



Preparing Students for Life

Parent/Student Handbook 2016-2017

C. S. Lewis Academy
PO Box 3250
1605 N. College Street
Newberg, OR 97132
Main Office: 503.538.0114
Finance Department: 503.538.6458
Fax: 503.538.4113
Email: school@cslewisacademy.com

Revised 4/3/2017



Dear Parents and Students,

Welcome to C. S. Lewis Academy!

The Parent-Student Handbook has been prepared to introduce and acquaint you with daily policies and procedures at C. S. Lewis Academy (CSLA). Students and parents play a key role in the continued growth of our school.

Please read the Handbook carefully, and keep it for future reference. I encourage you to become familiar with its contents. If you have any questions concerning the operation of CSLA, please make time to talk with a teacher or staff member. We encourage you to go directly to one of the CSLA and clear communication about the daily school operation.

The theme for the 2016-17 Academic Year is “Be watchful, speak boldly.” Watching, waiting, and being still before the Lord brings peace and empowerment of the Holy Spirit. Our desire is to be watchmen on the walls, making mention of the Lord and not keeping silent.

We are pleased to have you here!

Sincerely in Christ,

A handwritten signature in black ink that reads "Michael Wenger".

Michael Wenger
Lead Administrator/Principal
Grades K-12
C. S. Lewis Academy

Table of Contents

<u>Section</u>	<u>Page</u>
2015-2016 Bell Schedule.....	1
Philosophy of Christian Education.....	2
Spiritual Life.....	2
* Chapel * Spiritual Renewal Week * Mentor Program * Fellowship with Other Christians/Believers	
CSLA Mission Statement.....	2
CSLA Statement of Faith.....	2
CSLA Statement of Purpose.....	3
History and Traditions.....	3
* School Colors * School Mascot	
School Board and Administration.....	4
Professional Organizations/Accreditation.....	4
Statement of Non-Discrimination.....	5
Admission Criteria.....	5
Parent Involvement, Support and Honor.....	5
* Prayer * Honor * Volunteerism	
Parent/Student/Staff Relationships.....	6
Health and Safety.....	7
Medical Policies.....	7
Illness.....	8
Emergencies.....	8
Inclement Weather.....	8
Transportation/Driving/Parking.....	9
* Private Transportation Release Form * Volunteer Driver Form	
Lunch and Snacks.....	10
* Hot lunch program * Off-campus privileges	
Library Materials & Research.....	11
Lost and Found.....	11
Pets and Animal Visitors.....	11
Cell Phones, Laptops, and Other Technology.....	11
* Scope of Technology Use Policies * Personal Responsibility & Rules for Computer and Network Use	
* Acceptable Uses * Unacceptable Uses * Internet Safety * Rules for Cell Phones and Electronic Communication Devices	
Social Standards.....	15
Student Expectations/Restorative Action.....	16

<u>Section</u>	<u>Page</u>
Restorative Action Matrix	17
Christ-Like Character Traits	18
Detention.....	18
Suspension.....	18
Search and Seizure.....	18
School Property	19
Freedom of Expression.....	19
Assembly of Students	19
Visiting Students.....	21
Dress Code.....	20
Academics.....	21
Grade Reports/Report Cards/Transcripts.....	22
Parent-Teacher Conferences.....	22
Minimum GPA	22
Standardized Testing.....	22
Make-Up Work.....	22
Cheating and Plagiarism	23
Curriculum.....	23
* CSLA 4Cs * Life Education Objectives	
Textbooks.....	25
Homework.....	26
Class Changes (Add/Drop)	26
Honors	26
Graduation Requirements	26
Diploma Requirements Matrix.....	27
High School Course Line-up Matrix	28
Home School and Part-Time Students	29
Independent Study / Outside Credit.....	29
Attendance.....	30
Extra-Curricular Activities	31
Athletics	32
Tuition and Fees.....	37

<u>Section</u>	<u>Page</u>
Appendices	41
* Appendix 1 – The Ten Values of Honor.....	42
* Appendix 2 – Authorization for Medical Administration by School Personnel.....	43
* Appendix 3 – Technology Use Policies Agreement	44
* Appendix 4 – Special Event Guest Pass.....	45

2016-17 Bell Schedule

C.S. Lewis Elementary School (Grades K – 5)

Elementary (K - 5)		
Regular Schedule: M - T - Th - F		
Teachers Unique Lesson Plan Schedule		
8:00	Start of School Day	
	} Individual Teacher's Schedule	
11:05 - 11:30	LUNCH	RECESS
11:30 - 11:50	RECESS	LUNCH
	} Individual Teacher's Schedule	
2:50	End of School Day	

Elementary (K - 5)		
Chapel Schedule - Wednesday *		
Teacher's Plan Schedule		
8:00	Start of School	
8:10 - 9:00	CHAPEL	K-5
11:05 - 11:30	LUNCH	RECESS
11:30 - 11:50	RECESS	LUNCH
2:50	End of School Day	

First Wednesday of month: All School Chapel

* Students may arrive at 7:45am and are to be picked up no later than 3:00pm. After 3:05pm 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 3:15pm.

C.S. Lewis Secondary School (Grades 6 – 12)

Secondary (6 -12)		
Regular Schedule: M - T - Th - F		
50 Minute Periods		
8:10 - 9:00	Period 1	
9:04 - 9:56	Period 2	
9:56-10:06	BREAK	
10:10 - 11:00	Period 3	
11:04 - 11:54	Period 4	
11:54 - 12:24	LUNCH	
12:24 - 1:14	Period 5	
1:18 - 2:08	Period 6	
2:12 - 3:00	Period 7	

Secondary (6 - 12)		
Morning Assembly Schedule		
40 Minute Periods		
8:10 - 8:50	Period 1	
8:54 - 9:34	Period 2	
9:38 - 10:28	ASSEMBLY	
10:32 - 11:12	Period 3	
11:16 - 11:56	Period 4	
11:56 - 12:26	LUNCH	
12:26 - 1:06	Period 5	
1:10 - 1:50	Period 6	
1:54 - 2:34	Period 7	
2:38 - 3:00	Homerooms	

First Wednesday of month: All School Chapel

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

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.

Spiritual Life

- **Chapel:** Going to chapel each week is a blessing and privilege. Students are encouraged through the messages from various speakers and worshipping the Lord in song and prayer. These times are great opportunities to experience God's blessings and power of worshipping with a community of peers. The Student Council Chaplain encourages students to practice their faith toward the Lord and assists in setting a spiritual climate that inspires students to want to develop a deeper relationship with Jesus Christ.
- **Spiritual Renewal Week:** This is a week providing times to inspire reflection on one's spiritual dedication and commitment to Jesus Christ, with a focus on building hope.
- **Mentor Program:** The high school offers a Peer Mentor Program, in which upper classmen may apply to mentor lower classmen. The student completes 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.
- **Fellowship with Other Christians/Believers:** C. S. Lewis Academy students and parents are encouraged to participate in a local Christian fellowship and associated activities such as worship services, youth groups, Bible studies, prayer meetings, etc.

Acts 2:42-44: "And they continued steadfastly in the apostles doctrine and fellowship, in the breaking of bread, and in prayers. Then fear came upon every soul, and many wonders and signs were done through the apostles. Now all who believed were together and had all things in common."

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.

History and Traditions

- **School Colors:** Crimson ♦ Gold ♦ Black
 - ♦ **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)

- ◆ **Black:** A triad of colors was created when black was added in 2013 during the transition to the 1605 N College Street campus. Symbolizing the sinful nature of man, it helps emphasize the significance of the sacrifice of God's Son and the redemption of man through the crimson flow of Christ's blood. "But God demonstrates His own love toward us, in that while we were still sinners, Christ died for us" (Romans 5:8 NKJV). [Also, Ephesians 1:7 NKJV; Ephesians 2:13 NKJV; Colossians 1:19-20 NKJV; 1 Peter 1:18-21 NKJV.] The resurrection of Jesus and the offer of hope through redemption when we repent and claim Jesus as our Savior and stronghold, then allows us to reflect the light of His glory as Children of God in a world challenged by sin (John 8:12 NKJV).
- **School Mascot:** The Watchmen / Lion
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. "He calls out like a lion. My Lord, I stand on the watchtower all day long, I stay at my post all night." (Isaiah 21:8).

The second function of Watchmen 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. "I have set watchmen upon thy walls, O Jerusalem, [which] shall never hold their peace day nor night: ye that make mention of the Lord, keep not silence, (Isaiah 62:6).

As Christians we are like Watchmen, constantly vigilant for the enemy's attack and watchful for the return of our King, Jesus Christ, being in a place of prayer and intercession.

Our school's namesake, Clive Staples Lewis, is well known for his most popular work, *The Chronicles of Narnia*, a series of seven fantasy novels written between 1949 and 1954. One of the main characters is a lion named, Aslan. He is depicted as a wise, compassionate, magical authority (both temporal and spiritual); mysterious and benevolent; guardian and savior. Despite his gentle and loving nature, he is powerful and can be dangerous. Symbolically, the lion Aslan, serves as the role of Watchman for all of us.

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 at CSLA is the responsibility of 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. CSLA is accredited through AdvancEd, with a global network of over 32,000 schools and systems in more than 70 countries. As a member of ACSI (Association of Christian School International), CSLA receives benefits from informative resources, legal counsel, professional development, curriculum suggestions and its worldwide constituency, serving nearly 24,000 schools in more than 100 countries. CSLA is a member of the Oregon School Activities Association (OSAA) at the high school level.

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.

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 Restorative Action/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. The student's motivations and willingness will be substantiated by their signature of agreement to uphold the "Ten Values of Honor" (See Appendix 1).

Parent Involvement, Support and Honor

Parents are encouraged to be supportive and active as CSLA will only be as strong as its families. Parents are asked to be proactive in the following ways:

1. **PRAYER:** Parents and extended family members are requested to pray for all aspects of the school.
2. **HONOR:** As Christians, it is our responsibility 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 1 Corinthians 6:1-8 as our guide, we are to live at peace and resolve disputes with one another in private or within our school – doing so with respect and support for the faculty and staff.
 - A) 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.
 - B) If this one-on-one meeting fails to resolve the concern, the person with the grievance may submit a written statement to the Principal/Lead Administrator outlining the concern and summarizing his/her attempt(s) to resolve the concern. After reviewing the statement, the Principal may:
 - i) Meet with the person who has the grievance;

- ii) Meet with the other person(s) to better understand his/her perspective; or
 - iii) Meet with both parties together to discuss the issue. If both parties have difficulty articulating an amenable resolution, the Principal/Lead Administrator may offer a resolution for parties to prayerfully consider.
- C) If the person with the concern is still dissatisfied, the written statement will be presented to the Board of Directors for consideration. After reviewing the written statement, the Chairman will notify the Principal whether Board Meeting time will be allocated for an in-person hearing and the Principal will convey that decision to all parties concerned. The decision of the Board will be final.
3. **VOLUNTEERISM:** 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 be 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** tab/link on the CSLA website under *Volunteering*. Completing forms via the website is preferred for expediency. However, hard copies of the forms are available at the school front office.

Parent/Student/Staff Relationships

Each individual associated with CSLA brings unique talents, gifts, 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.

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/cough drops
 - ◆ Antacids
- **The parent or guardian must provide the medication to the office in its original container.**
- **The parent or guardian must give written permission** via the form(s) provided at front office entitled, “Authorization for Medication Administration by School Personnel” (See Appendix 2), 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
 - ◆ 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 (503-538-0114) to report the student's absence. We understand there can be concern that a child will miss out on an activity or school work. Please be assured that students will be provided time to make up missed work. Parents need to discuss arrangements with student's respective teachers.

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. **Note: Complete and 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, the following applies:

- Generally, we follow the lead of the Newberg School District.
 - ◆ Local TV and radio stations carry this information, usually by 6:00 AM
 - ◆ Newberg Schools Information Line: 503-554-5001
 - ◆ Bus Line: 503-538-5897

- ◆ NSD website: www.newberg.k12.or.us
- ◆ Mobile app you can download:
<http://www.Newberg.k12.o4.us/district/school-home-parentlink-student-success>.
- There will be times that CSLA Administration will assess the best course of action for school operation on any specific day. If staff and teachers are unable to commute safely to our campus from outlying areas where they live, administration might need to cancel school even though roads in Newberg are fairly clear. Alternatively, administration may assess that school will commence when Newberg School District determines differently.
- CSLA will always note changes due to weather via the following:
 - ◆ Email blast to parents and guardians via RenWeb
 - ◆ Postings on C.S. Lewis Academy Facebook Page

Transportation/Driving/Parking

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 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.)

During the course of the school year, your child may be involved in various activities sponsored by C.S. Lewis Academy, but occurring off campus. There will be many off-campus events to which the school will not be providing transportation. In the event that private transportation is necessary, C.S. Lewis Volunteer Drivers will transport student to and from the event. The intent of the Private Transportation Release is to confirm your choice as to whether or not your student may be a passenger in a privately operated vehicle. **This form is mandatory for all families to complete and must be completed yearly.** The requisite form can be accessed via the **Parents** tab/link on the CSLA website under ***Private Transportation Form***. Completing forms via the website is preferred for expediency. However, hard copies of the forms are available at the school Front Office.

The **Private Transportation Release Form** provides three selections indicating the type private transportation permitted by you for your student:

- A. The first option/box allows your student to ride with any approved C.S. Lewis Parent (Adult) or approved Student Volunteer Driver.
- B. The second option/box allows your student to ride with any approved C.S. Lewis **Adult** Volunteer Driver (student volunteer drivers are prohibited).
- C. The third box allows your student to ride **only with his/her parent or guardian** to transport named student. Any exceptions must be arranged by the parent/guardian and written permission must be provided for each specific event.

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 by attaching another page.
- 3) Must not have had any automobile accidents for which the applicant was liable for 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.

PARKING

Parking is limited. 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.

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.

DRIVING

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**.

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.

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.*

Library Materials & Research

Materials are chosen that support our philosophy and curriculum. Computerized resources are a growing part of our library. K-5 students have books available in their classrooms as well as computer networks, the Internet and CD ROM data to conduct research. Annual book fairs enable parents and students to purchase quality books for themselves.

Many students, especially at the high school level, utilize the resources of the local colleges and universities as well as the public library.

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 receptacles are managed at the Front Office.

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 of 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

C.S. Lewis Academy recognizes that technology, including social networking sites, communication devices, and Internet capable equipment are popular and that they present an opportunity to share with others in a positive way. However, abuses can occur. All Internet/phone communications involving CSLA students are subject to the school's Technology Use Policy.

Both on and off campus, students may not use any electronic communication device to bully, harass, embarrass, or otherwise harm anyone within the school community or the school community as a whole. Students should treat each other with respect and dignity. Students using technology in or out of school to harm the school community will be subject to school discipline consequences.

C.S. Lewis Academy is pleased to make available to students access to computer technology, connectivity to the Internet, use of software programs and peripherals (printers, scanners, etc.). The Internet or World Wide Web (www) is the worldwide network that provides various means of accessing significant educational materials and opportunities. In order for CSLA to be able to continue to make these technology resources and connectivity available, all students must take responsibility for appropriate and lawful use of this system. Students must understand that one student's misuse of the network and/or the Internet connection may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of computers, phones, iPads, and other electronic items used to

access the Network and Internet, CSLA must have student cooperation in exercising and promoting responsible use of school and private resources.

In order to maintain and encourage appropriate and effective use of computer technology and connectivity, C.S. Lewis Academy has defined a set of RULES FOR COMPUTER AND NETWORK USE and ACCEPTABLE USE AND INTERNET SAFETY POLICY (henceforth referred to as COMPUTER RULES and Technology Use Policy Agreement (Page 16). All students and staff are required to sign a Technology User Agreement to signify their understanding and promise to follow the stated regulations.

SCOPE OF TECHNOLOGY USE POLICIES

Policies, guidelines and rules described here refer to all electronic communication and/or computing devices (including but not limited to computers, handhelds or PDAs, MP3 players, portable memory storage devices, calculators with interfacing capability, cell phones, digital cameras, etc.), technology infrastructure, associated peripheral devices and/or software:

1. Owned by, leased by and/or on loan to C.S. Lewis Academy.
2. Owned by, leased by and/or on loan to any third party engaged in providing services for CSLA.
3. Any computing or telecommunication devices owned by, in the possession of or being used by school students and/or staff that are operated on the grounds of any school facility or connected to any equipment at any school facility by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.
4. Any computing or telecommunication devices owned by, in the possession of or being used by school students on or off campus to harm the school community which includes students, CSLA employees or the school itself.

PERSONAL RESPONSIBILITY

Students agree to follow the rules in this policy and to report any misuse of any computer system to their teacher, the school principal, or CSLA staff person. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another person or his or her property.

RULES FOR SCHOOL COMPUTER AND NETWORK USE

Follow all rules in the TUP summarized below:

1. Ask a teacher or staff member when unsure of how to do something or when experiencing a problem.
2. Remember computer use is a privilege. Violation of rules can result in loss of computer privileges and/or other disciplinary action.
3. Do not remove or add any programs or files to computers.
4. Do not change system settings.
5. Do not change Internet browser settings.
6. Do not unplug cables or open computer hardware (desktops, towers, laptops).
7. Do not have any food, beverages near computers.
8. Do not force disks, CDs into or out of drives.
9. Do not visit inappropriate Internet sites.
10. Do not visit Internet sites for any reason except those given by a CSLA teacher or staff person.
11. Do not download programs from the Internet.
12. Do not attempt to learn or use any other person's passwords or access unauthorized systems.
13. Do not use any "hacking" software. Possession of and/or distribution of any software tools designed to facilitate hacking or to compromise a computer or network is an offense.

14. Do not waste paper and toner by printing the same page multiple times or by printing documents over 10 pages.
15. Do not compromise computers/networks with viruses, spyware, or malware.
16. Do not send messages across the network or use any instant messaging software/service.
17. Do not “roughhouse” around computer equipment.
18. Do not violate any other school or classroom student rules during the use of computer technology.

ACCEPTABLE USES

The school provides access to computer resources and the Internet for educational purposes. If you have any doubt about whether a contemplated activity meets an educational purpose, please consult your classroom teacher and/or a responsible staff member. Among the uses that are considered acceptable include, but are not limited to, the following (*priority should be given in the order listed below when resources are limited*):

1. Class work, utilizing technology, assigned and supervised by a staff member
2. Class work, utilizing technology, specifically assigned by independently conducted research for educational purposes
3. Completion of assignments for classes
4. Use of school provided software to enhance and/or reinforce student learning
5. Training or development of computer use skills
6. Personal discovery of an acceptable nature (via “surfing the Internet”)

UNACCEPTABLE USES

Among the uses that are considered unacceptable include but are not limited to the following:

1. Uses that violate any of the *Rules for School Computer and Network Use* listed in the section above.
2. Uses that violate or encourage others to violate the law.
3. Viewing, transmitting or downloading pornographic, obscene, vulgar, indecent, bullying, racist, harassing or otherwise offensive materials or messages.
4. Uses of email that are illegal or unethical may result in disciplinary action, including loss of privileges to use the system, school sanctions, and referral to appropriate law enforcement authorities. Users may be required to make full financial restitution.
5. Intrude into networks or computers of others.
6. Uses that violate Copyright laws.
7. Uses that cause harm to other or damage to their property. For example, don't engage in defamation (harming another's reputation by lies or hearsay.)
8. Uses that jeopardize individual computers, the network or user account security. For example, don't disclose or share your password with others.
9. Uses that contribute to the violation of any other student conduct code including but not limited to: cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.
10. Uses that are designed to establish a commercial enterprise or provide system resources to an outside third party (including but not limited to: proxy server, remote access, file transfer, file sharing or storage capability, etc.)
11. “Hacking” and Other Illegal Activities; use of computer resources to attempt to gain unauthorized access to other computers, files or networks. Upload a worm, virus, Trojan, “time bomb” or any other harmful form of programming or malware, bypass filters, install any type of server, proxy, aliasing/spoofing peer-to-peer networking or remote-control software (including but not limited to: “Napster like programs”, Grokster, Limewire, BackOrifice, VNC, etc.)
12. Possession and/or distribution of any of the above software tools designed to facilitate any of the above actions is an offense.

INTERNET SAFETY

1. **Individual Responsibility:** Users/parents/guardians are advised that use of any network includes the potential for accessing web sites with inappropriate materials. It is the responsibility of all users to attempt to avoid these sites through sensible and cautious use of the Internet. If a student accidentally accesses one of these sites, they should immediately exit from that site and/or notify a staff member. If students witness other users visiting offensive or harmful sites, they should report such use to a staff member or teacher.
2. **Practice Personal Safety:** Do not reveal personal information such as full name, home address, phone or credit card numbers or other information, which might enable a person to locate you. Do not arrange a face-to-face meeting with someone you “meet” on the Internet without your parent’s permission. Avoid the use of web sites that allow you to share private information.
3. **Learn Tips for Safe Use of the Internet:** Parents are encouraged to visit sites that are designed to teach safe Internet use with their students.
4. **Confidentiality of Student Information:** Personally identifiable student information may not be disclosed or used in any way on the Internet without the permission of a parent or guardian.
5. **Email Safety:** Students will only use their personal email account at school with the prior permission of a teacher and will get permission from a teacher each time personal email is used at school. The same rule applies to instant messaging, chat room, texting. CSLA may filter or monitor student email use.
6. **Active Restriction Measure:** C.S. Lewis Academy will utilize filtering and monitoring software to control student access to the Internet and the school network. This software will block or filter specific sites determined by school administrators to be obscene or in other ways harmful to minors. Parents are advised, however, that filtering technology is imperfect, and that the possibility exists of obtaining access to prohibited materials or sites. Educational staff will, to the best of their ability, monitor students’ use of the Internet and will take reasonable measures to prevent access to inappropriate materials.
7. **Parental Restriction Measures:** Parents wishing to not have their children utilize school computers and/or the Internet must provide a written request to the Principal detailing the specific desired limitations.

RULES FOR CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES

Kindergarten through Grade 5: Cell phones must not be on their person and not used during the school day (from 8:00am to 2:50pm). 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. **The exception to this rule is when a teacher allows students to utilize their web connection to conduct research on current task and topic.*

All Grade Levels: Personal laptops and iPads are permitted for students who sign the Technology Contract, and those students with accommodation approval. **Both the student and his/her parent are required to sign a Technology Use Policies Agreement before using the Network and Internet on campus** (See Appendix 3).

Access to the Internet is available via classroom computers. 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.

Students may not use cellular telephones or ECDs on school property or at a school-sponsored activity to access and/or view any Internet web sites that are otherwise blocked to students at school or take part in any activity prohibited in CSLA's Acceptable Use Policy.

During school activities, when directed by an administrator or sponsor, cellular telephones and other ECDs shall be turned off (not just placed into vibrate or silent mode) and stored out of sight or in the cell phone receptacles provided by classroom teachers.

The use of cameras (built-in to ECDs or otherwise) is prohibited at school except when a staff or faculty member gives permission for a specific use/event at a specific time.

We encourage families to communicate plans for the day to each other before school begins; but we understand plans can change. Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school's main office to have a message delivered. Likewise, if students need to call home, they need to do so through the office.

Both on and off campus, students may not use any ECD to bully, harass, embarrass or otherwise harm the FCS community. Students perpetrating such actions are subject to disciplinary action including suspension or expulsion and referral to appropriate law enforcement authorities when appropriate.

Possession of a cellular telephone or other ECDs by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or ECD. If the cellular telephone or ECD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any disciplinary consequence(s) imposed. The principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography, sexting, cyberstalking, cyberbullying).

The student who possesses a cellular telephone or ECD is responsible for its care. CSLA is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or ECDs brought onto its property.

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.



HIGH SCHOOL
Restorative Action Matrix

HONOR / RESPECT

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

RESPONSIBILITY

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

SAFETY

- Driving too fast
- Blocking hallway or walkway
- Throwing objects
- Fighting
- Failure to follow safety procedures
- 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 – Grades 6-12)
(Lunchtime – Elementary Students)
- 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
- Bullying
- “Sexting”
- Bomb Threat
- Sexual comments
- Extortion
- Stealing
- Extreme misconduct
- Threats
- Bringing any weapon on campus (e.g. gun, knife, fighting instruments)
- Vandalism
- Possession of alcohol, marijuana, drugs, weapons
- Arson
- 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.” (Galatians 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 (Grades 6-12) 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. Elementary School (Grades K-5) detention will be served during lunchtime.

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 the 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**” (See Appendix 4) 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. **The CSLA student must pick up a Special Event Guest Pass Forms from the Lead Advising Teacher for the Event or at the front office, if so specified.**

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 ◆ 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	

Grade Reports/Report Cards/Transcripts

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 (Transcripts). Transcripts (official and unofficial) can be requested through the front office. If you need Official Transcripts sent somewhere, please provide in writing the name of the institution, name of any contact person, mailing address, and the date by when it is needed.

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 1.85 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 1.85 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 1.85, 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.

Cheating and Plagiarism

Students at C.S. Lewis Academy are expected to act with integrity and honesty in all situations. For this reason, cheating and plagiarism are taken very seriously by teachers and administration.

Cheating includes a student copying or using someone else's work, ideas, and/or answers on a test, quiz, homework assignment or any other assignment. It also includes taking an examination or test in a dishonest way as by having improper access to test answers. A student who provides their work, exam answers, or exam questions to another may also be held responsible for cheating.

Plagiarism includes: cheating on an assignment by copying a few sentences, a few paragraphs, or an entire paper without proper quotations and/or citations. This is stealing someone else's words and ideas and lying to the instructor by claiming them as the student's own.

Situations in which cheating or plagiarism is suspected will be evaluated by classroom teachers and administration. If it is determined that a student has cheated or plagiarized, a restorative action citation will be given, the student's parents will be notified of their child's academic dishonesty, and the principal may conference with the student and parents as part of the restorative action process.

Additional consequences may include the following disciplinary actions:

- Required redo of the assignment in question with grade reduction;
- A zero grade on the assignment in question, with no opportunity to recover the credit on the assignment;
- Suspension or expulsion for repeated offenses;
- Failing grade or no credit in the course for the term in which the offense took place.

Curriculum

The curriculum at C.S. Lewis Academy is designed specifically to challenge each student, provide a dependable routine and cultivate the successful mastery of skills. In addition to a strong core curriculum, we focus on what we refer to as the "4C's" of education: Christian, Contextual, Career, and Character.

CSLA 4C's

Christian Education: This is the foundation of who we are. We want the Lord to be the center of everything we do here at CSLA. Our teachers will model Christ-like behavior, and they will encourage our students to know the Lord. We want students to learn how to perceive all that they do through the eyes of Christ and His Word, from the details of their own daily lives to world politics.

Contextual Education: We want to teach for meaning. We believe students should understand the purpose of their learning. We understand that the best learning takes place when new information is related to our everyday lives. This is why we want student's education to be active and experiential. We want students to learn how to think critically, problem solve, discover, work in a team, and apply new knowledge in real-life situations.

Career Education: A key component of "preparing students for life" is guiding them through information and experiences that help each student develop a better understanding of who they are, what their individual aptitudes and areas of interest are, and what potential fields match well with these aptitudes and interests. We want to expose students to as many different opportunities as possible in order to maximize their ability to choose their future wisely.

Character Education: As Martin Luther King Jr. said, “An education without learning character is only half an education.” We all want our children to learn to be good citizens, to develop healthy relationships, and to adopt virtues such as respect and responsibility. We want to integrate character education into every aspect of our educational system. We feel responsible to God and to families to provide an environment where children can learn and grow in integrity as well as intelligence

The 4C’s is augmented by incorporating **Life Education Objectives (LEO’s)**.

Life Education Objectives (LEO’s)

Life as an Individual:

- ♦ Understanding and practicing physical health principles
- ♦ Understanding and practicing mental health principles
- ♦ Learning to take initiative
- ♦ Developing relational skills
- ♦ Developing group skills
- ♦ Understanding one’s strengths and weaknesses
- ♦ Learning responsibility
- ♦ Developing values, ethics and morals

Life as a Citizen:

- ♦ Understanding the responsibilities of a citizen within our own culture
- ♦ Understanding what it means to be a world citizen
- ♦ Understanding our local and state government systems
- ♦ Learning to work with bureaucracy
- ♦ Understanding the basic economics of our society
- ♦ Learning to locate community resources
- ♦ Understanding the principles of the conservation of our natural resources
- ♦ Understanding human diversity

Life as a Learner:

- ♦ Learning all academic subjects taught in school
- ♦ Learning to listen effectively
- ♦ Learning to communicate effectively
- ♦ Learning problem solving techniques
- ♦ Learning to analyze and think critically
- ♦ Learning to use one’s imagination
- ♦ Learning to find information
- ♦ Developing a desire to be a life-long learner

Life as a Consumer:

- ♦ Understanding the principles of goods and services
- ♦ Learning to evaluate the quality of goods and services
- ♦ Learning to compute interest rates and understand credit
- ♦ Understanding insurance
- ♦ Understanding the basic principles of savings and investments
- ♦ Understanding basic business principles

Life as a Producer:

- ♦ Exploring a variety of career opportunities
- ♦ Developing saleable skills
- ♦ Learning to manage money, time and materials
- ♦ Learning to use information
- ♦ Learning to use technology
- ♦ Learning to evaluate data
- ♦ Understanding systems of operation
- ♦ Understanding organizational structures and functions

Life as an Aesthetics/Leisure Participant:

- ♦ Developing an appreciation for beauty and truth
- ♦ Developing avocational skills
- ♦ Learning the importance of hobbies
- ♦ Learning to be creative
- ♦ Learning the importance of recreation
- ♦ Learning to appreciate God's creation

Life as a Family Member:

- ♦ Understanding family dynamics
- ♦ Understanding the social and legal responsibilities of parenting
- ♦ Understanding family planning
- ♦ Understanding the issues of child rearing
- ♦ Understanding the principles of managing family finances
- ♦ Learning to deal with a family crisis
- ♦ Understanding the components of a healthy marriage
- ♦ Learning to care for aged parents

Life as a Child of God:

- ♦ Understanding who Christ is and accepting Him as Lord and Savior
- ♦ Learning about the meaning of life
- ♦ Developing a belief system that influences our behavior
- ♦ Learning to serve others
- ♦ Understanding God's Word and how it applies to our life
- ♦ Understanding the importance of fellowship
- ♦ Developing a Christian worldview
- ♦ Learning what other religions believe
- ♦ Understanding the role of the Church in the world today
- ♦ Learning to share your faith
- ♦ Developing a closer walk with God

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.

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

The next two pages show the credits required by the State of Oregon Board of Education and C.S. Lewis Academy to earn a diploma.



CS LEWIS
 A C A D E M Y
DIPLOMA REQUIREMENTS

CREDIT SPECIFICATIONS

Subject Areas	Class of 2019 & Beyond	Class of 2017 & 2018
Language Arts	4	4
Mathematics	3 (Algebra 1 & Above)	3 (Algebra 1 & Above)
Science	3	3
Social Studies / Economics	4	4
Health	1	1
Physical Education (PE) †	1	1
Foreign Language	2	2
Bible	4	3
Seminar Courses	2	3
Electives	4	4
Total Credits	28	28

9th Grade

- ★ English 9
- ★ Biology
- ★ Freshman Seminar (1st Semester)
- ★ C. S. Lewis (2nd Semester)
- ★ Math: Algebra 1 / Geometry
- ★ Spanish 1 (or other foreign language)
- ★ Bible 1 (God's Unfolding Kingdom)
- Electives

10th Grade

- ★ Ancient Literature
- ★ Western Civilization 1
- ★ Geometry / Algebra 1 / Algebra 2
- ★ Bible 2 (Hope for God's Kingdom)
- ★ Chemistry
- Electives
- ★ Spanish 2 (or other foreign language)

11th Grade

- ★ European Literature
- ★ Western Civilization 2
- ★ Government (1st Semester)
- ★ Health
- ★ Junior Seminar (2nd Semester)
- ★ Math: Algebra 2 / Pre-Calculus
- ★ Adv. Chemistry / Physics
- ★ Bible 3 (Understanding the Times/Worldview)
- Electives

12th Grade

- ★ American Literature
- ★ U.S. History
- ★ Senior Seminar (1st Semester)
- ★ Economics (2nd Semester)
- ★ Math: Algebra 2 / Pre-Calculus
- ★ Adv. Chemistry / Physics
- ★ Bible 4: Missions/Belize Literature / Bios of the Saints
- Electives

★ Required Classes: Math (3 years, to include Algebra 1, Geometry, Algebra 2).

† 10, 11, 12 grade students who participate in sports may substitute for their PE credit: 0.25 credit for each sport season; maximum 0.5 credit.



HIGH SCHOOL

COURSES:	Credits
Language Arts <ul style="list-style-type: none"> ♦ English 9, Ancient Literature, European Literature, American Literature 	4.0
Mathematics <ul style="list-style-type: none"> ♦ Minimum level: Algebra 1 ♦ Course Progression: Algebra 1, Geometry, Algebra 2, Pre-Calculus, Calculus ♦ Colleges often require completion of Algebra 2, so it is extremely important to have a solid understanding of Algebra 1 and Geometry 	3.0
Science <ul style="list-style-type: none"> ♦ Biology, Chemistry ♦ Advance Chemistry and Physics offered on alternating years ♦ Completion of Algebra 2 is required before enrollment in Physics 	3.0
Social Studies <ul style="list-style-type: none"> ♦ Western Civilization 1 & 2, U.S. History, Government, Economics 	4.0
Health	1.0
Physical Education	1.0
Foreign Language <ul style="list-style-type: none"> ♦ Most colleges require two years of the <i>same</i> language although for high school graduation a student may complete one year of two different languages 	2.0
Bible <ul style="list-style-type: none"> ♦ Bible 1: God's Unfolding Kingdom ♦ Bible 2: Hope for God's Kingdom ♦ Bible 3: Understanding the Times / Worldview ♦ Bible 4: Missions (Seniors Only) Literature/Biography of the Saints 	4.0
Seminar Classes <ul style="list-style-type: none"> ♦ Freshman Seminar, Junior Seminar, Senior Seminar ♦ These classes are taken during 9th, 11th, and 12th grades. They are designed to help students develop effective study skills, identify learning styles, and discover educational and vocational strengths and interests. As the students move toward graduation, they progressively work on scholarship pursuit, college entrance preparation, and career development. 	2.0
Electives <ul style="list-style-type: none"> ♦ Art; Creative Writing; Theatre/Drama; Spanish 3 / 4; Family Consumer Science; Anvil Academy: Blacksmithing, Wood Working, Metal Working. 	4.0
Clubs <ul style="list-style-type: none"> ♦ Yearbook, Worship Team, Student Council, Small Groups 	
Total Credits	28.0

Home School and Part-Time Students

To promote the school atmosphere at C.S. Lewis Academy, we desire to enhance opportunity for students in the community that are not fulltime status.

Student Policy and Criteria

1. Be a standing Junior or Senior.
2. Be on track to graduate according to the State of Oregon diploma requirements.
3. May enroll only in College credit classes outside of CSLA or be registered as a home school student in the State of Oregon.
4. CSLA will enact a probation period for the first semester. The probation time is for evaluation to see if the student is a good fit for CSLA, and if our school meets the needs of the student.
5. Students enrolled half time (4 classes) will pay 50% tuition. Tuition is paid at a full rate with an enrollment above 4 classes.
6. There is no financial aid available.
7. Be responsible to buy the same tickets, fundraise for trips, pay for registration fees, athletic fees, class fees, etc.

Independent Study / Outside Credit

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.

A. Excused Absence

An excused absence is constituted by:

1. Personal illness
2. Doctor's appointment
3. Bereavement
4. Co-curricula activities
5. Parental request or prearranged

To be excused, all of the absences listed above need a written note or phone call from the parent or legal guardian of the student no later than the first day the student returns to class.

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.

B. Unexcused Absence

An unexcused absence is defined as:

1. Skipping class
2. Skipping school
3. Unconfirmed reason for absence
4. Suspension from school
5. Tardy (excused and/or unexcused) to class three (3) times equals one (1) unexcused absence. This rule applies to each subsequent set of 3 tardy arrivals. The count restarts at the beginning of each semester.

Secondary students (Grades 6-12) 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 one school day. 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.

C. 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 5% of the student's grade for each class. Students who are more than ten (10) minutes late to class are considered absent. Three (3) tardy arrivals (excused and/or unexcused) to class equals one (1) unexcused absence. This rule applies to each subsequent set of 3 tardy arrivals. The count restarts at the beginning of each semester.

D. Elementary School:

All tardy and absent 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, before going to your child's classroom.

E. 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.

F. 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.

Extra-Curricular Activities

Several extra-curricular events are offered to the students, including drama, music, field trips, mission trips, trips to the East Coast, day trips to share and explore the outdoors, and of course, athletics. 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.*

If it becomes obvious that the student is unable to keep up with their classes and grades fall below a 1.85 GPA, the student and the student has one failing class, the student will forfeit the activity.

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.

Athletics

Philosophy: Do you not know that those who run in a race all run, but one receives the prize? Run in such a way that you may obtain *it.*" 1 Corinthians 9:24 (NKJV)

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 game. 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 it's 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 some 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

Please contact Steve Wallo, Athletic Director, for complete coverage of the Sports Program.



Tuition and Fees 2017-18

APPLICATION FEES: The **non-refundable** \$75 application fee, per-student, is paid at time of application. Additional concurrent applications for siblings from the same family are \$75 each, up to a *maximum \$150 per family.*

ENROLLMENT FEES: The full enrollment fee must be paid annually for each student enrolled. *This fee must be paid before the student may be enrolled and attend classes. This fee is non-refundable.* The enrollment fee is not pro-rated and is due in full for all students.

2017-18 Enrollment Fees: K-8: \$200 9-12: \$275

Re-enrollment for current CSLA students is automatic each year. Automatic re-enrollment means that once a student is enrolled, enrollment automatically renews until the student graduates from C.S. Lewis Academy. Re-enrollment is assumed unless the family notifies the school **IN WRITING** by March 31 that they choose not to re-enroll.

The enrollment fee is locked in for each student at time of initial enrollment, and will only change as indicated by grade level, as long as that student never withdraws from CSLA.

For families who pay their tuition monthly, enrollment fees will be added to their FACTS accounts and may be paid over the remaining FACTS payments for the current school year. Families who pay their tuition annually or by semester will have their re-enrollment fees billed by CSLA directly, due April 1.

TUITION:

All enrollment options are 5 days/week (Monday - Friday)

All Day Kindergarten	\$5,900
1st through grade 5	\$5,900
Middle School 6th - 8th grades	\$6,900
High School 9th - 12th grades	\$7,450

MULTIPLE CHILD DISCOUNTS: Tuition discounts for families with more than one child attending. All students must be legal dependents of the same parent(s). *Discounts apply only to tuition.*

2 children Add up the full tuition for all students at stated rates and deduct 4% from the total.

3 children Add up the full tuition for all students at stated rates and deduct 9% from the total.

4 or more Add up the full tuition for all students at stated rates and deduct 14% from the total.

Part-time programs are not discounted.

ATHLETIC FEES: Athletic fees are charged per sport, and must be paid prior to student's participation in the sport.

HS (9-12)	\$175*	MS (6-8)	\$125
GS (4-6)	\$ 75	GS (3-4)	\$ 40

**Home School Students add \$50*

There are no discounts for multiple student-athletes from the same family, or multi-sport athletes; however, request for financial assistance for Athletics fees may be made in writing to the Director of Athletics. Payment plans may also be set-up through the Finance Manager.

THEATRE FEES: Theatre fees are charged per production, and must be paid prior to student's participation in the production. Participation includes cast members and stage crew. Productions include Fall Show, One-Acts, and Spring Show.

CSLA students \$50 Homeschool students \$100

ADDITIONAL FEES: There may be other fees for items such as class activities, yearbooks, PSAT testing, etc.

WITHDRAWAL FEE: If CSLA is notified in writing on or prior to March 31 of a student's plan to not return, the student will be withdrawn for the succeeding year. There is no fee associated.

After March 31, a per-family withdrawal fee will be incurred as follows:

April 1 - 30 \$100
May 1 - 31 \$150
June 1 - 30 \$200
July 1 - 31 \$300
Aug 1 - entire school year .. \$500

Payment will be due at the time of withdrawal.

Withdrawal fees may be waived on a case-by-case basis upon appeal. Transfer of a student to home school, or to another school within 20 miles of CSLA **does not qualify** for a waiver of these fees.

Should a student who withdrew (at any time) wish to re-enroll after March 31, the family will be required to reapply. The application process will include the regular application fee of \$75 per student (\$150 family maximum). In addition, the family will be responsible for the current published enrollment fee for the appropriate grade level.

On or after the first day of school: Tuition is prorated as the number of days enrolled.

LATE ENROLLMENT: When a student enrolls on or after the first day of classes, tuition is prorated based on the portion of the school year to be completed, per the schedule below:

Day 1 - 21	100% of total tuition
Day 22 -end of 1 st quarter	90% of total tuition
Day 1-21 of 2 nd quarter	75% of total tuition
Day 22 of 2 nd quarter - end of 2 nd quarter	65% of total tuition
Day 1-21 of 2 nd semester	50% of total tuition
Day 22 of 2 nd semester - end of quarter	40% of total tuition
Day 1-21 of 4 th quarter	25% of total tuition
Day 22 of 4 th quarter - end of school year	15% of total tuition

A detailed schedule of dates and percentages is available upon request.

A child may not be admitted to class unless the enrollment fee and at least one-tenth of the annual tuition has been paid. (For second semester, one-fifth of the 2nd semester must be paid.)

VACATIONS, HOLIDAYS, ILLNESSES: Tuition and other program fee credits are not available for vacations, holidays, closures due to inclement weather, or illnesses.

RETURNED CHECKS: There is a \$30 service fee if any check written to the school is returned unpaid for any reason, including insufficient funds or a stop payment order.

LATE FEES: A \$30 late fee will be charged for all accounts that have not been paid after 10 days from the due date.

PAYMENT PLANS AND FINANCIAL POLICIES

1. **PAYMENT PLANS:** Parents must select a payment plan at the time of initial enrollment. A FACTS account is required for all monthly payment plans and is required to be set up at time of initial enrollment. If the family wishes to pay annually or by semester, a FACTS account is not needed. Those wishing to pay annually or by semester should notify the Finance office.
 - a. **ANNUAL TUITION*** (tuition for entire school year paid in full) payments received at the CSLA Finance Office on or before July 1, 2017 qualify for a 2% discount. When an annual payment plan has been selected, and the due date has passed, the entire amount is due and payable without discount for the first semester, and is subject to a late fee after 10 days. A discount of 1% will still be applied to the second semester.
 - b. **SEMESTER TUITION*** (tuition for entire school year paid in two equal installments), payments received on or before July 1, 2017, and January 2, 2018 respectively, qualify for a 1% discount. No discounts are applicable after these due dates. When a semester payment plan has been selected, and the due date has passed, the entire amount is due and payable without discount, and is subject to a late fee after 10 days.

*To convert to a monthly plan, the family must request the change at least 10 days before the invoice due date, enroll in a FACTS agreement for the requested plan, and pay any monthly payments that would have been due through that date for the selected plan.

- c. **MONTHLY PAYMENT PLAN:** **FACTS registration is required for all families desiring a monthly payment plan.** FACTS charges an annual fee of \$43, payable with and in addition to the first tuition payment. Families will have a choice of due dates for the monthly payment, with the final payment for all plans to be due on or before May 20, 2018. *If a FACTS agreement has not been finalized, monthly tuition payments made directly to the C.S. Lewis Finance office are subject to a monthly \$25 administrative fee.* All FACTS accounts for currently enrolled families will be set up for the same monthly payments and due dates, unless the family requests a change. New families will be set up for 12 monthly payments. These payments will begin in June and end the following May.
 - Families with FACTS accounts may choose to make additional lump-sum payments via FACTS or CSLA to decrease subsequent monthly payments if desired. No administrative fee will be assessed, as long as the regular monthly tuition payment is paid to FACTS.
 - **FACTS CONTRACT INFORMATION:** Online account access is available through the FACTS link from the Parent's RenWeb account. FACTS representatives can help with a variety of account questions 24 hours/day at 1-866-441-4637; however, they will not delay the due date for scheduled payments. Requests for payment date adjustments must be submitted to the Finance Office at least 5 business days prior to the scheduled FACTS collection date.
 - **DELINQUENT PAYMENTS:** Missed Payments: If FACTS payments are missed for any reason, including insufficient funds or stop-payment orders, FACTS charges a \$30 fee. Collection will be re-attempted by FACTS approximately 15 days from the original payment date. For example, if a payment scheduled for the 5th is denied, FACTS will charge the account \$30 and then re-attempt withdrawal on the 20th. FACTS will provide a re-attempt schedule for each missed payment.

If two monthly payments are missed (i.e., three unsuccessful collection attempts) and arrangements have not been made with the Finance Manager to settle the account or initiate a revised payment plan, the student(s) will be *subject to suspension from school* until the account is current. A late fee of 5% of the total amount overdue may be added to the delinquent account.

2. **RESPONSIBLE PARTY:** The parent or legal guardian(s) who sign(s) the original Financial Agreement upon enrolling the student for the first time is fully responsible for payment of all fees according to established payment schedules of C.S. Lewis Academy. This responsibility may only be changed in writing, and sent to the CSLA Finance office. Parties who agree to share responsibility for fees must both (all) sign a financial agreement.

3. **TUITION ASSISTANCE:** C.S. Lewis Academy has a Tuition Assistance program for families demonstrating genuine financial need. Families who are receiving financial assistance must go into FAST and apply each year. Tuition Assistance is made available by a designated amount in the annual CSLA budget as well as through funds donated specifically for that purpose. All families are asked to thoroughly pursue other means of meeting their tuition needs before asking the school for assistance. However, we are proud to offer this program when real need exists. Returning families interested in continued assistance must re-apply each year. There is no guarantee that assistance will be approved or continue at the same level each year. Questions should be directed to the Finance Manager.

New or prospective families interested in financial assistance must first apply for admission to CSLA before a financial aid application will be reviewed. *Returning families* must be current on tuition payments before a financial aid application will be reviewed.

For full consideration of tuition assistance, applications for this program must be submitted to FAST, with all required documentation, by April 1st for returning students. Should any tuition payment be due prior to the awarding of tuition assistance, subsequent payments will be adjusted accordingly. Assistance awards are limited to a maximum of 50% of the net tuition due and apply to tuition only; all other fees and charges are due in full.

4. **NON-DISCRIMINATION POLICY:** C.S. Lewis Academy is committed to a policy of non-discrimination on the basis of race, color, sex, or national and ethnic origin in the administration of its educational policies, admission policies, or scholarship, athletic, and other school-administered programs.

CSLA reserves the right to select students on the basis of academic performance, religious commitment, and personal qualifications, including willingness to cooperate with the school administration and abide by its policies. CSLA 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.

5. **PARENT SERVICE HOURS:** Parent Service hours are vital to the health and efficiency of C.S. Lewis Academy. Service is designed to involve parents more consistently in the life of the school. At the same time, it extends tuition dollars by having volunteers perform some tasks that might otherwise have to be paid for through professional services.

The main advantage of this program is that it encourages all parents to participate in service to the Lord's work at CSLA. It allows every parent to take ownership in the ministry of C.S. Lewis Academy, see the school in a practical and personal way and stand shoulder-to-shoulder with other parents, faculty and staff in service activities. Many projects are available to ensure all willing parents have many options for service. While no hourly goals or monetary equivalents are currently required at CSLA, we estimate that a minimum of 20-25 hours per year, per parent, is a good target.

APPENDICES



The Ten Values of Honor

1. I will respect others by keeping my conversations honorable and refraining from the use of degrading language.
2. I will honor others by demonstrating courtesy, kindness, and honesty.
3. I will honor others by keeping my relationships with the opposite sex respectful and upholding the highest moral standards at all times.
4. I will honor my body by refraining from the use of tobacco, alcohol, or illegal drugs, at school or any C.S. Lewis Academy sponsored activity.
5. I will honor the property of others and will not steal or vandalize another's property in any way.
6. I will honor the integrity of my schoolwork by being diligent to complete all assignments, not copying from someone else's work, or letting someone else copy mine.
7. I will honor my parents and teachers.
8. I will honor the school by upholding its dress code.
9. I will honor the administration by being responsible for my own actions and accepting any disciplinary measures given to help correct my behavior.
10. I will honor the values of C.S. Lewis Academy and to the best of my ability I will demonstrate a positive attitude in order to support and enhance an atmosphere at school where Christ Jesus is glorified.

Signed: _____ Date: _____

Print Name: _____



AUTHORIZATION FOR MEDICAL ADMINISTRATION BY SCHOOL PERSONNEL

Student Name: _____ **DOB:** _____ **Grade:** _____

School: _____

I am giving school personnel permission to administer medication to my child per the following:
(parent please complete)

MEDICATION: _____

Prescription* _____ **Non-Prescription** _____ (check one)

Dose (how much): _____

Frequency (how often): _____

Time (is there a specific time your child needs medication?): _____

Duration: Start date _____ End date _____

Reason for Medication: _____

Special Instructions: _____

I understand I am responsible to provide this medication and maintain the supply as needed. I understand I am responsible to notify the school in writing of any changes. Parents are required to pick up all unused medication by the last day of school. All medication left at the school will be discarded.

PARENT/GUARDIAN SIGNATURE _____

DATE _____

(This authorization applies only to the medication listed above and for the duration of treatment or school year. This authorization also authorizes an exchange of information, as necessary, between the school nurse, appropriate school personnel, and/or my child's health provider.)

*** PHYSICIAN DIRECTION REQUIRED ON PHARMACY LABEL FOR ALL PRESCRIPTION MEDICATIONS.**

TECHNOLOGY USE POLICIES AGREEMENT
Network and Internet Acceptable Use Procedures

By signing the **Technology Use Policies Agreement** you confirm that student and his/her parent/guardian have read and discussed the rights and responsibilities and the outlined restrictions for using the Network and Internet at C.S. Lewis Academy. Ultimately, the parent(s) or guardian(s) is responsible for setting and conveying the standards that their child or ward should follow. To that end, CSLA supports and respects each family’s right to decide whether or not allow Internet access at school or the use of ECDs by their child in or out of school with other CSLA students and employees.

STUDENT

I understand and will abide by the provisions and conditions set forth as Acceptable Use Procedures in the Technology Use Policies Agreement. I realize the Internet use provided by CSLA is designed for educational purposes only. I acknowledge that I may not use ECDs to harm C.S. Lewis Academy which includes but is not limited to things like using racist or other derogatory remarks to CSLA students or using threatening language with CSLA staff while on Internet sites. I understand that any violation of these provisions may result in disciplinary action, the revoking of my school use account, and any appropriate legal action. I will not hold my teacher, C.S. Lewis Academy responsible for or legally liable for materials distributed to or acquired from the Network. I also agree to report any misuse of the Internet to my school. Misuse can come in many forms, but can be viewed as any messages sent/received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexting, cyberbullying, cyberstalking, harassment, inappropriate language and other issues described in the Technology Use Policies Agreement.

Student Name (Print)

Student Signature

Date

PARENT / GUARDIAN

As the parent/guardian of _____, I have read the provisions and conditions set forth as Acceptable Use Procedures in the Technology Use Policies Agreement and understand that the Internet account is designed for educational purposes only. I also understand that it is impossible for C.S. Lewis Academy to restrict access to all controversial materials. I will not hold the teacher, CSLA responsible for or legally liable for materials distributed to or acquired from the network. I also agree to report any misuse of the information system to the school administration or teacher. Misuse can come in many forms, but it can be viewed as any messages sent/received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexting, cyberbullying, cyberstalking, inappropriate language and other issues described in the Technology Use Policies Agreement. I accept full responsibility for my student’s Internet use in or out of the school setting and agree to the terms of the above policy. I hereby give my permissions to allow my student Internet use (including any private email accounts) at C.S. Lewis Academy and certify that the information contained on this form is correct.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date



SPECIAL EVENT GUEST PASS

Instructions:

- CSLA student obtains this form and gives it to his/her high school guest.
Note: One guest per student.
- All guests must sign the form where indicated. Guests who are high school students must have form signed by (a) his/her administrator at his/her High School and (b) his/her parent/guardian. The completed form must be returned to CSLA's Front Office in person or via fax: 503-538-4113.
- Event ticket for guest cannot be purchased until this signed Guest Pass is returned.
- CSLA student must notify ticket seller of intention to bring guest.
- **At the door of the event, ALL GUESTS must show school ID to administrator.**
- If you are bringing a guest who has graduated, you must make an appointment with a CSLA administrator to meet your guest prior to the deadline. **NO EXCEPTIONS!**
- Signed guest passes are good for single event only.

NAME OF SPECIAL EVENT: _____	
SPECIAL EVENT DATE: _____	APPROVAL DUE: _____

Name of CSLA Student: _____	Home Phone: _____
CSLA Parent Approval Signature: _____	Date: _____
Name of Guest: _____	Guest Home Phone: _____
Guest's School Name: _____	Guest's School Phone: _____

CSLA Student Agreement: By signing below, I affirm that I will inform my guest of CSLA policies regarding Dress Code (see reverse side) and general behavior of respect and honor. Furthermore, I confirm that I will only bring the above-named guest to this event and that my guest will not bring others.	
Guest Student – Print Name _____	Student Signature _____
Date: _____	

Guest Agreement: By signing below, I affirm that I will abide by all CSLA policies including Dress Code (see reverse side) and general behavior of respect and honor. I affirm that I will not bring outside guests with me.	
Guest Student – Print Name _____	Student Signature _____
Date: _____	

School Administrator of Guest: If the aforementioned guest student, named above, is in good standing at your school, please sign this form where designated below. Thank you!	
School Administrator of Guest / Print Name & Title _____	Administrator Signature _____
Date: _____	

Guest's Parent Approval: By signing below, I affirm that I give approval for my child to attend aforementioned special event with said CSLA student.	
Parent – Print Name _____	Parent Signature _____
Date: _____	

CSLA Administration Approval: Approval is granted for above-named CSLA student to bring above-named guest to specified Special Event.	
Administrator – Print Name & Title _____	Administrator Signature _____
Date: _____	