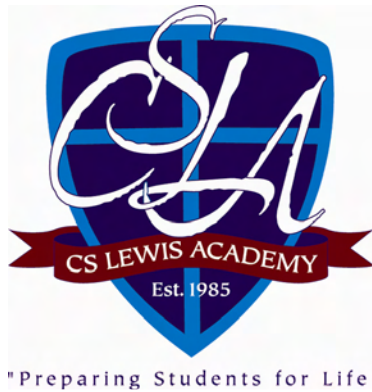


# *C.S. Lewis Academy*

## *Parent/Student*

### *Handbook*

#### *2008-2009*



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**This directory is not to be used for solicitation purposes.**

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Revised 7/30/08

# C.S. Lewis Grade School

## 2008-2009 Bell Schedule

### Daily Schedule:

AMK 8:15 AM – 10:50 AM KinderFun  
PreK 12:05 PM – 2:40 PM (Tue, Wed, Thur)  
1<sup>st</sup> – 5<sup>th</sup> 8:15 AM – 2:45 PM

\* Lunch hours vary by class

\* Students may arrive at 8:00AM and are to be picked up no later than 3:00PM. (If high school sibling is providing their transportation, students may be picked up no later than 3:10 PM).

# C.S. Lewis Middle School

## 2008-2009 Bell Schedule

### Daily Schedule:

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

\* Students may arrive at 7:50 AM and are to be picked up no later than 3:00 PM. (If high school sibling is providing their transportation, students may be picked up no later than 3:10 PM).

# C.S. Lewis High School

## 2008-2009 Bell Schedule

### Daily Schedule:

Monday & Wednesday		Tuesday & Thursday		Friday	
Period 1	8:10-9:35 AM	Period 5	8:10-8:35 AM	Period 1	8:10-8:45 AM
Period 2	9:40-11:05 AM	Period 6	9:40-11:05 AM	Period 2	8:50-9:25 AM
Homeroom	11:10-11:20 AM	Homeroom	11:10-11:20 AM	Period 3	9:30-10:05 AM
Lunch	11:20-12:00 PM	Lunch	11:20-12:00 PM	Chapel	10:10-11:00 AM
Period 3	12:05-1:30 PM	Period 7	12:05-1:30 PM	Period 4	11:05-11:40 AM
Period 4	1:35-3:00 PM	Period 8	1:35-3:00 PM	Lunch	11:40-12:20 PM
				Period 5	12:25-1:00 PM
				Period 6	1:05-1:40 PM
				Period 7	1:45-2:20 PM
				Period 8	2:25-3:00 PM

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

### **Statement of Non-Discrimination**

C.S. Lewis Academy (CSLA) 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.

### **Philosophy of Christian Education**

The educational process in a Christian school is dependent on a biblical philosophy, 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 not for reformation, but 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 Christ-centered teachers integrating God's Word with a high quality academic program and by providing students the opportunity to develop their spiritual gifts and ministry skills.

### **CSLA Mission Statement**

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

### **CSLA Statement of Faith**

CSLA is founded upon and functions on the fundamental principles of the Word of God, and it espouses the historic Christian view of life as presented in the Bible. God speaks to us through the Bible with the help of the Holy Spirit, Who guides us in understanding and application (John 16:13; Romans 11:36). The Bible is the only inspired, infallible, inerrant and authoritative Word of God. (II Timothy 3:15; 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 1:19). 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 to due to man's sinfulness, and comes as a gift from God through His grace.

### **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. The 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." C.S. Lewis Academy contracts with the parents to provide a healthy academic and spiritual environment that provides their child with an optimum learning environment.

### **School Board and Administration**

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

### **Professional Organizations/Accreditation**

CSLA is registered with the State of Oregon as an accepted and recognized secondary school. Therefore, transcripts are accepted by state colleges and universities. The school is a member of the Oregon School Activities Association (OSAA) and is accredited through the Northwest Association of Accredited Schools (NAAS). CSLA is also a member of the Association of Christian Schools International (ACSI).

### **Parent Involvement and Support**

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

1. To be in prayer for all aspects of the school;
2. To show support and respect to the faculty and staff and handle grievances in a proper manner;
3. To be actively involved in volunteering for the many activities and projects the school needs help with throughout the year.

### **Parent/Student/Staff Relationships**

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

- a. Matthew 7:1 “Do not judge, or you too will be judged.” This relates to judging others’ motives and intentions.
- b. 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.
- c. Luke 6:27 “Love your enemies, do good to those who hate you, bless those who curse you and pray for those who mistreat you.” Hopefully, no one at CSLA is an enemy! The idea here is that when disagreements occur, we let love and a caring attitude control relationships.
- d. 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.

- e. 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”.
- f. Ephesians 4:32 “Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you”.
- g. 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”.
- h. 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.

### **Curriculum**

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

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

Homework, when assigned, is given to extend the lessons learned in school. 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:

- Establish independent study skills
- 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
- Develop self-discipline

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 into the upper elementary and middle school grades, homework becomes more a part of the school routine. Teachers will communicate homework expectations to parents at the start of each school year.

### **Library**

The school library supports instruction; it is located at the Wyooski campus. A trained librarian and staff provide services to students, teachers and parents. A growing selection of books and resource materials are in constant use. Materials are chosen that support our philosophy and curriculum. Computerized resources are a growing part of our library. K-5 students visit the library on a regular basis and middle school students schedule visits as needed. Research is also moving into the classroom through the use of computer networks, the Internet and CD ROM data.

Many students, especially at the high school level, utilize the resources of the public libraries and the Murdock Learning Resource Center at GFU. Many teachers occasionally plan visits to these facilities. Annual book fairs enable parents and students to purchase quality books for themselves and for donation to our libraries. Profits are used to purchase resources for the libraries.

### **Textbooks**

If a student is assigned a specific textbook at the beginning of the school year, they are expected to keep it in good condition. Middle school students are to keep their books in class and high school students are to keep their book in their locker or backpack when not in use. If the book 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).

## Internet

Access to the Internet is given to students who agree to act in a considerate and responsible manner. The Internet is provided for students to do research for academic projects and not for their own personal use. Any other use of the computers needs to be approved by a faculty member. A student may lose their Internet privileges if not adhering to these expectations. Students and their parents are required to sign an Internet Usage Contract before they may use the Internet on campus.

## Volunteers

Volunteers play an important part in the success of CSLA. Volunteers work with the school staff, parents and students in their progress each year. For the families who have selected Tuition Schedule #2, there are 25 hours of mandatory volunteer work required of you during the school year.

The volunteer coordinator, who is helped by classroom coordinators, organizes the volunteer team. The coordinator works to recruit and involve parents, grandparents and friends of CSLA in the many activities. The school's ability to offer many activities inside and outside of the classroom depends on volunteer help.

## Grievance Procedure

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

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

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

1. Meet with the person that has the grievance
2. Meet with the other person(s) to better understand his/her perspective, or
3. Meet with both parties together to discuss the issue and offer a resolution

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

## Student Conduct

Students are to conduct themselves as Christians at all times. Because of the variety of religious backgrounds, there will be differing views as to what constitutes “Christian practices.” However, since the school must work together as one unit, the following has been set forth as a guideline for behavior:

1. The school does not permit the use of drugs, alcohol, tobacco, gambling or fighting on school premises. Name calling, physical abuse (hitting, grabbing, pushing), harassment of any type – whether verbal or sexual, inappropriate noise or disruption, dishonesty, profanity, disrespect of any type, inappropriate role-playing, destruction of school or personal property, disobedience or exhibiting a negative attitude are all unacceptable. Vulgar or obscene writings or pictures, or any other form of immorality is prohibited. Violations of such can lead to expulsion.
2. Music with questionable lyrics is subject to review by the administration or teachers at any time.
3. Social relationships are encouraged but public displays of affection are not appropriate at school or at school related activities. This includes holding hands, kissing and other physical expressions of friendship.
4. Courtesy, cooperation, cheerful and prompt obedience, respect for property and people should be displayed.
6. A critical spirit or uncooperative attitude or dishonesty subjects a student to possible suspension or expulsion.
7. Classroom standards of conduct will be established by each teacher for their particular classroom. Students are to accept these as school policies.
8. The school does not permit weapons of any kind to be on the school grounds or at school functions. This includes hunting knives, guns, open flames or any other weapons. If such items need to be brought to the school for an approved school project or presentation, they should be checked in at the office until they are needed.
9. **(Pre-K through 8th)** Radios, tapes or CD players, Game Boys, gum, skateboards or any other item that interferes with learning are **not** permitted. **(High School)** Music is allowed outside of school hours and during lunch. Music may be allowed during study hall with permission by the teacher.

10. **Cell Phone Use:** In grades Pre-K through 8th cell phones must be stored out of sight and not used during the school day (from 8:00 am to 2:45 pm). In the high school, phones must not be used during class periods. Any student caught using a cell phone anywhere on campus during class periods, including texting or picture taking, will have their phone confiscated for the rest of the school day and be issued a written warning. If it happens a second time, another written warning will be issued and their parent will be required to come pick up the student's phone from the office. If students must make a phone call, they are to ask their teacher for permission to go to the office to use the phone.

Behaviors that warrant immediate notification of parents by the teacher or principal include: Fighting, stealing, rebellion towards authority or procedures, the use of disrespectful or vulgar language, harassment of any type, threat of violence or harm to persons or property, inappropriate clothing and leaving school without permission.

CSLA students are expected to act as mature, respectful students, making good decisions and influencing the rest of the student body in a positive way.

**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 Superintendent, Principal and Board of Directors deem appropriate in terms of that student or family interfering with the learning 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.**

### Visiting Students

Students may visit CSLA if the visit is appropriate and planned ahead. The host student needs to obtain a Visitor Approval Form from office and have each teacher and their campus principal approve it. This form must be turned in 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 Jr/Sr Banquet, must first fill out a "Special Event Visitor Form" to have on file before they will be allowed to attend the function. This procedure needs to be followed for *each* school function.

## Discipline

CSLA seeks to base all disciplinary actions on the understanding of individual needs and the stage of development in each student's life. Acceptable behavior is emphasized and each student is responsible for his/her own behavior and will be encouraged and acknowledged for appropriate behavior. Unacceptable behavior will be pointed out and corrective measures taken. At all stages of discipline, parents are viewed as key players in the training of students. Students are treated as individuals and will be respected. All disciplinary measures will hopefully be consistent, fair, suited to the situation and administered in a spirit of love and helpfulness toward the student.

**Students are subject to discipline 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 discipline or general welfare of the school.**

### Written Warnings (Middle and High School)

More often than not, a student's behavior can be corrected by a teacher simply addressing the student and requesting a change in a particular behavior. If a student chooses not to respond appropriately to verbal instruction, a teacher may find it necessary to issue a **written warning**. Written warnings will help the student understand the seriousness of a teacher's request.

When a written warning is issued, the teacher or administrator will give the student a copy. This copy is to be taken to the office for completion and then to the student's home, **signed by a parent and returned to the office the next day**. If a signed copy is not received by the office the next day, the student will be issued another written warning each day until the signed copy is returned. The office will keep a record of all written warnings. When a student has received three or more written warnings, for whatever offense, they will be required to serve detention time after school. Written warnings accumulate for one semester. At the beginning of a new semester everyone starts over with no written warnings.

The following is the progression of discipline that will be followed:

Verbal warning	
First and Second written warnings	
Third written warning	= one half hour of detention
Fourth written warning	= one hour of detention
Fifth	= one and a half hours of detention
Sixth	= one day suspension (in school)
Seventh	= three day suspension (out of school)
Eighth	= one week suspension
Ninth	= three week suspension
Tenth	= expulsion

Verbal warnings may or may not be given before each written warning depending on the seriousness of the infraction. In cases of serious offense, the administration may choose to issue any of the preceding disciplines.

## Detentions

High school detentions will be served Monday through Thursday after school from 3:00-3:30. We want to remind parents and students that **detention takes precedence over all other responsibilities in their lives including work**. We hope that this will help dissuade students from getting detention, therefore the **only** exception for moving a student's detention time will be for school sponsored events such as a music concert, drama performance, sports events, etc. This does not apply to practices but only to performances or games.

When a student is required to serve detention, they will be given an assignment to complete or work to do. If the assignment or work is not completed to the satisfaction of the teacher during the detention time, the student will be asked to serve the detention time again. No visiting with friends will be allowed during detention time. In the case of an hour or hour and a half detention, only one half hour will be served each day until the entire detention time has been served. Parents will need to make arrangements to have their child picked up from school at 3:30 when their child is serving detention. If the student is involved in extra-curricular activities, (such as sports or drama practices) they will miss those activities to serve their detention time. Games and performances will take precedence over detention and the detention time will need to be served during the next detention day.

If a detention is skipped, an additional ½ hour detention will be added to the current detention time. If more than one detention is skipped the student may be suspended.

## Suspensions

When a student receives a suspension due to actions or written warnings (see schedule above), 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, stunt crew, 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.

## **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.

## **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.

Since we are sharing some of our campuses as guests, 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. This includes kitchens and classrooms not used by the school. 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.

## Assembly of Students

### *Right:*

- A. Students shall be permitted to hold meetings on school grounds.
- B. Students shall be permitted to hold assemblies on school grounds.

### *Responsibility:*

- A. All school meetings and assemblies shall be scheduled in advance.
- B. Normal class activities shall not be interrupted without permission.
- C. Meetings or assemblies shall not incite hazard to person or property.
- D. All speakers and performers invited from outside shall be approved in advance by the administration.

## Dress Code

CSLA students are expected to dress in a modest manner that is not offensive to others and is appropriate for school activities. A clean, neat appearance is expected. Shoes must be worn. Open toe sandals or “flip flops” are not suitable for PE or outdoor play. Torn clothing, halter tops and spaghetti straps, short shorts, baggy pants worn too low, revealing tops for girls or boys, and suggestive T-shirt logos or pictures are inappropriate. No pajamas except during “special dress” days are allowed. T-shirts or hats that promote anything which is not in conformity with biblical standards and practices should not be worn. Shirts must be worn at all times.

Any student whose dress is deemed inappropriate will be asked to correct the offense immediately. If a student continues to repeat the same offense, written warnings or other corrective measures may be issued.

**PreK-8<sup>th</sup> grade** – Especially on the playground for recess, lunch and after school, closed toed shoes are vital to prevent injuries. School staff will inform students and parents of inappropriate dress or grooming, and corrective action is expected.

## Driving and Parking

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

**Wynooski** – Traffic must enter and exit at the Wynooski Street entrance and park in the slots provided. Middle school students should be dropped off and picked up on Columbia Street. Families having both middle school and grade school students may pull into the parking lot to drop off and pick up their children.

**High School** – All student drivers must register their vehicle with the office and have an updated transportation form on file. Students are expected to ride with authorized adults if transportation is provided to school activities. Students are to use the parking lot provided by the Friends Church and are not to park along College Street or Second Street on the same block as the school.

If a freshman or sophomore is driving their own car, they 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. A “blanket” permission is not permitted for freshmen or sophomores. At all times, local and state traffic laws must be obeyed.

Reckless driving, parking in the wrong areas, taking underclassmen off campus without permission, or other improper uses of a vehicle will result in disciplinary action.

### 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: Middle School and High 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	

Additional evaluations for the elementary school are as follows:

#### **Elementary**

E – Superior Accomplishments  
G – Above average progress  
S – Satisfactory progress  
N – Not Satisfactory, needs improvement

#### ***Kindergarten***

0 – needs time to develop  
1 – sometimes or with encouragement  
2 – Most of the time

**Report Cards:** Report cards are issued four times during the school year. Progress reports will be issued at the midpoint of each quarter to all high school and middle school students. Only semester grades will be entered into a student’s permanent record.

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

**Minimum GPA:** CSLA has a minimum GPA requirement of 1.75 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 1.75 during a quarter will receive a letter stating they are officially on academic probation for the rest of the school year. If at the end of any other quarter during the school year the student's GPA falls below 1.75, they may be dismissed from CSLA. This action will only be taken after review by the administration. A student may be readmitted following an academic dismissal upon approval of the administration.

**Standardized Testing:** The Stanford Achievement Test will be administered to grades 2-12 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.

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

**Homework:** Homework is out-of-class directed study. As such, it is serving the purpose of growth in a given area of academics, self-discipline, and responsibility. These daily work assignments must be turned in ON TIME. If you have questions about an assignment, check with your teacher before leaving school. It is the student's responsibility to have texts and materials for the assigned work.

**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. The work missed must be submitted in relationship to the time missed. For every day the student is absent they will have one day to turn in their work (e.g. two days missed = two days to turn in work upon return) or credit may not be given. Extra-curricular activities are excused absences.

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 within two weeks after the end of the grading period.

**Class Changes (High School only):** Class changes must be approved and signed by a parent, the teacher, and the administration. 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. 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.*

**Graduation Requirements (High School Only)** There are three ways to earn a CSLA diploma:

1. Attend CSLA full-time for four years and earn at least 27 credits. (Please note that some colleges and universities may have additional credit requirements for entrance).
2. Attend CSLA full-time for the first three years and part-time their senior year, still earning at least 27 credits. (CSLA must carry the student's file during their senior year, which means they cannot be attending another school full-time).
3. Transfer credits from another school and attend CSLA their senior year, still earning at least 27 credits.

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

**Home School/Independent Study:** CSLA reserves the right to issue credits for coursework done by students in educational settings other than CSLA. These credits may be transferred to a CSLA transcript and counted toward the student's accumulative graduation requirements. A list of the CSLA approved curricula is provided on the school's website, [www.cslewisacademy.com](http://www.cslewisacademy.com). 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 principal 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 will not be given to anyone to take off of the CSLA premises.

*Rights and Responsibilities:*

- A. All student records maintained by CSLA shall be available for inspection by the parent or legal guardian requesting to see such records.
- B. Student records are available to certified staff that have a demonstrated educational interest in the student.
- C. Student records shall be available to local, state, or federal agencies as allowed by law.
- D. No information concerning student records of a confidential nature shall be released by telephone.
- E. 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 hearing will be provided with an administrator, with the right to appear before the school Board.

**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 tardies are then noted on report cards and at parent/teacher conferences.

***Middle and High School***

An excused absence is constituted by:

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

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

- 1) Skipping class
- 2) Suspensions from class
- 3) Unconfirmed reason for absence

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

**Middle School** – All notes from home should be taken to the teacher.

**High School** – All notes from home should be taken to the office.

Please note: When picking up a child for an appointment, please check them out at the office FIRST, before going to your child's classroom. This applies to all campuses.

**Pre-Arranged Absences:** Occasions will arise for a student to prearrange an absence. It is always helpful to notify the school and faculty in advance. This allows homework to be issued in advance so the student will not fall behind. All pre-arranged assignments are due within two school days of returning.

**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 tardies, whether excused or not, affect a student's participation grade in class.** The only exception to this is if the student is at a professional appointment, such as a doctor or orthodontist. Participation grades are a regular portion of academic grades. Repeated tardies will affect a student's report card grade.

**Unexcused Absences:** For every unexcused absence, the student will serve 1½ hours of detention time. 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 before leaving. All students must check out at the school office before leaving campus and then check back in upon return.***

**Exception:** Students in the 11th & 12th grades have off campus lunch privilege daily and do not need to check out for lunch. Students in the 9<sup>th</sup> and 10<sup>th</sup> grade are only allowed off campus with an administration approved student council leader or mentor or with family when a signed and dated note from the parent is presented to the office at least one day prior.

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

## Athletics

**Philosophy:** A common philosophy of C.S. Lewis Academy athletics must be understood and practiced by all adult leaders, administrators, athletic directors, coaches, teachers, parents, and students.

CSLA athletics exist to provide students the following opportunities:

- Participation in activities under conditions that are safe, enjoyable, and promote Christian attitudes of fair play and cooperation.
- Development of the whole person, spiritually, mentally, and physically.
- Experience being part of a team to further develop their personal qualities of loyalty, cooperation, fair play and other desirable social traits.
- Improve self-discipline, self-motivation, excellence and good sportsmanship
- Develop attitudes toward positive use of one's leisure time.

All students are given the opportunity to try out for an athletic team. Participation, involvement, and being able to play are far more important than winning a particular game or having the best win/loss record. Developing the individual is the focus; competition is merely the tool. Winning is an important objective in sports. To not seek victory is to be a dishonored competitor, but winning must not be overemphasized. Winning must be kept in a healthy perspective. Students must be taught that success is found in striving for victory. The important concept is that if they give their maximum effort there are no losers. When winning is kept in perspective, CSLA's sports programs will produce students who feel good about themselves, respect others, accept responsibilities, strive for excellence, improve skills, have fun, and always show good sportsmanship during competition.

In addition to our regular physical education program, 5<sup>th</sup> grade students can participate in a basketball program, and all students may participate in community sports through the Chehalem Park & Recreation District (CPRD). Information is sent home as we receive it from the district. Middle school students have the option of participating in after-school sports offered to Newberg District middle school students. CSLA maintains a "closed campus" policy during athletic events. If students stay after school for an athletic event, they are not allowed to leave campus during the event without specific permission from a parent.

<b>CSLA Sports:</b>	Fall	Soccer (middle (coed) and high school (boys only)) Girls Volleyball (middle and high school)
	Winter	Boys Basketball (5-6 <sup>th</sup> grade, middle & high school) Girls Basketball (5-6 <sup>th</sup> grade, middle & high school)
	Spring	Golf (high school)

**Eligibility:** The following are the eligibility rules for CSLA athletics:

- 1) The student must reflect Christian ideals in his or her performance as stated in the CSLA handbook.
- 2) Eligibility for the first quarter of any given school year must meet OSAA minimum requirements. A student must have passed five classes the previous semester and be passing five classes currently to be eligible for the current semester. A mid-quarter check at four and a half weeks of all students will be made to determine progress. If a student at that time is receiving more than two F's or their current GPA is below a 1.75, that student will be ineligible to participate in extra curricular activities for two weeks (this includes practices). After two weeks, if their grades are not raised to meet the minimum requirements, 1.75 and passing 5 classes, that student will remain ineligible for the remainder of the four and a half week period. This will be done each quarter and at mid-quarter.
- 3) On the day of a competition, the student must be in school at least half the school day and participate in classes in order to participate in game. Prearranged absences, family emergency, or a school related absence are exceptions. If your child is ill, they will not be allowed to participate in competition.

**Dropping / Switching a Sport:** Once a student has participated in the athletic competition (or performance) in one sport, he / she may NOT switch to another sport during that season. (If a player chooses to drop a sport after the first competition, they will forfeit their participation fee.)

**Cutting Policy:** The practice of "cutting" athletes will be avoided if at all possible. It is the duty of the coach to communicate with each athlete to discuss individual strengths and weaknesses. If a cut is necessary, seniority will have little bearing on the final decision. Athletes will be judged on skill, attitude, effort, and over-all potential.

**Issued Equipment:** No student will be allowed to participate in another co-curricular activity until all school owned equipment has been returned, or proper restitution is made. This includes all athletic equipment, uniforms, etc.

**Participation Fees:** All sports require a specified fee per student, per sport, to help offset the cost of facility rental, coaches, uniforms, officials, and equipment. This is to be paid prior to the first competition.

**Sports Fee Refund:** The following guidelines are to be used in refunding athletic fees:

- Student who is cut from the team
- Student who has illness or injury and does not participate in practice (prior to first competition)
- Student who quits before the first contest
- Student is required to leave the team for reasons the administration feels are justifiable

Students do not receive refunds if they quit or are dismissed once regular season play has begun.

**Facilities:** Until CSLA has its own permanent facility, we will be leasing facilities from the Newberg School District for our athletic programs. There is a high demand for these gyms and fields, so there may be times the practice / game sites may vary. Our privilege to use the facilities could be revoked at any time if we don't properly care for them. We should also be a witness in the community by leaving the facilities in equal or better condition than we found them.

**Practices:** Athletes are expected to attend all regularly scheduled practices unless previously arranged with your coach. Practices will not be held on major holidays or Sundays. After practice, athletes should leave the facility within 15 minutes.

Coaches will issue uniforms before the first contest. It is the responsibility of the athlete to keep it clean and in good condition. Students must pay for any uniform lost or damaged beyond normal wear.

**Travel:** Only staff members (including assistant coaches) and responsible adults at least 25 years of age with insurance may drive team personnel to games. Written permission must be obtained from a parent or legal guardian for team members to use other than assigned transportation to return to school or home from a competition / practice. Upon return to school, a coach will remain at the school until all team personnel have left campus. Athletes should have prearranged transportation waiting at the school.

**Medical Information:** All athletes will be required to have a physical every two years. The approved medical forms will be distributed during the preseason athlete/parents meeting. A record of that physical must be filed with the athletic director prior to the participation in any organized practice.

Proof of medical insurance is required each year before participation by all athletes. The insurance waiver form must be completed to confirm that the student is covered by private home insurance.

**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 will be available at the preseason parent / athlete meeting. The following forms are required for athletic participation:

1. Sports Physical Exam Form
2. Insurance Verification (Family Update Form)
3. Emergency Contact Information (Family Update Form)
4. Sport Safety Guidelines
5. Student / Athlete Expectation Agreement Form
6. Student Transportation Form

**Awards for 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 athletic director.

*General Requirements:*

1. Maintain eligibility throughout the entire season as defined in the handbook
2. Adhere to the CSLA Code of Conduct
3. Attend all practices and games (Exceptions must be arranged with the coach prior to absence.)
4. Complete the season
5. Return all equipment and / or pay all fines for missing or lost articles
6. A senior who has been part of the program for the past two years

*Specific Sport Requirements:*

- |            |  |
|------------|--|
| Basketball | Both male and female athletes who participate in 20 varsity quarters, or by special recommendation by the coach.                           |
| Golf       | Both male and female athletes must participate in a minimum of one-half of the varsity matches, or by special recommendation by the coach. |
| Soccer     | Athletes must participate in at least one-half of all varsity games, or by special recommendation by the coach.                            |
| Volleyball | Athletes who participate in one-third of all varsity matches.  |

**Extra-Curricular Activities**

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

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

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

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

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

### **Tuition and Fees**

**Tuition:** The four payment options offered at CSLA are:

- Option #1      Full tuition payment by September 2 with a 3% discount  
(No discount after September 2nd )
  
- Option #2      Two payment (semester) option with a 2% discount  
(50% due by 1<sup>st</sup> day of school, and 50% due by 1<sup>st</sup> day of second semester)
  
- Option #3      Ten monthly payments paid by the first of the month (September - June)
  
- Option #4      Twelve monthly payments paid by the first of the month (July - June)

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

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

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

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

All tuition and fees on your account must be current in order for report cards to be released. In order for a senior student to participate in graduation ceremonies and receive his/her diploma, that student's account must be paid in full.

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

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

**Student Body Fee:** The student body fee helps subsidize high school and outdoor camps, field trips, classroom expenses and other student activities throughout the year.

### Admission Criteria

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

- 1) The parents and student must agree with the Statement of Faith of the school as outlined in the student handbook.
- 2) The parents must agree that:
  - A. The school has full discretion in the discipline of their children within the bounds of the discipline policy.
  - B. They will meet all tuition and other financial obligations.
  - 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.

CSLA is committed to a non-discrimination policy on the basis of race, sex, color, national or ethnic origin in the administration of its educational policies, admission policies, scholarships, 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. 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.

## 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 permission to give a non-aspirin pain reliever if determined necessary by the office staff. 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. Various accident policies are available through the school at a nominal cost. One **must** be purchased if the family does not have other coverage.

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

CSLA has a procedure to assist students in taking medication when necessary. Whenever a student needs to take over-the-counter (OTC) and/or prescription medication, he/she needs to come to the office where the medications will be dispensed. Office staff must witness the taking of all medications.

In accordance with state policy, all medications for students must be kept in the school office and administered by school personnel. Medications means any prescription drug or OTC drug, including but not limited to vitamins and food supplements, eye, ear and nose drops, inhalants, medicated ointments or lotions, pain relievers/aspirins, cough syrup and antacids. The parent of guardian must give written permission and have appropriate physician instructions accompanying the 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 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 98% effective and sometimes nits appear dead, but are not.

### **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 person listed on the emergency authorization card 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. Please complete the emergency authorization card very carefully.

**Complete, accurate information including work and home numbers is very important.** Please call the office to update contact information if your address or any of your phone numbers should change.

### **Inclement Weather**

School closure may occur due to weather conditions and/or causes beyond our control. If snow or bad weather forces closure, **we follow the lead of the Newberg School District.** Radio stations KEX, KPAM, KWU, KLYC, and local TV stations carry this information, usually by 6AM, or you may call the Newberg School Snow Line at 503-538-5897. You can also visit their website at [www.newberg.k12.or.us](http://www.newberg.k12.or.us).

### **Transportation**

Parents are responsible for transporting students to and from school. Many families use car pools. CSLA students may ride NSD busses, and parents should contact the bus garage at 503-538-8365 to request information and make arrangements. District policy allows our students to ride if there is space available and route changes do not cause a problem for the district.

Parent transportation is used for field trips and athletic or other events held away from school. In some cases, the school van or bus may be used. Parent drivers must fill out an insurance form at the start of the year. The school carries liability and medical insurance in case of vehicle accident, but the parent's vehicle insurance is the primary coverage by law.

### **Lunch and Snacks**

CSLA offers a hot lunch program that is run by volunteer parents. The extent of the program varies by the number of volunteers and the campus. Please check with your campus to find out the hot lunch program for that campus. If hot lunch is not offered, or if your student chooses, they may bring a sack lunch from home. Healthy lunches are essential to good brain and body functions. Students eat lunch in the various locations under teacher and volunteer parent supervision. Recess time is in the gym or 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. ***Junior and seniors have off-campus privileges for lunch and do not need to sign out during lunchtime.***

### Lost and Found

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

### Family Directory

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

\*\*\*\*\*

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

If you have any questions regarding the policies in this handbook, please do not hesitate to call the office for clarification. God bless you, and have a great school year!

## \*\*\*\* C.S. Lewis Academy \*\*\*\*

### CSLA Grade School & Middle School

PO Box 3250  
609 Wynooski  
Newberg, OR 97132

Phone: 503-538-2242  
FAX: 503-538-7813

[gradeschool@cslewisacademy.com](mailto:gradeschool@cslewisacademy.com)

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

### CSLA High School

P.O. Box 3250  
200 S. College  
Newberg, Oregon 97132

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

[highschool@cslewisacademy.com](mailto:highschool@cslewisacademy.com)

Office Hours: 7:30AM – 3:30PM

[www.cslewisacademy.com](http://www.cslewisacademy.com)

## **Grade School & Middle School Mascot**

**School Colors: Blue/Gold**



## **High School Mascot**

**School Colors: Crimson/Gold**

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

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

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



## **The Watchmen Fight Song**

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

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

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

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