



Preparing Students for Life

Parent/Student Handbook 2015-2016

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2015-16 Bell Schedule

C.S. Lewis Grade School

AMK	8:00am – 10:50am
PMKE	11:55am – 2:45pm (PM Kindergarten Enrichment)
PreK	12:10pm – 2:40pm (Tue, Wed, Thur)
1st – 5th	8:00pm– 2:45pm

* Lunch hours vary by class

* Students may arrive at 7:45 AM and are to be picked up no later than 3:00 PM. After 3:00 PM they will automatically be placed in the aftercare program at the hourly billing rate. If high school sibling is providing their transportation, students may be picked up no later than 3:10 PM.

C.S. Lewis Middle School

Monday & Wednesday		Tuesday & Thursday		Friday	
Period 1	8:00-8:55 AM	Period 1	8:00-8:55 AM	Period 3	8:00-8:50 AM
Period 2	9:00-9:55 AM	Period 2	9:00-9:55 AM	Period 4	8:55-9:45 AM
Period 3	10:00-11:45 AM	Period 6	10:00-11:45 AM	Period 5	9:50-10:45 AM
Lunch	11:45-12:20 AM	Lunch	11:45-12:20 AM	Chapel	10:50-11:40 AM
Period 4	12:25-1:40 PM	Period 7	12:25-1:40 PM	Lunch	11:40-12:10 PM
Period 5	1:45-3:00 PM	Period 8	1:45-3:00 PM	Period 6	12:15-1:05 PM
				Period 7	1:10-2:00 PM
				Period 8	2:05-3:00 PM

Students may arrive at 7:45 AM and are to be picked up no later than 3:00 PM.
(If high school sibling is providing student's transportation, student may be picked up no later than 3:10 PM).

C.S. Lewis High School

Monday & Wednesday		Tuesday & Thursday		Friday	
Period 1	8:00-8:55 AM	Period 1	8:00-8:55 AM	Period 3	8:00-8:50 AM
Period 2	9:00-9:55 AM	Period 2	9:00-9:55 AM	Period 4	8:55-9:45 AM
Homeroom	10:00-10:25 AM	Homeroom	10:00-10:25 AM	Chapel	9:50-10:45 AM
Period 3	10:30-11:45 AM	Period 6	10:30-11:45 AM	Period 5	10:50-11:40 AM
Lunch	11:45-12:20 PM	Lunch	11:45-12:20 AM	Lunch	11:40-12:10 PM
Period 4	12:25-1:40 PM	Period 7	12:25-1:40 PM	Period 6	12:15-1:05 PM
Period 5	1:45-3:00PM	Period 8	1:45-3:00 PM	Period 7	1:10-2:00 PM
				Period 8	2:05-3:00 PM

Students may arrive at school at 7:45 a.m. and are to be picked up no later than 3:30 p.m.

Statement of Non-Discrimination

C.S. Lewis Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs.

CSLA reserves the right to select students on the basis of academic performance, Christian commitment, and personal qualifications including willingness to cooperate with the school administration and abide by its policies. We may deny admittance to students who require specially trained personnel or those who have a record of serious disciplinary or psychological problems. Reasonable accommodations will be made for students with physical limitations.

Philosophy of Christian Education

The educational process in a Christian school is dependent on a Christian worldview, which provides a biblical worldview and essential truths for life so that students may be prepared to assume their proper place in the home, church and state. Accordingly, the philosophy of education for the school is as follows:

CSLA's Christian education philosophy is based on a God-centered view that all truth is God's truth. Our aim socially is to provide a worldview from which will come a balanced personality and proper understanding and acceptance of a person's role in life at home, work, play, and worship, all grounded in the Christian concept of love. Our goal is to impact students spiritually, mentally, intellectually, physically, socially, and emotionally. Our purpose is for raising up young men and women to godly service, to train them in Biblical principles, responsibility, proper behavior, and citizenship, in order that they may grow to be strong Christian leaders in the future. This will be achieved through teachers integrating God's Word with a high-quality academic program and by providing students the opportunity to develop their spiritual gifts and ministry skills.

CSLA Mission Statement

C.S. Lewis Academy is committed to providing an education that is challenging and responsive to individual needs; preparing students for life in a safe, nurturing environment that fosters character development and spiritual growth based on Biblical truth.

CSLA Statement of Faith

CSLA is founded upon and functions on the fundamental principles of the Word of God, and it espouses the historic Christian view of life as presented in the Bible. God speaks to us through the Bible with the help of the Holy Spirit, who guides us in understanding and application (John 16:13; Romans 11:36). The Bible is the only inspired, infallible, inerrant and authoritative Word of God. (II Timothy 3:16-17; II Peter 1:21).

There is one God, the Creator and Sustainer of all things, eternally existing in three persons: Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).

Jesus Christ is the only perfect image of God the Father and shows us the nature of God (John 1:14). We believe in His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His death for our sins (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand

of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).

The Holy Spirit is God at work in the world and the Church today (John 16:7-11). He is the Comforter (John 16:7), He leads the believer into truth (John 16:13), and He enables us to grow into Christ's likeness. His indwelling in every believer is a sign of salvation (Ephesians 1:13-14). The teaching of the Holy Spirit will always be consistent with biblical truth (John 14:26).

Salvation is essential due to man's sinfulness, and comes as a gift from God through His grace (Romans 6:23, Ephesians 2:8).

Statement of Purpose

We believe that a Christian education should be the best education a student can acquire. By combining the latest in technology with sound, fundamental academics, C.S. Lewis Academy will prepare students for success in the twenty-first century. With a balanced emphasis on academics, character development and spiritual growth, CSLA gives every student the opportunity to become an intelligent, well-rounded individual with integrity and a healthy Christian world view. This type of training gives each graduate optimum potential to become not only a productive member of society but also a strong Christian leader for future generations.

We believe a student's education goes way beyond the confines of the school walls. This is why we ask for parental participation and cooperation in the educational process of their child. It is ultimately their responsibility before God to "train up a child in the way he should go" (Proverbs 22:6). C.S. Lewis Academy contracts with the parents to provide a healthy academic and spiritual environment that provides their child with an optimum learning environment.

School Board and Administration

CSLA is under the leadership of a Board of Directors. The Board is made up of committed Christians from the community—some being parents of students at CSLA who have a vital interest in the school. Their role includes leadership, policy-making, maintaining the constitution and by-laws, and securing the finances of the school. The daily operations of the school are delegated to the Lead Administrator who is chosen for educational and spiritual leadership.

Professional Organizations/Accreditation

CSLA is registered with the State of Oregon as a recognized and accredited private school. Therefore, transcripts are accepted by state colleges and universities. The school is a member of the Oregon School Activities Association (OSAA) and is accredited through the AdvancED Accreditation Commission.

Tuition and Fees

Tuition: The five payment options offered at CSLA are:

Option #1: Full tuition payment on or before August 1st: 2% discount (no discount after August 1st)

Option #2: Two payment (semester) option: 1% discount (50% due by August 1st and 50% due by January 2nd)

Option #3: Ten monthly payments paid by the first of the month (August – May) via FACTS. There is a one-time fee per family per school year for this service. A choice of due dates for the monthly payment will be given, with the final payment for all plans to be due on or before May 15, 2016. A FACTS agreement must be submitted to activate a monthly payment plan.

Option #4: Eleven monthly payments paid by the first of the month (July – May)

Option #5: Twelve monthly payments paid by the first of the month (June – May)

Any account outstanding after thirty days will receive a letter from the school regarding the late tuition payment. Any account sixty days past due may be subject to the immediate dismissal of the student(s).

Parents withdrawing their children from school early will pay an administrative fee of \$50 for processing out of CSLA. Students are considered enrolled until parent notifies administration of withdrawal. Tuition is prorated and due in full on day of withdrawal.

If someone else is paying for the child's tuition, we still hold the parents responsible for the tuition payments.

If parents are divorced and hold joint custody of the children, please designate one party to be responsible for the tuition payments.

In order for a senior student to receive his/her diploma, that student's account must be paid in full.

Accounts must be paid in full by the end of each fiscal year in order for your returning student to remain on the roster for the next school year.

For more information, see Financial Policies brochure or call the Finance Office.

Registration Fee: The registration fee is due upon acceptance of the student. Payment of such holds a place for the student at CSLA for the upcoming school year.

Admission Criteria

The following admission criteria have been adopted to assure consistent standards of admission in agreement with the philosophy and purposes of the school:

1. The parents and student must agree with the Statement of Faith of the school as outlined in the student handbook
2. The parents must agree that:
 - A) The school has full discretion in the discipline of their children within the bounds of the discipline policy.
 - B) They will meet all tuition and other financial obligations by the due dates indicated.
 - C) They will willingly support the school in prayer and in lending practical help as needed by the school.
3. All students must show an interest in attending CSLA and a willingness to cooperate with the standards and guidelines set forth in this handbook.

Parent Involvement and Support

While CSLA is not a parent-run school, the fact remains it will only be as strong as its families. Parents are asked to be proactive in the following ways:

1. To be in prayer for all aspects of the school;
2. To show support and respect to the faculty and staff and handle grievances in a Biblical manner (Matthew 18:15-17);
3. To be actively involved in volunteering for the many activities and projects the school needs help with throughout the year.

Parent/Student/Staff Relationships

Each individual associated with CSLA brings unique talents, gift and abilities to the school. Grandparents, parents, children, board members, school staff and community members all contribute to a smooth-running school. A family atmosphere is a school hallmark and comes with participation and cooperation from all segments of the school community. As in any family, there are expectations for good working relationships. The following Biblical principles are to guide all relationships at CSLA:

- Matthew 7:1 “Do not judge, or you too will be judged.” This relates to judging others’ motives and intentions.
- Matthew 18:15-19 “If one sins against another, go to that person directly; if not resolved at that level, take another with you; and finally, if necessary, go to the governing body.” Practicing these principles will keep gossip and a complaining spirit out of CSLA.
- Luke 6:27-28 “Love your enemies, do good to those who hate you, bless those who curse you and pray for those who mistreat you.” The idea here is that when disagreements occur, we let love and a caring attitude control relationships.
- Ephesians 4:2-3 “Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace.” We must remember we all have weaknesses and we respond best to gentle and patient words and actions.
- Ephesians 4:29 “Do not let unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” Everything we do and say should be “solution-oriented”.

- Ephesians 4:32 “Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you”.
- Ephesians 5:21 “Submit to one another out of reverence for Christ.” We should always seek the other person’s good ahead of our own, avoiding an attitude that “my agenda is best and I have the best answers”.
- Philippians 4:8 “Finally, brothers, whatever is true, noble, right, pure, lovely, admirable, excellent or praiseworthy, think about such things”.

The practice of these principles in every relationship/situation will give us the best atmosphere for growth. Knowing that Satan and our “flesh” seek the opposite of the above, vigilance and a dependence on the Holy Spirit will be essential to success. CSLA values and welcomes feedback and suggestions, and the Board and all employees are open to appropriate change.

Grievance Procedure

From time to time, a student or a parent may have a disagreement with or a complaint about another student, a faculty member or an administrator. It is our responsibility as Christians to make every effort to settle any conflicts or complaints according to the principles established in God’s Word. Using Matthew 18:15-20, and I Corinthians 6:1-8 as our guide, we are to live at peace and to resolve disputes with one another in private or within our Christian institution. Therefore, any grievance or dispute related to CSLA’s faculty or administrators are to be settled according to the following procedures:

Step 1: Generally, the person with the concern should go to the person with whom he/she has a disagreement and try to resolve the issue by discussing it with that person.

Step 2. If Step 1 fails to resolve the concern, the person with the grievance may submit to that person’s supervisor a written statement explaining the concern and a summary of his/her attempt to resolve it. After reviewing the statement, the supervisor may:

- A) Meet with the person who has the grievance;
- B) Meet with the other person(s) to better understand his/her perspective; or
- C) Meet with both parties together to discuss the issue and offer a resolution

Step 3. If the person is not satisfied with Step 2, the process should be repeated at the next level of supervision with a summary and recommendation provided by the supervisor to all parties involved up to this point. The person(s) with the grievance may continue with this procedure with successive levels of supervisors up to the Board of Directors if necessary. The decision of the Board shall be final.

Student Grievance Policy

It is the philosophy of C.S. Lewis Academy that students have an inherent right to express their personal opinions, desires, and complaints; and the school has a responsibility to address itself to those expressed concerns. Any student who contends that they have been subject to a violation, misinterpretation, or inappropriate application of student policies and/or administrative guidelines, shall make direct application to the Lead Administrator/Principal to air his/her concerns.

Health and Safety

Emergency information must be on file for every student. This includes medical information, names of adults other than parents who can be contacted in an emergency, and written permission to give Over-the-Counter (OTC) and prescription drugs provided by the parent via the form(s)

provided at the front office entitled, "Authorization for Medication Administration by School Personnel". Parents are required to go online to RenWeb and update their information yearly, prior to the first day of school. If a student is injured or feels sick, he/she should report to the closest school employee or volunteer. If a student needs medical attention during the school day, the parents will be contacted by a school official.

CSLA carries liability insurance, but not medical insurance or accident insurance. We **require** each family to have its own medical or accident policy. Student medical insurance is available through the school at a nominal cost. One **must** be purchased if the family does not have other coverage, and proof of current coverage must be provided to school.

All student's immunizations and vaccinations must be current. If they are not, by Oregon State Law, the child will not be allowed to attend school until the necessary immunizations have been completed. The immunization report must be on file in the school office.

Fire, earthquake and intruder drills are conducted regularly. A disaster policy has been established and is comprehensive. In case of disaster, students will be kept in the safest place possible. No students will be released to anyone except a parent, guardian or a person designated on a form completed at the start of each school year.

Medical Policies

In accordance with state law, all medications for students must be kept in the school office and administered by school personnel. "Medications" means any prescription drug or OTC drug, including but not limited to vitamins and food supplements, eye, ear and nose drops, inhalants, medicated ointments or lotions, pain relievers/aspirins, cough syrup and antacids. **The parent or guardian must provide the medication to the office in its original container**, give written permission via the form(s) provided at front office entitled, "Authorization for Medication Administration by School Personnel", and have appropriate physician instructions accompanying all prescription medication. All prescription medication must be in the original container with the student and doctor's names clearly marked on the pharmacy label. The same applies to over the counter medications.

In the event of an outbreak of lice, scabies, conjunctivitis (pink-eye), or any other infectious disease, each student shall be observed and/or examined to determine if the infestation has spread. A notice will be emailed and a hardcopy sent home with the students affected explaining correct measures to combat the outbreak. No student will be allowed to return to class without office approval. For students affected by lice, all nits must be gone before permission will be granted to return to class. This is critical as the shampoo treatment is only partly effective and sometimes nits appear dead, but are not.

Illness

We understand the difficulty that can arise in having to change plans or find child care when your child exhibits signs of illness. However, home is the best place for a child who is ill. We ask for your caring compliance to protect the health of the school community, and to please observe the following guidelines in determining whether or not to send your child to school on a given day:

- ♦ If your child exhibits ANY of the following symptoms, **keep them home for 24 hours after symptoms cease before returning to school**: sore throat, stomach ache, frequent cough, body aches, nausea, fever, excessively runny nose, diarrhea, rash, and vomiting. **Fever must be below 99.1 degrees without the help of a fever reducing medication for 24 hours before student returns to class.**

- If a child exhibits flu-like symptoms at school (fever, cough, muscle aches, nausea, vomiting) the child will be sent home; and if the child is coughing, a surgical mask may be put on the child until he/she is picked up by parent or approved person.

Please call the school office to report the student's absence. We understand there can be concern that a child will miss out on an activity or school work; be assured that students are given extra time to make up missed work.

Emergencies

In the event of an accident or emergency that needs parental involvement, CSLA personnel will call a parent. If a parent cannot be reached at home or work, the persons listed in RenWeb as emergency contacts will be called. If there is no response at this number, the family physician will be called. If the family physician cannot be reached, the student will be taken to the hospital. In the event of a serious injury or illness, CSLA may call 911 first. Please complete the emergency contact and medical information in RenWeb carefully. **Complete, accurate information, including work and home numbers, is very important.** Please update RenWeb or call the office to update contact information if your address, email address or any of your phone numbers should change.

Inclement Weather

School closure may occur due to weather conditions and/or causes beyond our control. If snow or bad weather forces closure, **we follow the lead of the Newberg School District.** Local TV and radio stations carry this information, usually by 6:00 AM, or you may call the Newberg Schools Information Line at 503-554-5001 or their Bus Line at 503-538-5897. You can also visit their website at **www.newberg.k12.or.us**. Newberg School District also offers a mobile app you can download: **<http://www.Newberg.k12.o4.us/district/school-home-parentlink-student-success>**.

Volunteers

Volunteers play a critical role in the success of C.S. Lewis Academy. Volunteers work with the school faculty, staff, coaches, parents and students in their progress each year. The school's ability to offer many activities inside and outside of the classroom depends on volunteer help. While CSLA does not require volunteer hours, each family is strongly encouraged to get involved whenever possible.

In order to provide optimal care and protection for the students, volunteers must complete a form to allow a background check. The requisite form can be accessed via the Parents link on the CSLA website under Volunteering. Also, hard copies of the form are available at the school offices.

Transportation

Parents are responsible for transporting students to and from school. Many families arrange car pools within their area. CSLA high school students may drive themselves to and from school once they have a license and their parents update the Transportation forms.

During the course of the school year, your child may be involved in various off-campus activities sponsored by C.S. Lewis Academy. And, there will be many off-campus events for which the school will not be providing transportation. Although the school carries liability and medical insurance in case of a vehicle accident, by law, *the parent's vehicle insurance is the primary coverage.* In the event that private transportation is necessary, C.S. Lewis Volunteer Drivers (who have completed all forms and have been approved) will transport student to and from the event.

All students must have a completed and signed **Private Transportation Release Form** which:

1. Permits your student to be a passenger in a privately operated vehicle;
2. Confirms that your student will drive **ONLY** him/herself, or be driven by a parent/guardian;
3. Releases the school from liability arising out of students being transported in privately owned vehicles.

The **Private Transportation Release Form** provides three selections indicating the type of permission you stipulate for your student:

- A. The first box allows your student to ride with any approved C.S. Lewis Parent (Adult) or Student Volunteer Driver.
- B. The second box allows your student to ride with any approved C.S. Lewis **Adult** Volunteer Driver.
- C. The third box prevents anyone besides the licensed student or his/her parent or guardian to transport named student.

To qualify as a C.S. Lewis Parent or Student Volunteer Driver, the following conditions must be met.

- 1) Must operate their vehicles with a valid driver's license that is not a provisional driver's license. (Drivers must comply with ORS 807.122 which limits drivers using a provisional driver's license from transporting passengers.)
- 2) May not have any moving violations on their driving record for the three (3) years, (five [5] years for a DUI violation) prior to their application to act as a Volunteer Driver.
 - ♦ In the case of a single minor infraction within the past three years, the applicant may appeal to the Lead Administrator by providing a written description of the circumstances on the back of the **Parent or Student Volunteer Driver Form** or add another page.
- 3) Must not have had any automobile accidents for which the applicant was liable for the five (5) years prior to their Volunteer Driver application.
- 4) Must provide a copy of their automobile insurance information (Auto Insurance Card).
- 5) Agree to adhere to all traffic ordinances and laws, by signing the **Parent or Student Volunteer Driver Form**.
- 6) Complete and pass a C.S. Lewis Background Check or have an approved one on file with CSLA that was performed within the last 4 years.

Driving and Parking

Parking is limited at all campuses. Please make every effort to park in a manner that allows the free flow of traffic in and out of the parking lot. CSLA is not responsible for property damage or theft in the parking lot. Cars should be locked and leaving personal property within the car should be avoided.

Wynooski – Traffic must enter and exit at the Wynooski Street entrance and park in the slots provided.

Secondary School – All student drivers must register their vehicle with the office and have an updated transportation form on file. If transportation is provided to a school activity, students are expected to ride with approved and vetted drivers. Students are to use the area of the parking lot designated for students and are not to park in visitor, staff or Learning Center parking.

If a freshman or sophomore is driving his/her own car, he/she must register it with the office. However, they do not have off-campus privileges and must have parental permission to leave the campus during the school day. Permission must be obtained for each time the student is leaving. “Blanket” permission is not permitted for freshmen or sophomores. At all times, local and state traffic laws must be obeyed. Parents cannot give freshmen or sophomores permission to go off campus for lunch, unless it is with an approved mentor or the parent themselves.

Speeding and reckless driving, parking in the wrong areas, taking underclassmen off campus without permission, or other improper uses of a vehicle will result in Restorative Action.

Family Directory

The family directory is published and distributed to each family as a courtesy to help you communicate with other families in your class and in our school. This information is personal and confidential and is not to be used for solicitation purposes. Family contact information is also available via RenWeb.

Lunch and Snacks

CSLA offers a hot lunch program that is run by volunteer parents. The operation and extent of the program varies by the number of volunteers and the campus. Please check with your campus to find out if a hot lunch program is operational for that campus.

We recognize that healthy lunches are essential to good brain and body functions. If your student chooses, he/she may bring a sack lunch from home. Students eat lunch in the various locations under teacher and volunteer parent supervision. Recess time is usually outside, again with adult supervision. CSLA maintains a closed campus at lunch with students not allowed to leave campus unless accompanied by a parent, guardian or adult who has permission to take the student off campus.

Students are not allowed to eat in the classrooms. During lunch period, they can eat in the lunchroom or in outdoor common areas of the campus as weather permits. Students may spend the remainder of lunchtime in the gym or common areas of campus. ***Juniors and seniors have off-campus privileges for lunch, but they must sign out when they leave and sign in when they return.*** Students in the 9th and 10th grade are only allowed off campus for lunch with a parent, immediate family member or approved school mentor, when a signed or dated note from the parent is presented to the office ***at least one day prior.***

Mentor Program

The high school offers a Peer Mentor Program, in which upper classmen may apply to mentor lower classmen. They fill out an application which must be approved by both the school and the mentee's parents. Once approved, the Mentor may take the Mentee off campus for lunch no more than once a week ***with the written permission of the Mentee's parent at least one school day in advance.*** In order to keep parents apprised of when their student is off campus, a blanket permission note is not allowed.

Library

The school library is located at the Wyooski campus. Materials are chosen that support our philosophy and curriculum. Computerized resources are a growing part of our library. K-5 students visit the library on a regular basis and middle school students schedule visits as needed. Research is also moving into the classroom through the use of computer networks, the computer lab, the Internet and CD ROM data. Annual book fairs enable parents and students to purchase quality books for themselves and for donation to the CSLA library.

Many students, especially at the high school level, utilize the resources of the public libraries. Teachers occasionally plan visits to community resources.

Lost and Found

Items often get lost or misplaced. Labeling lunch boxes, clothing, book bags and personal or school items is essential. Such items can easily be returned to students. Items not claimed after reasonable times are given to charity. Lost and found locations exist on each campus.

Pets and Animal Visitors

Even well-trained animals can be unreliable at times under conditions of stress and unfamiliar environments. Thus due to safety, sanitation and allergy concerns, pets and animals are not permitted at CSLA, with the exception being service animals under the ADA laws and classroom animals in residence. On rare occasion, a teacher may give permission for an animal to be brought in for sharing, and they must be caged or contained in such a way that no actual contact will be possible with students or staff. We encourage pictures as a wonderful substitute for sharing the joys of pet ownership.

Cell Phones, Laptops, and Other Technology

(Please refer to the Technology Contract for more detailed information)

Pre-K through 5th: Cell phones must not be on their person and not used during the school day (from 8:00 am to 2:45 pm). Students not in compliance will have their cell phones confiscated and the phone may be picked up by a parent from the office. Repeat occurrences are subject to intervention via Restorative Action.

Secondary School: Cell phones may not be used during the class periods for any reason. Students not in compliance will have their cell phones confiscated and be subject to Restorative Action. The student's parent is required to pick up the phone from the office. Repeat occurrences are subject to Restorative Action intervention.

All Grade Levels: Personal laptops and iPads are permitted for students who sign the Technology Contract, but no Wi-Fi access is permitted.

Access to the Internet is available via classroom computers and Computer Lab. The Internet is provided for students to do research for academic projects and not for their own personal use (e.g., gaming or Facebook). A student may lose their computer and Internet privileges if he/she does not adhere to these regulations. **Both the student and his/her parent are required to sign a Technology Contract before using the Internet on campus.**

We encourage families to communicate plans for the day to each other before school begins; but we understand plans can change. Parents who need to contact their children during the school day may

call the office to have a message delivered. Likewise, if a student needs to call home, they need to do so through the office.

Social Standards

Students, parents, and faculty may have different views regarding dating as commonly practiced in U.S. society. CSLA encourages group activities and friendships. If students choose to date, they must maintain the following standards while they are on campus or at school sponsored events:

- Couples may be together only within the campus circle when they are at school. To be in other places, couples must get prior permission from the principal.
- Couples must be in well-lighted areas.
- No physical contact.

Violations of Social Standards

If couples violate the above standards, the following procedures will be imposed:

1st Violation: *Verbal Warning* – The couple meets with the Lead Administrator and the policy is reviewed and explained.

2nd Violation: *Written Warning* – Each of the individuals are given a notice (Restorative Action Slip) from school administration; and a letter or email is sent to parents alerting them of violation(s) and reminding them of CSLA school policy.

3rd Violation: *Two-Day Separation* – A two-day campus separation will be given to the couple. During this campus separation the violating couple will not be allowed to be together.

4th Violation: *Suspension* – Each student involved in the violation will receive a one-week suspension from school on alternating weeks. A parental conference will be required either before the suspension begins or at its termination.

5th Violation: *Reassessment of Restorative Action* – Administration reevaluates and determines what is deemed necessary.

Student Expectations

Restorative Action (Discipline)

The main focus of discipline at C. S. Lewis Academy is not on punishment, but on how to create a healthier and safer community. Restorative action is about a different way to respond to harm that has been done. The principles and values of restorative action need to be at the heart of any program, and our school desires to deal with harm effectively. We desire to invite full participation and consensus, and work toward healing what has been broken. We want direct accountability where certain individuals are responsible for causing harm or hurt. Appropriate repair will be expected. Our hope is to bring unity and health where there has been division. Our goal is to strengthen the community and individuals to prevent further harm through discipleship.

Students are subject to Restorative Action assessment for conduct while traveling to-and-from school, at school-sponsored events, and while off campus, whenever such conduct has a direct effect on the general welfare of the school.

The following matrix outlines behavior that initiates Restorative Action and the associated Action Steps that will be implemented.

Restorative Action Matrix

HONOR / RESPECT

- Improper, profane, or rude remarks
- Ridiculing or intimidating students or staff, critical spirit, inappropriate role playing
- Willful disruption of class
- Napping in class or Chapel
- Working on homework in Chapel
- Not following dress code
- Violation of Social Standards
- Bullying / cyberbullying
- Disrespect shown toward those in Authority
- Cheating
- Plagiarism

RESPONSIBILITY

- Unexcused Absence / Truancy
- Unexcused Tardy
- Unprepared to learn
- Out of class without permission/pass
- Offense against property (Vandalism, theft, misuse)
- Leaving class without permission
- Leaving campus without permission

SAFETY

- Aggressive behavior towards another student or staff
- Throwing objects
- Failure to follow safety procedures
- Blocking hallway or walkway
- Fighting
- Skateboard use in restricted areas (e.g., indoors, parking lot east of gym)

ACTION STEPS

- Step One:** Verbal Warning
(Communicate with parents within 24 hours)
- Step Two:** Restorative Action Citation / Written Warning
- Step Three:** Detention (Wednesday)
- Step Four:** Administrative Options:
- Essay/Problem Solving Sheet
 - Work Detail
 - Parent/School Conference
 - Counselor Referral
 - Restorative Action Session
- Step Five:** One to five day suspension in school
- Step Six:** Five to ten day suspension out of school
- Step Seven:** Expulsion from school

AUTOMATIC SUSPENSION (Pending Review for Dismissal)

- Racism
- “Sexting”
- Sexual comments
- Stealing
- Threats
- Vandalism
- Arson
- Bullying
- Bomb Threat
- Extortion
- Extreme misconduct
- Possession of alcohol, drugs, weapons
- Profane gestures

Christ-Like Character Traits

In keeping with the CSLA Mission and Statement of Faith, students are expected to act as mature, respectful students, making good decisions and influencing the rest of the student body in a positive way and manifesting Christ-like character traits.

“But the fruit of the Spirit is love, joy peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law. Those who belong to Christ Jesus have crucified the sinful nature with its passions and desires.” (Galations 5:22-24)

Humility	Patience	Purity	Righteousness	Love
Honesty	Perseverance	Modesty	Peacemaker	Joy
Loyalty	Compassion	Faithfulness	Respectfulness	
Kindness	Self-Control	Gentleness	Obedience	
Courage	Forgiveness	Wisdom	Politeness	

C.S. Lewis Academy reserves the right to ask a student or family to withdraw, or to dismiss or deny re-admission to students or families for reasons the Lead Administrator/Principal and Board of Directors deem appropriate in terms of that student or family interfering with the learning and/or safety of others. In such a case, reasons will be given in writing to the family, who will then be given an opportunity to present reasons why the student should continue at CSLA. The decision of the Board after such an appeal is final.

Detention

Secondary School detention will be served Wednesdays after school from 3:05-3:35PM. We want to remind parents and students that detention takes precedence over all other previous commitments. If the student is involved in extra-curricular activities (such as sports, music or drama practices), they will miss those activities to serve their detention time.

Suspension

When a student receives a suspension, they are limited in their school involvement as follows:

1. The student will miss out on in-class studies, discussions and assignments. They will not be allowed to make up the work that is done or assigned in class during the suspension period.
2. The student is not allowed to participate in any extra-curricular activities, such as sports, drama, cheerleading, etc. during the suspension period. This includes practices, games and performances.
3. The student is not allowed to attend any school activities during this period, including, but not limited to, sporting events, evening performances, etc.

Search and Seizure

When school officials have reasonable suspicion to believe that an illegal act or a violation of school rules and regulations has been committed, school officials may search the person and his/her personal property, including property or facilities provided by the school, and may seize any property deemed injurious or detrimental to the safety and welfare of the students and personnel.

School Property

Use and care of the school building and property are to be an example of respect and integrity to the surrounding community. A positive school appearance is judged by neatness. Papers, wrappers, etc. need to be deposited in the proper containers.

In the interest of safety for participants, appropriate use of the playground equipment is required. Appropriate use means the playground equipment will only be used for its intended purpose, such as the swing set is only for swinging, the slides are for sliding in a safe manner, feet first, one person at a time. Inappropriate use will not be tolerated.

Since we share our campuses with others, it is imperative that we are extra cautious in how we use the facilities. Remember, these same facilities are used for worship and fellowship for a body of fellow believers. For some, the only opinion they may have of our Christian school is how we treat this facility. Any room which is not used by the school for its purposes is off limits to students. Any church property or equipment is not to be disturbed.

School property is to be treated with respect as well. Any form of carelessness that results in property damage will need to be replaced or repaired at the student's expense. Vandalism is a serious offense and will be treated as such by the administration.

Students are to completely clean out their assigned locker by the last day of school or they will be charged a \$20 cleaning fee.

Freedom of Expression

One of the basic purposes of school is to prepare students for responsible self-expression in a democratic society. Citizens in our democracy are permitted free expression under the First and Fourteenth Amendments of the U.S. Constitution. Students, as citizens, have the right of free expression within the stated limitations and must bear the responsibility for the consequences of such expression.

Since school is a learning experience, the exercise of free expression must also be viewed as a part of the learning process. Therefore, school officials may review publications and speeches to be given to students and decide on matters of libel, slander, journalistic ethics, and the probable effects of statements or writings on the orderly operation of the school.

Libelous and profane or obscene matters are prohibited from all publications and speeches. The free speech outlined in the First Amendment must be balanced against the directives in God's Word.

Assembly of Students

Right:

1. Students shall be permitted to hold meetings on school grounds.
2. Students shall be permitted to hold assemblies on school grounds.

Responsibility:

1. All school meetings and assemblies shall be scheduled in advance.
2. Normal class activities shall not be interrupted without permission.
3. Meetings or assemblies shall not incite hazard to person or property.
4. All speakers and performers invited from outside shall be approved in advance by the administration.

Visiting Students

Students may visit CSLA if the visit is appropriate and planned ahead. The host student needs to obtain a Visitor Approval Form from office and have each teacher and their campus principal approve it. This form must be submitted at least 24 hours advance of the date of planned visit. If a student is on academic or behavioral probation, he/she may not bring visitors to school or school events.

Students visiting CSLA must abide by the same code of conduct as CSLA students. When visiting the school, students must have written permission from a parent or guardian and check in with the office upon arrival and departure.

High School: Visiting students who wish to attend major events, i.e. Homecoming or Junior-Senior Banquet, must first fill out a “**Special Event Guest Pass**” and receive approval from the Lead Administrator/Principal before they will be allowed to attend said function. This procedure needs to be followed for each individual school event. Forms are available at the Front Office.

Dress Code

CSLA has a moderate age-appropriate tone, avoiding the extremes of legalism. There are four guidelines for grooming standards: (1) Modesty in encouraging humility and propriety; (2) Safety in class and campus; (3) Building character in the community; and (4) Students learning and growing in an excellent academic environment. We ask that you please cooperate with the SPIRIT of this policy and respect the judgment of the CSLA Board, Administration, Faculty and Staff.

GENERAL INFORMATION	
Acceptable	Unacceptable
<ul style="list-style-type: none"> ★ Clothes must be in good condition, clean and appropriately unwrinkled ★ T-shirts, sweatshirts, hats, shoes, other clothing that is free of messages referencing or alluding to drugs, sexual content, alcohol, obscenities or cults ★ Jeans, khakis, dress slacks, casual/tailored pants ★ Sweatpants that are tailored ★ Shorts with at least a 4-inch inseam; knee length shorts preferred ★ Leggings may be worn under appropriate length skirt, dress or long top that is no shorter than 4 inches above the knee ★ Skirts/dresses that are no shorter than 4-inches above the knee ★ Skirts/dress slits no higher than to the knee ★ Footwear: Flip-Flops and sandals without back straps, sneakers, tennis shoes, running shoes, dress shoes ★ For safety, Elementary School students are required to wear closed toe shoes ★ Hair that is clean, neat and styled so it does not affect the vision or prevent the teacher from having eye contact 	<ul style="list-style-type: none"> ◆ Holes, tears, frayed items, wrinkled clothing ◆ Spandex/Lycra clothing ◆ Clothing with messages referencing or alluding to drugs, sexual content, alcohol, obscenities or cults ◆ Tight sweatpants and pajamas. ◆ Pants that sag below the hips or drag on the ground ◆ Leggings worn independently without appropriate long top, skirt or dress. ◆ Tank tops, racerbacks, spaghetti straps, halter/tube tops, backless clothes-shirts/tops or dresses ◆ Midriff, visible undergarments, see-through clothing ◆ Shorts with less than a 4-inch inseam ◆ Short skirts or dresses shorter than 4 inches above the knee ◆ Barefoot, stocking feet, slippers, shoes with untied laces, shoes with sport cleats ◆ Unwashed hair, hairstyle that blocks eye contact ◆ Sunglasses indoors: classrooms, hallways ◆ Hats, hoods or head coverings that cover eyes

FORMAL OCCASIONS	
BOYS	GIRLS
<ul style="list-style-type: none"> ★ Collared shirt ★ Docker style or dress pants; no jeans ★ Dress shoes; no tennis shoes 	<ul style="list-style-type: none"> ◆ Strapless dresses need to affirm humility and propriety ◆ Shorter skirts or dresses no shorter than 4 inches above the knee ◆ Attire that does not present malfunction while dancing.

PE ATTIRE	
Acceptable	Unacceptable
<ul style="list-style-type: none"> ★ Closed toe sneakers or running shoes ★ Spandex/Lycra pants are allowed if athletic shorts are worn over them or it is part of approved team uniform 	<ul style="list-style-type: none"> ◆ Boots or slip shoes; Flip-Flops; Open-toed sandals ◆ Uncovered Spandex/Lycra unless part of approved team uniform ◆ Midriff showing ◆ Visible undergarments, see-through clothing ◆ Jeans

Any student whose dress is deemed inappropriate will be subject to Restorative Action. Student may change to appropriate items they have with them or may be sent home to change. Parents will be contacted to review the Dress Code.

Academics

Evaluation and grading is based on a student’s level of learning, progress in knowledge and skills and the effort put into learning. Each teacher will go over his/her methods of evaluation the first day of class.

Grading Scale: Elementary School

<i>Elementary</i>	<i>Kindergarten</i>
E – Superior Accomplishments	0 – Needs time to develop
G – Above average progress	1 – Sometimes or with encouragement
S – Satisfactory progress	2 – Most of the time
N – Not Satisfactory, needs improvement	

Grading Scale: Secondary School

100-93 = A	89-87 = B+	79-77 = C+	69-67 = D+
92-90 = A-	86-83 = B	76-73 = C	66-63 = D
	82-80 = B-	72-70 = C	62-60 = D-
59 or below = F		I = Incomplete	

Curriculum

The curriculum is designed to challenge each student, provide a dependable routine and cultivate the successful mastery of skills. Students are encouraged to explore questions, work together to solve problems and set goals that challenge each one to excellence in all phases of learning. Teachers prepare lessons from many different sources to involve students in learning. Bible, reading, language arts, writing, history, social studies, mathematics, science, physical education and computer literacy form the basic academic core. Fine arts, including instrumental and choral music, art, drama and other electives at the middle and high school levels provide for a well-rounded education. A regular chapel program exists at all grade levels. Many activities and field trips support learning both in and out of the classroom. Parent involvement is a key ingredient in implementation of the curriculum.

We believe it is essential to the maturation of young people that they develop a factual and healthy understanding of who they are and how they are made – physically, emotionally, socially and spiritually. This should facilitate an understanding of the many changes they will experience in these areas. It is the desire of CSLA to include, within its curriculum, instruction in all areas of human growth and maturation. These important subjects will be taught within the confines of scripture and the CSLA Statement of Faith.

Textbooks

If a student is assigned a specific textbook at the beginning of the school year, they are expected to maintain it in good condition. Middle school students are to keep their books in class and high school students are to keep their books in their locker or backpack when not in use. If the book assigned to the student is damaged beyond normal wear or missing at the end of the school year, the student will be billed for the replacement textbook (the average cost of a hardcover textbook is \$95).

Homework

Homework is out-of-class directed study. It is not intended to unnecessarily infringe on the home and the time students need for activities and family life. The purpose of homework is to:

- Continue growth in a given area of academics
- Establish independent study skills, self-discipline and personal responsibility
- Practice and apply classroom concepts and skills
- Prepare each student for more advanced study in later grades
- Acquaint parents with the student's school work and materials

Homework is given at a teacher's discretion; with the lower grades assigning "Read at Home" packets, spelling, Bible memory and some projects. As students move up in grade levels, homework becomes more a part of the school routine. Teachers will communicate homework expectations to parents at the start of each school year. These work assignments must be turned in ON TIME. If you have questions about an assignment, check with your teacher before leaving school for the day. It is the student's responsibility to have texts and materials for the assigned work.

Grade Reports/Report Cards

Grade Reports are issued four times during the school year. Progress reports will be issued at the midpoint of each quarter to all secondary school students. Only semester grades will be entered into a student's permanent record.

Parent-Teacher Conferences

Parent-Teacher conferences will be held at the end of the first and third quarter. If you would like a conference at the end of the second quarter, please contact the teacher and set up an appointment. We encourage both parents to attend these conferences. In order to foster communication between the school and home, we encourage parents and teachers to call or send a note when there is an indication of a student doing poorly or not turning in work.

Minimum GPA

CSLA has a minimum GPA requirement of 2.00 for each student in grades 9-12. This is necessary in order to challenge every student to work up to their abilities. All students receiving a GPA of less

than 2.00 during a quarter will receive a letter stating they are officially on academic probation. If at the end of any other quarter during the school year the student's GPA falls below 2.00, the student will be subject to an Academic Contract. This action will only be taken after review by the administration.

Standardized Testing

C.S. Lewis Academy utilizes the Measures of Academic Progress (MAP®) Testing, a product of the Northwest Evaluation Association (NWEA). The NWEA is a global not-for-profit educational services organization with more than 7,400 partners in U.S. schools, districts, education agencies, and international schools. MAP Testing is administered to students in Grades 2 through 12 at least two times each Academic Year: the first in the Fall and the second in the Spring. Results are shared with parents. The goals of the testing are educational planning, more effective teaching, tracking progress from year to year and helping each student and parent to identify and focus on areas of strength and weakness. We recognize standardized tests have limitations and are only one of many evaluation tools.

Make-Up Work

Students who have an excused absence have the opportunity to submit work missed. Make-up work is the responsibility of the student, not the teacher. It is the student's responsibility to ask the teacher for missed assignments on their first day back in class. Due dates for make-up work will be determined by the teacher.

For an unexcused absence, no credit is given for daily work, but tests may be made up. Suspension from school is considered an unexcused absence.

An incomplete (I) can be issued at the discretion of the teacher if they feel not enough work was completed to gain credit for the semester or if extenuating circumstances did not allow the student to complete their work by the end of the semester. In such cases, the work must be made up by the date agreed upon by the teacher and student, but no later than two weeks after the end of the grading period.

Class Changes (Secondary School)

The add/drop period is the *first two weeks* of the semester. If students withdraw during this period, they will receive no grade for the course withdrawn from; and if they enroll in another course, they may be given full credit for the quarter. Class changes must be approved and signed by a parent, the teacher, and the principal. If a student withdraws from a class after the two-week add/drop period, they will receive no credit for the class that quarter and no credit may be given in any class added after this period. Exceptions may be made for seniors at the discretion of the administration.

For Middle School add/drop applies only to electives. Any desired changes are more easily completed during the first two weeks.

Honors

At the end of each grading period, students achieving a 3.50 GPA or better will be honored with a certificate of achievement.

Graduation Requirements

There are three ways to earn a CSLA diploma:

1. Attend CSLA full-time for four years and earn at least 28 credits. (Please note that some colleges and universities may have additional credit requirements for entrance).
2. Attend CSLA full-time for the first three years and part-time the senior year, still earning at least 28 credits. (CSLA must carry the student's file during their senior year, which means they cannot be attending another school full-time).
3. Transfer credits from another school and attend CSLA their senior year, still earning at least 28 credits.

Any special arrangements between CSLA's administration and a student regarding graduation or the issuance of a CSLA diploma must be bound by a written agreement in advance. This agreement will be signed by the Lead Administrator, the student and the student's parent.

Home School/Independent Study

CSLA reserves the right to issue credits for coursework done by students in educational settings other than CSLA. These credits may be transferred to a CSLA transcript and counted toward the student's accumulative graduation requirements. CSLA also reserves the right to reject application for credit if it feels any of the following criteria have not been met:

1. CSLA must see and approve the curriculum used.
2. CSLA must see and approve the completed coursework.
3. CSLA must see and approve the documented assessment of the student's performance. If no assessment system was used or a non-approved system was used, a "Pass" grade may be issued by CSLA instead of a letter grade.
4. The amount of class time for the course must be somewhat comparable to 120 hours of seat time for a full credit.

Students enrolled in CSLA need to fill out an Outside Credit Form and receive approval by the Lead Administrator in advance of taking any home school course, college course, or independent study course for which they expect to be issued credit. **There is a \$50 fee per class to transfer outside credits to CSLA transcript.**

Student Records: Student records are maintained for the student's benefit. They should be used to promote the instruction, career development, guidance, and educational process of the student.

If the student transfers to another school, it is the policy of C.S. Lewis Academy to forward student progress records at the request of the school.

Parents of part-time students hold the student's records/transcripts (not CSLA).

Student records cannot be removed from CSLA premises.

Rights and Responsibilities:

1. All student records maintained by CSLA shall be available for inspection by the parent or legal guardian requesting to see such records.
2. Student records are available to certified staff who have a demonstrated educational interest in the student.
3. Student records shall be available to local, state, or federal agencies as allowed by law.

4. No information concerning student records of a confidential nature shall be released by telephone.
5. Upon review, if a parent believes the student records are inaccurate, inappropriate, misleading, or in violation of their rights, the parent shall have the right to challenge the contents of the record. A meeting with the Lead Administrator will be provided.

Attendance

Attendance requirements are established to help students develop the attitude of promptness and responsibility. Our goal as a school is to help prepare students for life; an important aspect of this is to help students recognize the impact of punctuality and attendance on their class work as well as on their future professional and personal lives.

All teachers note absences in their classes and post them to RenWeb. Absences and tardiness are then noted on report cards and at parent/teacher conferences.

Secondary School

An excused absence is constituted by:

1. Personal illness
2. Doctor's appointment
3. Bereavement
4. Official school activities
5. Parental request or prearranged

To be excused, all of the absences listed above except #4 requires a written note or phone call from the parent or legal guardian of the student. An unexcused absence is defined as:

1. Skipping class
2. Suspension from class
3. Unconfirmed reason for absence

Absence status will be determined by a note from home or a phone call upon the first day returning to class. If not received from the parents within **two days**, the absence will be considered **unexcused**.

Elementary School: All tardy and absent notes from home should be taken to the office. When picking up/dropping off a child for an appointment, please check them in/out at the office FIRST, before going to your child's classroom.

Secondary School: All notes from home should be taken to the front office. When picking up/dropping off a child for an appointment, please check them in/out at the office FIRST.

Students must be in attendance with no more than 4 absences (excused or unexcused) in the quarter. If a student is absent from a class more than four times in a quarter, they may be asked to do additional coursework, determined by the teacher, in order to receive credit for the class. ***The grades and transcripts must reflect a certain number of hours per course. Failure to attend the minimum number of hours or to complete additional work will render the credit invalid.***

Please note: It is the student's responsibility to ask the teacher for missed assignments on their first day back in class.

Pre-Arranged Absences: Occasions will arise for a student to prearrange an absence. It is always helpful to notify the front office as well as faculty in advance. School work is due in accordance to timeline set by teacher.

Tardiness: Arriving in class late hurts students when they miss opening activities or instruction. It hinders classmates as they face interruptions. It hurts the teachers as they must start over or repeat things for the tardy students. **All tardy arrivals, whether excused or not, affect a student's punctuality grade in class.** The only exception to this is if the student is at a professional appointment, such as a doctor or orthodontist.

Punctuality is 10% of the student's grade for each class. Students who are more than ten (10) minutes late to class are considered absent.

The following policy applies to each individual middle school class for each quarter:

First tardy Warning (Restorative Action Slip)
Subsequent tardy: Participation grade receives a 10% demerit for each tardy.

Unexcused Absences: High School students are subject to Restorative Action for each unexcused absence. Arriving to any class more than 10 minutes late constitutes an unexcused absence unless the student's parent excuses the absence via telephone or written note within two school days. Multiple unexcused absences may result in suspension.

Closed Campus: Since CSLA is responsible for the supervision of students during school hours, students must remain on campus. If a student leaves campus during school hours, he/she must have parental permission by phone call, or signed and dated note, or parental signature on sign-in/sign-out sheet at front office before leaving. **All students must check out at the school office before leaving campus and then check back in upon return.**

Students in the 9th and 10th grade are only allowed off campus with an approved mentor or with family when a signed and dated note from the parent is presented to the office at least one day prior.

Chapel

Chapel attendance is required. Students should bring their Bibles to all chapel services. Chapel is a time for spiritual instruction and worship. Therefore, sleeping, talking, doing homework, and general disturbances are inappropriate and subject to Restorative Action.

Athletics

Philosophy: *"Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize."* I Cor. 9:24 (NIV)

C.S. Lewis Academy strives to produce positive Christian men and women who honor the Lord on and off the field. CSLA embraces the belief that the athlete's character comes first. Winning is secondary. To that end, C.S Lewis Academy champions education-based interscholastic athletics. We believe athletics programs are an integral part of the total curriculum of our school. With the overall goal of training the child in a Christ-centered environment, our student-athletes are expected to pursue excellence with character and integrity.

Success, as defined by the scoreboard, does increase in importance at the high school level at CSLA. However, keeping winning in the proper perspective is at the core of our mission in athletics. When this mission is accomplished, our student athletes are allowed to compete without fear of failure. With an emphasis on participation, CSLA seeks to provide opportunities for anyone desiring to participate in sports, regardless of skill level, while maintaining a competitive balance. Consequently,

at the high school level, over three-fourths of our students choose to play at least one sport!

The purpose of the athletics program at C.S Lewis is to provide students a setting to glorify God through the development and exercise of sportsmanship, self-discipline, leadership, perseverance, courage, initiative, respect, honesty, cooperation, and athletic ability. Being the best you can be on and off the field brings glory to God. Every time a student-athlete competes they are called to do so to the best of their abilities. Christ has blessed us with all of our abilities, and it is the responsibility of every Christian athlete to return that blessing by utilizing their full abilities at every practice and competition.

In victory or defeat, student-athletes at CSLA are taught to demonstrate both grace and dignity. Character is shaped through athletic competition that will carry over into all other areas of life. When an athletics contest is completed with everything having been done to the glory of God, then everyone wins.

CSLA Sports

Elementary

- 3rd – 5th grade Coed Soccer – Fall
- 4th – 6th grade Girls Basketball – Winter
- 4th – 6th grade Boys Basketball – Winter
- 3rd – 4th grade Coed Basketball – Spring

Middle School

- 6th – 8th Girls Volleyball– Fall
- 6th – 8th Coed Soccer – Fall
- 6th – 8th grade Girls Basketball – Winter
- 6th – 8th grade Boys Basketball – Winter
- 6th – 8th grade Coed Track – Spring

High School

- Varsity Girls Volleyball – Fall
- Varsity Coed Soccer– Fall
- Varsity Girls Basketball – Winter
- Varsity Boys Basketball – Winter
- JV Boys Basketball – Winter
- Varsity Coed Track – Spring
- Varsity Coed Golf – Spring

Eligibility: The athletics eligibility policy at C.S. Lewis Academy reflects our goal to prepare our students for life. While we see athletics as an extension of the classroom and part of our overall curriculum, athletics is a privilege, not a right. Therefore, this privilege comes with additional performance and behavioral requirements. The policy outlined below encourages students to focus appropriately on their education.

1. CSLA is a member of the OSAA at the high school level. We will adhere to all OSAA eligibility rules as stated in the OSAA policy handbook (Rule 8). In general, at the start of each semester (September and January) our student-athletes must meet the OSAA criteria. In brief:

- a. A student must have passed at least five (5) classes the previous semester to be eligible for the current semester; and the athlete must be enrolled in at least 5 classes in the semester of participation.
 - b. A student must be making satisfactory progress toward graduation as defined by the OSAA.
2. During each semester, additional CSLA academic performance standards must be met. At the conclusion of each mid-semester grading period and at each mid-grading period progress report, CSLA will perform a grade check on all active student-athletes. Student-athletes not meeting the CSLA mandated standards will be placed on *Academic Watch/Academic Probation* and an Academic Contract will be executed.
- a. Any student-athlete not currently passing at least 5 classes will be immediately placed on Academic Probation. A student-athlete on Academic Probation will have until the next mid-grading period progress report or next grading period (whichever is first) to be passing all of their classes and demonstrate a 1.85 current GPA. Should a student-athlete not meet this standard, they will remain on academic probation.
 - b. At these grade checks, any student-athlete who falls below a 1.85 current GPA or has one or more failing grades will be placed on Academic Watch. A student-athlete on Academic Watch will then have until the next mid-grading period progress report or the end of the next grading period (whichever is first) to be passing all classes and bring his/her GPA up to at least 1.85. If the student-athlete does not meet this standard, they will be placed on Academic Probation and be subject to the review as noted above.
 - c. At any time a student-athlete is failing one or more classes, the CSLA administration (Principal with input from the Director of Athletics and School Counselor) reserves the right to place the student-athlete on *Academic Watch/Academic Probation* and an Academic Contract will be executed.
3. The elementary and middle schools are not part of the OSAA. While there are no specific Academic Eligibility standards at the grade/middle school level, CSLA maintains the right to place a student on Academic Probation, thus suspending their athletics eligibility, should that step become necessary to assist in enhancing academic performance. A probation decision of this type will be made at the discretion of the school Principal in consultation with the student's teacher(s).
4. **Activity during Academic Watch.** While on Academic Watch, a student is allowed full participation in Athletics. However, it is strongly encouraged that the student-athlete give additional care in the area of time management to ensure that academic requirements are being met.
5. **Activity during Academic Probation.**
- a. While on Academic Probation for the first time, the student-athlete is not allowed to participate in any athletics contest. However, the student athlete may participate in a modified practice schedule. This modification is meant to assist the student-athlete in developing better time management skills and allow for additional time to complete work and meet with teachers. After being placed on Academic Probation, the student-athlete will not become eligible for practice until such a plan is in writing (email fulfills this requirement) and accepted by the Director of Athletics. This plan must be approved by the student-athlete, his/her parents and the respective coach.
 - b. If a student-athlete already on Academic Probation remains on probation after a subsequent grade check, that student-athlete will not be allowed to practice or compete until they are removed from the probation status.

6. **Learning Disabilities/Special Circumstances.** Special situations created by diagnosed learning disabilities, medical or emotional disabilities will be handled on an individual case-by-case basis. Review will be the duty of the Director of Athletics with the final decision resting with the school Principal.
7. **Required Forms.** The parent/guardian and the athlete are required to complete all requested forms prior to student participation in any athletic activity. These forms are available online:
 - a. Sports Physical Exam Form (every 2 years)
 - b. Family Update form (filed yearly with the school and updated as needed) Provides CSLA with Insurance Verification and Emergency Contact Info.
 - c. Student-Athlete Player Commitment and Expectations Form
 - d. Athletics Transportation Form

Administrative and Behavior Based Eligibility:

1. All student-athletes will be subject to all school policy rules of behavior as stated in this student/player handbook. There could also be additional requirements, rules or policies set by individual teams. As noted above, representing CSLA is a privilege and as such all athletes will follow the highest standards of behavior. Any athlete out of compliance with the school's behavior standard will be subject to disciplinary action.
2. Administrative disciplinary decisions that may affect eligibility will be handled on a case-by-case basis.
3. Any student-athlete placed on Disciplinary Probation forfeits the right to all privileges associated with the team, including participation in practices or contests, free admission to contests, school provided transportation to and from contests, sitting or otherwise representing the team on the sidelines during a contest and the wearing of any school owned athletics apparel. These sanctions will remain in place until the student-athlete is lifted from Disciplinary Probation.

Additional Eligibility Requirements:

1. **Physical Exam:** All students must have had a physical exam by a doctor or a signed release by their parents and the form filed with the Director of Athletics prior to participation in any organized practice. Physical Exams are required to be taken every two years (See item 7. Required Forms).
2. **Insurance:** As part of institutional policy, every student must demonstrate personal medical insurance coverage. Students are mandated to have this information updated at all times and it is required for athletics participation (See item 7. Required Forms).
3. **Attendance:** At CSLA we impress the importance of school attendance. It is strongly advised that student-athletes should be in attendance at least one-half day (allowing for excused absences) to participate with their team in any way on that day, including practices. On a day of a competition, the student must be in school at least half of the school day and participate in classes in order to participate in game. Prearranged absences, family emergency, or a school-related absence are typically exceptions. If your child is ill, they may not be allowed to participate in practice or competition.

Dropping / Switching a Sport: Once a student has participated in the first athletic competition in one sport, a move to another sport during that same season is only possible with mutual consent of the head coaches involved as well as the Director of Athletics.

Roster Policy: CSLA believes in a participation based athletics model and will therefore attempt to allow as many student-athletes as possible to compete in their chosen sport. Managing a roster size by “cutting” will be extremely rare at the elementary level. At the middle and high school levels, everything will be done to try to accommodate participation, but practicality may mandate “cuts” from time-to-time. Such practice will only be done after consultation with the Director of Athletics and all options explored.

Issued Equipment/Uniforms: Equipment and Uniforms issued to a student-athlete are the responsibility of that student-athlete. Student-athletes whose school-owned items are not returned within a week after a season is concluded, will be subject to a \$25 fee in addition to the replacement cost of the item. No student-athlete will be allowed to participate in another athletics activity (including practice) until all school owned equipment/uniforms have been returned, or proper restitution has been made.

Participation Fees: A participation fee is required per-student, per-sport to offset the Athletics Department operational costs. This fee will be added to the student-athletes school statement and is to be paid prior to the first practice. Additional fee related guidelines include:

1. Refunds will only be provided for:
 - Student who is cut from the team;
 - Student who has season-ending illness or injury and is forced to leave team during the first 20% of the competition season;
 - Student who leaves the team before the first contest
 - Student is required to leave the team for reasons the administration feels are justifiable.
2. Students do not receive refunds if they quit or are dismissed after the first competition.

Facilities: CSLA does its best to provide student-athletes with quality and safe venues to practice and compete. The gym building is the most widely used building by the school and other groups on campus. Please contact the Athletic Director to learn availability and receive detailed guidelines to ensure safety and security as well as proper care of this frequently-used and valued venue.

Attendance at Team Events. It is expected that student-athletes attend all regularly scheduled team events, including all practices, unless pre-arranged with your coach. Poor attendance habits can affect the team negatively. Therefore, a pattern of poor attendance could result in conditions ranging from extra team responsibilities or limited playing time, up to and including, dismissal from a team.

Travel: CSLA will provide transportation to and from most sporting events at the high school level. Student-athletes are required to use the provided transportation unless permission has been given by a parent/legal guardian and accepted by the school. Upon return to school, a coach will remain at the school until all team personnel have left campus. Student-athletes should have prearranged transportation waiting at the school.

Elementary and middle school teams will typically travel utilizing approved parent volunteered transportation.

At all levels, a CSLA Private Transportation Release Form must be completed and signed each year.

Awards for High School Varsity Competition in Athletics: The awarding of school letters/emblems and any other awards will be the responsibility of the head coach of each sport and the Director of Athletics. Listed are general requirements. Each sport may have additional requirements.

General Requirements:

1. Student-athlete completed season in good standing with the team and in compliance with the CSLA High School Student Contract and the student-athletes Code of Conduct.
2. Student-athlete demonstrated strong attendance at all team practices and events
3. Student-athlete returned all equipment/uniforms and/or paid all fines for missing or lost articles
4. Student-athlete completed a minimum of varsity level competition as defined by the individual sport

Extra-Curricular Activities

(This section relates to both athletics and any other extra-curricular activity)

In addition to athletics, there are other extra-curricular events that are offered to the students, such as drama, music, etc. The administration and faculty realize that due to the small number of students enrolled at CSLA, some students may choose to participate in more than one co-curricular activity at a time. To ensure that the student does not become over-taxed in time, energy, and commitment, we encourage communication between parents, advisors, and students. The student and parents **MUST** know what is expected prior to each activity and be willing to commit time, energy, and money, if necessary, to fulfilling that commitment. Priority should be made as to which activity takes precedence over the other, prior to first competition and expressed to the advisor/coach and the athletic director.

If it becomes obvious that the student is unable to fulfill his/her academic and/or activity obligations, the student will be encouraged to forfeit one activity with disregard to the loss of time, energy, and financial commitment. Parental decision will be upheld in the issue, taking into account the student's best interest.

Regarding Absences: Students attending co-curricular activities during the school day are responsible for all work in classes missed. Completed assignments are due the following day or as requested by the teacher. A phone call from the teacher, athletic director or secretary will be made to verify absences without a note from the doctor/medical clinic or parent. The coach/teacher is responsible for monitoring and enforcing this rule.

Code of Conduct: Students are expected to conduct themselves as ladies and gentlemen at all times. Participants are expected to show respect for the opposing team, coaches, officials, and fans and adhere to the CSLA Student Code of Conduct. Activity advisors/coaches may develop additional training or rules of conduct for their activity. These rules will be in writing and distributed to all participants prior to the first activity. Copies will be on file in the school office and with the athletic director for future reference.

The policies and procedures contained in this handbook are reviewed and amended by the administration each year. Copies of the handbook are available online and in the offices.

If you have any questions regarding the policies in this handbook, please do not hesitate to call the office for clarification.

******* C.S. Lewis Academy *******

CSLA Grade School

PO Box 3250
609 Wynooski
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Phone: 503-538-2242
FAX: 503-538-7813

gradeschool@cslewisacademy.com

Office Hours: 7:45AM to 3:15PM

CSLA Secondary School

P.O. Box 3250
1605 N. College
Newberg, Oregon 97132

Phone: 503-538-0114
FAX: 503-538-4113

highschool@cslewisacademy.com

Office Hours: 7:30AM – 3:30PM

www.cslewisacademy.com

School Colors Crimson/Gold

CRIMSON: Symbolically, crimson was associated with power, importance, and specific religious meanings. The Biblical meaning of crimson is to symbolize the blood of martyrs or the presence of God. Crimson is also strongly associated with humility and atonement, and it is the liturgical color most strongly associated with Pentecost. Crimson is used to describe fine materials and sin.

GOLD: Gold symbolizes divinity, immortality, God's glory as something of worth or great value. Gold is associated with that which is Holy to God. "Make a plate of pure gold and engrave on it, as on a seal: HOLY TO THE LORD." (Exodus 28:36 NIV) and used to describe the precious nature of His Word and Law: "The fear of the Lord is pure, enduring forever. The decrees of the Lord are firm, and all of them are righteous. They are more precious than gold, than much pure gold; they are sweeter than honey, than honey from the honeycomb." (Psalm 19:9-10 NIV)

School Mascot The Watchman

C.S. Lewis High School chose the Watchmen mascot because of his representation of the Christian Life. In Ephesians Chapter 6, we are encouraged to put on the full armor of God. The Watchman wears the belt of truth, the breastplate of righteousness and the helmet of salvation. He carries the shield of faith, the sword of the Spirit, his feet are shod with the gospel of peace and he stands firm upon the Rock. We as Christians strive to be so adorned on a daily basis.

In the Old Testament the watchmen had a two-fold purpose. First, he is found guarding the fortress. He does so by constantly watching out for any approach of the enemy. We as Christians should be constantly on guard for the enemy's attack as well.

His second function was to watch for the King and his army as they returned from battle. Upon seeing the King returning, he would announce to the kingdom that the King is coming. So too, should we be on watch for our King's return.



The Watchmen Fight Song

We are the Watchmen,
Standing guard o'er the fortress.
We will fight for the kingdom,
To defeat the enemy.

Raise up the banner,
Lift your voice in an anthem.
Hear the sound of the Watchmen,
As we march to victory.

Swords lifted to the sky,
We praise the Lord on high.
Hear now the Watchmen cry,
That reigns forever.

Watchmen mighty, Watchmen bold,
In our hearts the truth we hold.
The power of the red and gold,
Will triumph evermore.