to challenge the status quo by asking questions. They question the given and ask why.

Curiosity fuels discovery that transforms passive observation into active problem-solving.

We want our students to wonder, daydream, investigate, problem-solve, and explore.

We want our students to push themselves to explore ways of solving problems by using out-of-the-box methods and insights from different points of view, even working together for a solution.

We want open-minded students that have a willingness to be proven wrong in exchange for the chance to learn something new.

We want our students to be adaptable.

Adaptability is shifting when a specific path isn't working, to be flexible and use new ways of understanding.

They should embrace feedback not defensively but treat criticism as a tool to reshape and learn.

We encourage independent thinking and problem-solving skills.

We want resilient students.

Students who will be shock absorbers for the creative process, ensuring they don't stop when they hit a wall, or have a failure or rejection.

A resilient mindset reduces the fear of failure because they learn to trust their ability to bounce back. Then they become more likely to take risks for true innovation.

We want students who are the engine of the education car driving their futures with curiosity and vision into actual progress by taking calculated risks.

This is a calculated willingness to step into the unknown, knowing that there will be a great reward for a safe and proven risk. Strategic experimentation involves risk but leads to knowledge.

Our Mission

Our Statement of Faith

The cypress tree is the center of our school name and logo because it symbolizes strength, endurance, spiritual renewal, and everlasting life. With its ability to withstand harsh conditions and remain evergreen, the Cypress is a metaphor for steadfast faith and spiritual endurance. Isaiah 41:19 describes God planting cypress trees in the desert as a sign of restoration and transformation, symbolizing the believer's hope for flourishing even in barren circumstances. In Isaiah 55:13 and Isaiah 60:13 mention the cypress in the context of restoration and beautification of God's sanctuary, symbolizing hope, redemption, and God's transformative power.

The cypress tree in the Bible embodies strength, endurance, spiritual growth, protection, and eternal life. Its presence in scripture serves as a reminder of God's faithfulness, the promise of restoration, and the believer's call to remain steadfast in faith, flourishing even in challenging circumstances.

We want this school to **shine the light of Christ in all things**. We have built our foundation on teaching children to value themselves and others as Christ values us. We want to model and teach students to **live by the golden rule, "To treat others the way that you wish to be treated"**. We plan to develop these attributes when dealing with student social interactions and help to instill Christ-centered values to negate and overcome bullying, non-inclusive, and any unpleasant behaviors.

We want to Respect one another: Philippians 2:3 "Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourself."

We want everyone to **appreciate one another**. 1 John 4: 16 "God is love, and all who live in love live in God, and God lives in them."

We want to **be Considerate to one another**. Colossians 3:13 "Make allowance for each other's faults and forgives anyone who offends you."

We want our students to **show affection** in safe and appropriate ways. Romans 12:10 "Love each other with **genuine affection and take delight in honoring each other.**"

We want students to be active in demonstrating the golden rule and Christ-like character.

It all comes down to **loving God and loving others**.

Our Educational Philosophy

At Cypress Innovation Academy, we believe that children learn best through innovation, exploration, guided discovery, and independent lessons. Our curriculum is designed to support whole-child development by integrating the following approaches:

01 Independent Learning

- Encourages active engagement and joyful learning through short games and lessons that hold attention.
- Builds foundational skills in literacy, numeracy, and social interaction.
- Develops problem-solving and critical thinking abilities.

02 Social-Emotional Development

- Teaches children how to express emotions and communicate effectively.
- Promotes empathy, cooperation, and self-regulation.
- Creates a warm, inclusive classroom environment.

03 Hands-On Exploration

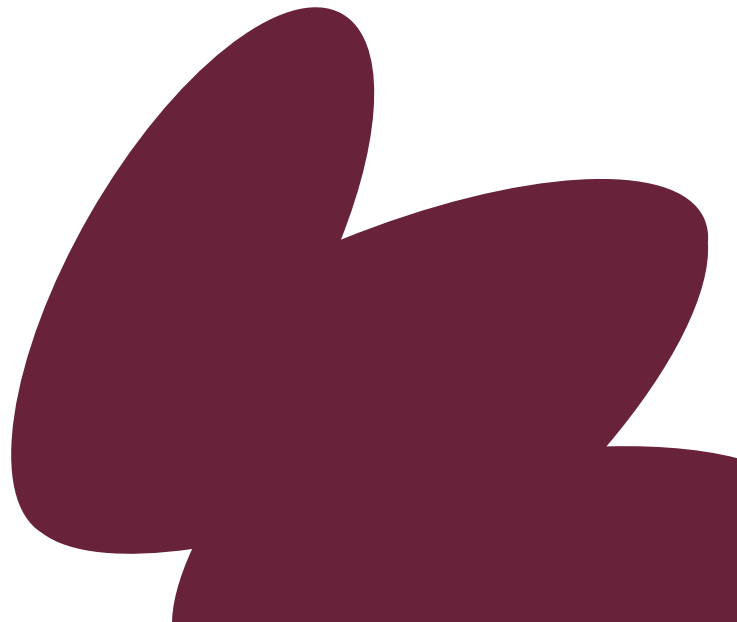
- Provides sensory-rich experiences through arts, music, science, and nature activities.
- Encourages creativity and innovation through interactive projects.
- Develops fine and gross motor skills through active play.

04 Literacy & Language Development

Builds early reading and writing skills through storytelling and phonics. Expands vocabulary and language comprehension through interactive activities. Encourages a love of books and self-expression through words.

05 Family Partnership

- Recognizes parents as a child's first and most important teachers.
- Provides opportunities for parent involvement in school activities.
- Encourages open communication and collaboration between families and teachers.



Student Profile

At Cypress Innovation Academy, we embrace the uniqueness of every child while nurturing essential developmental skills. Our ideal student profile includes:



Curious
Learner



Confident
Communicator



Creative
Thinker



Growing
individually



Joyful
Learner



Kind
Friend



We believe that every child is **capable, competent, and ready to learn in their own unique way.** Our goal is to guide them in building **confidence, curiosity, and compassion** as they take ownership in their own educational journey.



Curriculum Programs

Our Curriculum

At Cypress Innovation Academy, we believe that education should be engaging, hands-on, and developmentally appropriate. The Curriculum we use for all the CORE subjects is Mia Academy and Mia Prep. It is an online program that is interactive and engaging. Mia Academy and Mia Prep offers math, ELA, reading, spelling, science, history, world languages, art, and music. We will also offer additional classes to nurture academic, social, emotional, and physical growth in our students while making learning fun and meaningful.

Mia Academy and Mia Prep follow a child-centered approach with structured and unstructured learning activities incorporating elements from research-backed education framework. They use video guided instruction with educators teaching the lessons. STEM kits will be from Sparklabs and other similar companies.

The Creative Curriculum

Fostering exploration and discovery through hands-on experiences.

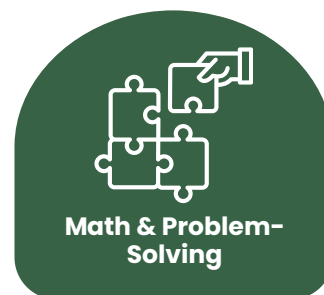
Montessori Principles

Encouraging independence and self-directed learning.

Reggio Emilia Approach

Promoting creativity, collaboration, and critical thinking.

Our curriculum focuses on the following key developmental areas:





Safety Measures in Classrooms



All classrooms are equipped with children in mind and we will accommodate for any special needs students may have.



Daily sanitization of toys and learning materials.



Emergency exits and safety protocols clearly outlined for all staff. We will also have plans posted in all rooms.



Daily Schedule & Routine

Class Schedule

At Cypress Innovation Academy, we provide a nurturing and flexible environment that supports the unique needs of every child. Our class structure is designed to encourage socialization, exploration, and individualized attention, ensuring that each child receives the best possible start to their educational journey. This schedule is a daily outline and will be subject to change.

	Tuesday	Wednesday	Thursday	Friday
8:30 A.M.	Drop off and tutoring	Drop off and tutoring	Drop off and tutoring	Drop off and tutoring
9:00 A.M.	Mia Academy Mia Prep	Mia Academy Mia Prep	Mia Academy Mia Prep	Group projects or tutoring
10:00 A.M.	Mia Academy Mia Prep	Mia Academy Mia Prep	Mia Academy Mia Prep	Group projects or tutoring
11:00 A.M.	Mia Academy Mia Prep Bible Study	Mia Academy Mia Prep Bible Study	Mia Academy Mia Prep Bible Study	Group projects or tutoring
12:00 P.M.	Lunch and Free Block	Lunch Free Block	Lunch Free Block	Lunch Free Block
1:00 P.M.	P.E.	Art, music, creative writing	P.E.	STEM
2:00 P.M.	Personal Choice EC	Personal choice EC	Personal choice EC	STEM
2:30 P.M.	Pick up by 2:30	Pick up by 2:30	Pick up by 2:30	Pick up by 2:30

We will offer tutoring/extra help during drop off (8:30-9:00 A.M.) every morning. We will also offer different EC every quarter. We also offer a HYBRID and ONLINE option.



School Hours & Drop-Off/Pick-Up Policy

01 Operating Hours
Tuesday- Friday, 8:30 AM - 2:30 PM

02 Morning Drop-Off and Tutoring
8:30 A.M. - 9:00 A.M.

03 Afternoon Pick-Up
2:00 - 2:30PM (Late fees apply after 2:30 PM)

04 Pick-Up Authorization
Only listed guardians may pick up a child.

Drop-Off Policy

- Parents or guardians must sign in their child upon arrival.
- Children must be escorted into the classroom by an adult.

Pick-Up Policy

- Only authorized individuals listed on the child's emergency contact form may pick up the child.

Late pick-up fees apply after 2:30 PM.

- Parents must sign out their child before leaving the premises.

Yearly Calendar 2026-2027

September

2nd -11th Teacher
Workdays
14th -First day

October

16th Teacher
Workday
19th-23rd Fall
Break

November

11th Veterans Day
25th- 30th
Thanksgiving Break

December

17th -31st Christmas
Winter Break

January

1st-6th Christmas
Winter Break
5th-6th Teacher
Workdays

February

Apply for ESA+ and
Opportunity
Scholarship and
Grants :)

March

26th Teacher
Workday
29th-30th Easter

April

12th-13th Teacher
Workdays
12th-23rd Spring
Break

May

20th Last day
21st Teacher
Workday

June

Re-enroll for the
new year :)

July

August



Enrollment Policies & Required Documents

At Cypress Innovation Academy, we strive to make the enrollment process smooth and transparent for all families. Below, you will find the eligibility requirements, required documents, and important policies related to admissions.

Enrollment Eligibility

Children must meet the following requirements to enroll:

- 01 Be a resident of Rutherford or Cleveland County**
Kindergarten through 12th grade
- 02 Need a valid Birth Certificate, documentation, and application**
registered by a legal guardian with fees paid
- 03 Any testing, IEP, 504, etc transferred**
Have all transcripts sent from other schools

Children must meet all immunization requirements or have exemption on file before the first day of school.

Required Documents for Enrollment

Parents must submit the following documents to complete the registration process: cypressinnovationacademy.org

- 1. Enrollment Application**
available at the school office or on our website
- 2. Birth Certificate or Passport Copy**
- 3. Medical, IEC, and Allergy Forms**
available at the school office or on our website
- 4. Student Information Form**
available at the school office or on our website
- 5. Approved Pick Up List Form**
available at the school office or on our website
- 6. Payment Forms**
available at the school office or on our website

All required documents must be submitted before the child's start date.

Enrollment Process & Timeline



STEP 1 **Application Submission**

Parents must fill out the enrollment form and submit all required documents.



STEP 2 **Family Meeting & School Tour**

Parents and students are encouraged to visit the school, meet the staff, and observe the environment.



STEP 3 **Admission Confirmation & Payment**

Once accepted, families will receive a welcome email, along with an invoice for the registration fee and first tuition payment. If the Opportunity scholarship is awarded, then this will go towards these fees.



STEP 4 **Orientation & First Day of School**

Before starting school, parents must attend an orientation session. At this time, both will sign a code of conduct agreement.

Tuition & Fees Policy

We offer flexible payment plans to accommodate families' needs. Below are the tuition fees for the 2026-2027 school year:

Tuition Rates (Per Child)

Class Level	Annual Tuition	Per Semester (2 Payments)	Quarterly Plan (4 payments)
K5-5 th grade	7,950	3,975	1,990
6th-8th grade	7,950	3,975	1,990
High School	7,950	3,975	1,990

Tuition is due on the 1st of each month for monthly plans and the first of each quarter for quarterly plans.

Additional Fees

- 1. Non-Refundable Registration Fee**
\$100 (due upon acceptance).
- 2. Materials & Supplies Fee**
\$150 (charged annually).
- 3. Field Trips and Extra Activities Fees**
\$175 (charged annually).
- 4. Electronic Rental Fee**
\$50 annually (covers computer and headphones per student).
- 5. Late Payment Fee**
\$25 if tuition is not received by the due date.

Sibling Discount

Families enrolling more than one child receive a 10% discount on the second child's tuition. We will offer a family discount for enrollments of more than 2 students.



Health & Wellness Policies



At Cypress Innovation Academy, we prioritize student health and well-being. Our policies help create a safe, clean, and supportive environment for all students. We know that we may have students with chronic health conditions and immunity issues. We will have a RN on staff at all times.

Immunization & Health Records

All children must have Medical forms and IEC on file before the first day.

A current vaccination record must be on file upon enrollment and updated annually.

Medical or Religious exemptions must be on file.

Illness Policy When to Keep Your Child at Home

Children must stay home if they have:

Fever of 100.4°F (38°C) or higher (must be fever-free for 24 hours without medication to return).

Vomiting or diarrhea in the past 24 hours.

Unexplained rash, pink eye, or contagious illness.

Persistent cough, difficulty breathing, or flu-like symptoms.

Follow live immunization guidelines immediately after any live vaccine for up to 2 weeks per individual vaccine guideline. (To avoid shedding exposure).

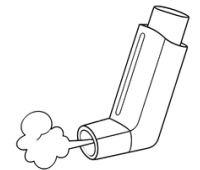
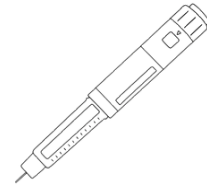


Medication Policy

Prescription medications require a Medication Authorization Form from a doctor.

All medication must be in its original packaging and handed directly to the school RN. (multiple medicines need to be in one bag/case per student)

No medication (including cough drops) should be left in a child's backpack.



Allergy & Food Safety Policy

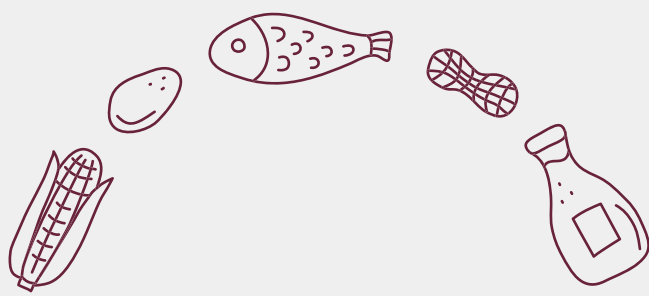
Cypress Innovation Academy is a NUT-FREE campus (no peanuts, tree nuts, or nut-based products).

Parents must disclose food allergies or dietary restrictions during enrollment.

EpiPens and inhalers must be provided by parents if needed.



All staff are trained in EpiPen administration and allergy response.



FOOD ALLERGENS



Allergy Policies



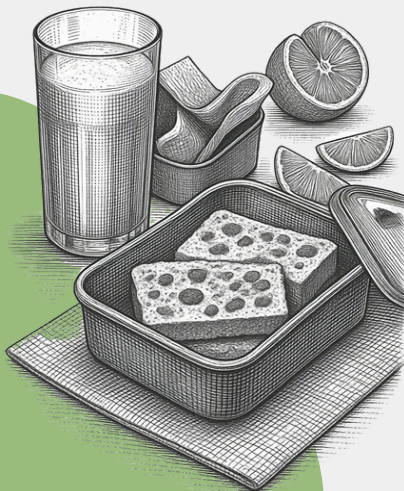
Home-Packed Lunch & Snack Policy

Parents must send home-packed meals.

- **Nut-Free Policy:** Peanuts, tree nuts, and nut-based products are strictly prohibited.

Lunch should be healthy and balanced, avoiding sugary snacks and sodas.

We may have special situations where we are studying a certain subject and provide a meal or snack to go along with the lesson. When this happens, notice will be given and allergies will be considered.



Allergy Awareness & Food Safety

- Cypress Innovation Academy is a 100% nut-free campus.
- Parents must inform the school of any food allergies during enrollment.
- EpiPens & Emergency Medication must be provided if the child has a severe food allergy.
- Staff members are trained in allergy response and emergency medical procedures.

If your child has a life-threatening allergy, please work with the school to create an Allergy Action Plan.



Dress Code & Personal Belongings Policy

We encourage children to wear comfortable, weather-appropriate clothing that allows for safe movement, active play, and independent self-care. Our dress code promotes practicality, safety, and school identity while allowing children to express themselves.

Dress Code Guidelines

Comfortable, Play-Appropriate Clothing

- Children should wear loose, breathable clothing that allows free movement.
- Clothes should be easy for children to manage (e.g., elastic waistbands instead of buttons/zippers).

Weather-Appropriate Attire

- Cold Weather: Coats, gloves, hats, and closed-toe shoes.
- Warm Weather: Lightweight, sun-protective clothing and a wide-brimmed hat for outdoor play.

Shoes for Safety

Closed-toe shoes with rubber soles are required for certain activities and classes.

- No flip-flops or shoes with wheels (to prevent injuries).

Extra Clothing Requirement

- Parents must provide a labeled extra set of clothes (shirt, pants, socks, and underwear) in case of spills or accidents.

All clothing and accessories must be labeled with the child's name to prevent mix-ups and stored in their backpack.



What Not to Wear

- Clothing with inappropriate images, logos, or slogans.
- Jewelry or accessories that pose a safety risk (e.g., dangling earrings, long necklaces).
- Costumes or dress-up clothes (except on designated theme days).
- Shoes with wheels, flip-flops, or heels.

Personal Belongings Policy

Items to Bring Daily

- **Backpack**
large enough for a lunchbox, extra clothes, and schoolwork
- **Reusable Water Bottle**
labeled with the child's name
- **Lunch & Snacks**
if not participating in the school meal program

Items Not Allowed at School

- **Toys from home**
except for special sharing days
- **Electronic devices**
tablets, smartwatches, phones
- **Expensive or sentimental items**
the school is not responsible for lost or damaged items

By following this dress code and personal belongings policy, we ensure that all children feel safe, comfortable, and prepared for a fun and active day at school.



Parent Involvement Opportunities

We offer various ways for parents to be actively engaged in their child's preschool experience:



Classroom Involvement

Become a Student Aide

Parents can become a one-on-one aide for special needs students.

- **Special Skills Sharing**

Parents with unique skills (e.g., music, cooking, art) can lead an activity.

- **Helping with Art & Science Projects**

Assisting children with hands-on activities.



School-Wide Volunteering

- **Field Trip Chaperones**

Supervising a small group of students.

- **Event Planning Committee**

Assisting with school-wide events.

- **Fundraising & Donation Drives**

Helping organize fundraising efforts.



Communication Between School & Parents

We prioritize open and transparent communication with families. Below are the ways we keep parents informed:

Weekly & Monthly Updates

- **Weekly Newsletters**
Sent via email and Facebook, summarizing classroom highlights and upcoming events.
- **Monthly Calendars**
Distributed at the start of each month with key dates and activities.

Direct Communication

- **Parent-Teacher Meetings**
Available twice a year or upon request.
- **Email & Phone Support**
Teachers and staff are available for inquiries during school hours.



Acknowledgment & Agreement Form

We require all parents or guardians to review and acknowledge the policies outlined in this Parent Handbook. This ensures that families understand the expectations, procedures, and commitments necessary for a positive school experience.

Parent Handbook Agreement

I,, the parent/guardian of, have read and reviewed the Cypress Innovation Academy Parent Handbook for the 2025-2026 school year. I acknowledge and agree to the following:

- I understand and acknowledge the Statement of Faith
- I acknowledge and will follow the health and illness policies, including allergens and medication requirements.
- I will comply with the school's dress code and personal belongings policy.
- I understand the tuition, fees, and payment deadlines and agree to fulfill all financial obligations.
- I acknowledge the field trip and special activities policy and will provide permission as required.
- I agree to communicate with the school regarding any concerns, absences, or emergency situations.
- I understand that failure to comply with school policies may result in a meeting with the administration and, in severe cases, impact my child's enrollment status.

Emergency Contact & Authorized Pickup Confirmation

The following individuals are authorized to pick up my child from Cypress Innovation Academy:

Primary Contact:

Name:
Relationship:
Phone Number:

Secondary Contact:

Name:
Relationship:
Phone Number:

Additional Authorized Pickup Person(s): (if applicable)

Name:
Relationship:
Phone Number:

Any changes to authorized pickup persons must be communicated to the school in writing.

Parent/Guardian Signature

Parent/Guardian Name:

Signature: _____

Date:

Cypress Innovation Academy

Growing Through
Love and Learning

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