

Parent/Student Handbook

2025-26

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Revised 2/12/26



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). Please note that information and policies related to academics, or our curriculum can be found in our Curriculum Summary. Students and parents play a key role in the continued growth of our school.

Please read the P/S Handbook and Curriculum Guides carefully, and keep them, or links to them, for future reference. We require parents to read this document and then confirm the reading by signing off on an online form. If you have any questions concerning the operation of CSLA, we encourage you to talk to any staff member.

What a blessing to have you a part of our family!

Serving Christ together,

A handwritten signature in grey ink that reads 'Clay Swanson' in a cursive script.

Clay Swanson
Principal
C.S. Lewis Academy

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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.

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 our 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 to raise up young men and women to godly service, and 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 a privilege. Students are encouraged and challenged 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 the power of worshipping with a community of peers. The faculty and the Student Council Chaplain encourage students to practice their faith in the Lord and assist in setting a spiritual climate that inspires students to want to develop a deeper relationship with Jesus Christ.

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."

Outreach Days: The purpose and mindset of CSLA Outreach Days is to fulfill our mission of Preparing Students for Life by providing opportunities for students and staff to serve others in our local community. Community service fulfills Christ's commands, "Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind; and, Love your neighbor as yourself."

C.S. Lewis Academy 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 Christian education should be the best education a student can acquire. By combining 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 Worldview. 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 their child's educational process. 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. Biblically, crimson symbolizes 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, and 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 pure gold; they are sweeter than honey from the honeycomb." (Psalm 19:9-10 NIV)

Black: A triad of colors was created when black was added when C.S. Lewis Academy merged with Open Bible Christian School in 2013-14. The school colors of Open Bible were red and black, so as a reflection of the transition motto of "better together" black was added as an official CSLA school color. Black symbolizes the sinful nature of man. It helps emphasize the significance of the sacrifice of God's Son and the redemption of man through the 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).

School Nickname: Watchmen

C.S. Lewis High School chose the Watchmen mascot because it represents the Christian life. In the Old Testament, the Watchman had a two-fold purpose. First, he was found guarding the fortress. He did so by constantly watching out for any approach of the enemy. *"Then the watchman called out like a lion "O Lord I stand watching from the watchtower at all times during the day. And I stand there every night."* Isaiah 21:8 NLV

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 KJV

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.

School Mascot: Aslan the Lion

Aslan, of course, has strong ties with author and school namesake Clive Staples Lewis and therefore makes the perfect mascot for our school. Aslan (Turkish for "lion") is the main character in C.S. Lewis's *The Chronicles of Narnia* series. Aslan is depicted as a wise, compassionate, magical authority (both temporal and spiritual); mysterious and benevolent guide to the human children who visit; guardian and savior of Narnia. C.S. Lewis described Aslan as an alternative version of Christ; that is as the form in which Christ might have appeared in a fantasy world. Throughout the series, it is stated that Aslan is "not a tame lion" since despite his gentle and loving nature he is powerful and can be dangerous. Symbolically then, Aslan plays the role of a 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, policymaking, maintaining the constitution and by-laws, and securing the finances of the school. The daily school operations at CSLA are the responsibility of the Administrators, including the Principal, who are chosen for educational and spiritual leadership.

Professional Organizations/Accreditation

CSLA is registered with the State of Oregon as a recognized and accredited private school. CSLA is accredited through Cognia (formerly AdvancED), with a global network of over 32,000 schools and systems in more than 70 countries. Also 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).

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, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, athletics, and other school-administered programs.

CSLA reserves the right to select students based on academic performance, Christian commitment, and personal qualifications including a 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

Besides having the necessary grade-level appropriate academic skills, the following admission criteria have been adopted to assure consistent standards of admission in agreement with the philosophy and purposes of the school:

The parents and students must agree with the CSLA Statement of Faith.

The parents must agree that:

- The school has full discretion in the discipline of their children within the bounds of the Behavior Policy.
- They will meet all tuition and other financial obligations by the due dates indicated.
- They will willingly support the school in prayer and in lending practical help as needed by the school.
- All students must have a history of positive behavior choices, 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 agreement to uphold the "Ten Values of Honor." (pg. 20)

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:

Prayer: Parents and extended family members are asked to pray for all aspects of the school. 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.

The person with the concern should go to the person with whom he/she disagrees and try to resolve the issue by discussing it with that person.

If this one-on-one meeting fails to resolve the concern, the person with the grievance may submit a written statement to the Principal outlining the concern and summarizing his/her attempt(s) to resolve the concern. After reviewing the statement, the Principal may:

- Meet with the person who has the grievance;
- Meet with the other person(s) to better understand his/her perspective; or
- Meet with both parties together to discuss the issue. If both parties have difficulty articulating an amenable resolution, the Principal may offer a resolution for parties to prayerfully consider.
- 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.

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.

To provide optimal care and protection for the students, volunteers must complete a form to allow a background check. To be cleared to volunteer, please send a request to volunteer at volunteer@cslewisacademy.com.

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.

School-Parent Communication Methods

FAMILY PORTAL: Our communications network starts with our FAMILY PORTAL. This site gives you direct access to grade books and attendance as well as daily announcements, the school directory, and most of our forms and needed links.

CSLA APP: The family portal information is directly linked to our APP. All you do is download the free app from your appropriate app store.

A link to the Family Portal and our CSLA APP is located at the top of our website.

PARENT ALERT: Parent Alert is an EMERGENCY parent texting feature that is used in times of school closures or other deemed important school-wide announcements, or when time is critical in a small group. This will not be used for general announcements. We strongly advise leaving Parent Alert active in your FACTS account.

Additional Communication Tools

We try to be intentional with our communications and try to make sure everyone has the information they need. We would rather over-communicate vs. under-communicate. Here are some of our other key forms of communication

- CSLA Watchmen Weekly • CSLA Website
- Online Google Calendar • Blast Emails
- Social Media
- Reader Board and Signage
- Classroom Teacher Newsletters/Emails/Phone Calls
- Designated Classroom Parents
- Mr. Swanson (by scheduling or at drop off/pick up)
- Mrs. Vivanco/School office

Health and Safety

Emergency information must be on file (FACTS/RenWeb) for every student. This includes medical and insurance information and names of adults other than parents who can be contacted in an emergency. Parents are required to go online to FACTS/RenWeb and update their information as changes occur.

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, however, each family is required to have its own medical and accident policy.

All students' 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 front office.

Fire, earthquake, and intruder drills are conducted regularly. 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 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 front 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 front office in its original container (including OTC medications) with the student and doctor's names clearly marked on the pharmacy label. This includes OTC medications. The parent or guardian must give written permission via the form accessible through our Family Portal- "Authorization for Medication Administration by School Personnel" and have appropriate physician instructions accompanying all prescription medication.

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 hard copy sent home with the students affected explaining the correct measures to combat the outbreak. This is critical as the shampoo treatment is only partly effective and sometimes nits appear dead but are not.

Note: In the case of a large-scale illness breakout, please see our Communicable Disease Management plan available on the Family Portal.

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 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 stomachache body aches nausea fever* excessively runny nose diarrhea rash vomiting

*Fever must be below 99.1 degrees without the help of fever-reducing medication for 24 hours before the student returns to class

Illnesses that require a student's absence from school and how to determine when it is safe for your child to return to school:

Symptoms / Diagnosis Illness May Return to School When:	
Fever greater than 100.3 degrees orally.	Temperature below 99.1 degrees (orally) for a minimum of 24 hours without the use of fever reducing medicine.
Rash or rash with fever – new or sudden onset.	Rash disappears or written/phone consent from doctor to school nurse.
Vomiting	Symptom-free for 24 hours
Diarrhea: 3 loose/watery stools in one day.	Symptom-free for 24 hours
Cough: Deep, barking, congested, or productive of colored mucus.	Symptom-free or student must have been on antibiotics for 24 hours and have a written or phone consent from the doctor to CSLA Front office.
Strep throat diagnosed by health care provider	Must have been on antibiotics for 24 hours. If no antibiotics are given, call CSLA front office before sending the child to school.
Conjunctivitis	24 hours or antibiotic

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 a parent or approved person.

Please call the [front office](tel:503-538-0114) (503-538-0114) or email attendance@cslewisacademy.com, to report the student's absence. If using email, copying the student's teacher is also helpful. We understand there can be a concern that a child will miss out on an activity or schoolwork. Please be assured that students will be provided time to make up missed work. Parents need to discuss arrangements with students' 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 FACTS/ RenWeb as emergency contacts will be called. If there is no response at these numbers, 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. Note: Complete and accurate information, including work and home numbers, is very important. Please update FACTS/RenWeb immediately if any of your contact, insurance, or emergency contact information changes. See the WEBFORMS link in FAMILY PORTAL or your FAMILY APP to make updates.

In the event of a school-wide emergency, our PARENT ALERT text/voice mail warning will be our first line of communication. Parents are urged to leave this alert active through their FACTS/ReWeb account. Other methods of communication, phone, social media, emails, etc., will be used if possible.

Inclement Weather ~ Flash Alert



School closure may occur due to weather conditions and/or causes beyond our control. If snow, bad weather or other emergency situation forces closure, the following applies:

FlashAlert provides information to the media for broadcast, web display, on-air use and TV screen crawls. If C.S. Lewis Academy (CSLA) is CLOSED or on a DELAYED schedule, this information will be provided to Portland TV stations and iHeart Media radio stations including

KATU 2, KGW 8, KOIN 6, KPTV 12, KEX/KKCW Radio

Duplicate information will be posted to CSLA Facebook and Twitter pages and may be broadcast on our PARENT ALERT system.

If you wish to check Flash Alert directly, you can do so with the following link:

<https://www.flashalert.net/>

- Select View Local News
- Click on Portland/Vancouver/Salem
- Find Private & Charter Schools – Portland area - <Select>
- Scroll down to C.S. Lewis Academy - <Select>
- Any posted weather or emergency messages will be displayed.

A FlashAlert App is available for iOS and Android devices.

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. Student records cannot be removed from CSLA premises while the student is enrolled at the school. If the student transfers to another school, it is the policy of C.S. Lewis Academy to forward student records at the request of the student's new school.

Rights and Responsibilities:

- All student records maintained by CSLA shall be available for inspection by the parent or legal guardian requesting to see such records.
- Student records are available to certified staff who have a demonstrated educational interest in the student. • Student records shall be available to local, state, or federal agencies as allowed by law.
- No information concerning student records of a confidential nature shall be released by telephone. • 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 Principal will be provided.

Attendance

Attendance requirements are established to help students develop an 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 FACTS/RenWeb. Absences and tardiness are then noted on report cards and at parent/teacher conferences.

Excused Absences

An excused absence is constituted by:

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

To be excused, all of the absences listed above need a written note presented directly to the front office or delivered via email to attendance@cslewisacademy.com or via a 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.

Pre-Arranged Absences

(The following clarifies policies already included in the various levels of syllabi for 2025–26.)

Occasions will arise when a student needs to prearrange an absence. At all levels, parents are to notify the front office in advance.

Elementary School Policy:

- The parent is to contact the student's teachers to inform them of the pre-arranged absence.
- If the teacher is able to gather assignments prior to the student leaving, the assignments will be given to the student and assignments will be due on the date given by the teacher. This due date will be communicated with parents.
- If the teacher is not able to gather assignments prior to the student leaving, students will receive missing assignments upon their return and will be due on the date given by the teacher. This due date will be communicated with parents.

Middle School Policy:

- Students are to contact their teachers to inform them of the pre-arranged absence.
- Middle school students have 2 options:
 - Option 1: Ask for the work before the absence.
 - If the teacher is able to gather assignments prior to the student leaving, the assignments will be given to the student, and assignments will be due on the day the student returns to school.
 - If the student does not turn in the work on the day of his/her return, they will receive a "0" on the assignment.
 - There will be no possibility for make up work or time extensions.
 - Option 2: Waiting until their return to ask for and complete work.
 - The student must retrieve work from the front office prior to coming to class upon their return. Please note that it is the student's responsibility to go to the front office and retrieve work before going to class on the first day of their return.
 - Generally, there is a "one day for one day" policy. A student gets one day to complete makeup work for every day they are absent, unless otherwise communicated by the teacher.
 - If assignments are not turned in according to the determined due date, the student will receive a "0" on the assignments.
 - The student is responsible for completing current assignments while also completing make-up assignments.

High School Policy:

- Students are to contact their teachers to inform them of the pre-arranged absence.
- Generally, there is a "one day for one day" policy. A student gets one day to complete makeup work for every day they are absent.
- The student is to retrieve work from the teacher when they return to school and receive instruction and due dates from them.
- Please note that it is the student's responsibility to ask the teacher for missed assignments on their first day back in class.

Unexcused Absences

An unexcused absence is defined as:

- Skipping class
- Skipping school
- Unconfirmed reason for absence
- Suspension from school

Secondary students (Grades 6-12) are subject to the Principal's Discretionary Action Plan for each unexcused absence. Arriving to any class more than 30 minutes late constitutes an unexcused absence unless the student's parent or legal guardian excuses the absence within one day via a written note presented directly to the front office or delivered via email to attendance@cslewisacademy.com or via phone call to the front office.

Excessive Absences

Grades and transcripts must reflect a certain number of seat hours per course. Failure to attend the minimum number of hours affects the integrity of the credit received. Therefore, if a student is absent from class more than 6 times in a quarter, they may be required to do additional coursework to be determined by the teacher. With or without additional coursework, excessive absences will be reflected in the student's attendance grade.

Absences and Attendance Grade

Attendance constitutes 10% of a student's overall grade. This reflects the importance of regular attendance for students to fully benefit from class instruction and to maintain the integrity of required seat hours, as outlined under the "Excessive Absences" policy. After the first absence in each quarter, students will receive a small point deduction for each additional absence, whether excused or unexcused. The attendance policy is designed with the understanding that students may occasionally become ill and need to miss school.

Serious Illness and Grade Considerations

If a student experiences a serious illness and absences related to that illness result in a lowered letter grade, the teacher/school may consider assigning an additional assignment for that individual student. To be eligible for this consideration, all of the following conditions must be met:

- A parent or guardian confirms that the absences were due to serious illness.
- The student has demonstrated consistent diligence and strong academic performance and has expressed concern regarding the impact on their GPA for future academic applications.
- The student has completed all missed assignments and assessments.

Tardiness

Arriving in class late causes students to miss opening activities and instruction. It hinders classmates as they face interruptions. Students must check in with the front office upon arrival if they are late. The front office staff will give the student a yellow entry slip. Students will not be allowed into class without this slip if they are tardy. Students will receive a small point reduction for each tardy, excused and unexcused. "Punctuality" is 5% of the student's grade.

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.

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.

Homework and Assignments

Secondary School:

- Daily homework is to be turned in on the due day. No credit will be given for missing homework assignments.
- If a student is not in class on the day an assignment is due, the assignment will be due on the day of the student's return. In some instances, the teacher will require the assignment to be turned in via email or Google Classroom.
- Major projects and long-term assignments must be turned in on the due date at the beginning of class even if the student is absent. This can be accomplished by turning it in online, through Google Classroom, or by the parent bringing it into school.
- If a student is absent the day an assignment is given, he or she is responsible for getting the assignment upon his or her return to school and communicating with the teacher. Students will, generally, get one day to complete the assignment for every day they are absent.
- Communication with teachers regarding an absence:
 - Students check FACTS for assignments.
 - Students can email teachers if they have questions about what is in FACTS.
 - Students check in with the teacher upon their return to school to avoid misunderstandings.

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 the sign-in/sign-out sheet at the front office before leaving. All students must be checked out and back in by a parent at the front office before leaving campus and upon return. NOTE: *Juniors and seniors have off-campus privileges for lunch, but must still complete the sign-out/in process each time they leave. In some cases, juniors and seniors will be allowed to leave campus for an appointment without the parent signing the student out as long as the parent has clearly communicated this with the front office.*

Transportation/Driving/Parking

Transportation

Parents are responsible for transporting students to and from school. Many families arrange carpools within their area. CSLA high school students may drive themselves to and from school once they have a valid 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. If private transportation is necessary, C.S. Lewis Volunteer Drivers will transport students to and from the event.

The default method of transportation to such events will be parent carpools. These will be completely determined and organized by parents with no school personnel involved with the determination of individual student transportation. In some situations, school personnel MAY be involved in the coordination of the carpools and/or school vehicle use. In those cases, we will follow the policies as confirmed in the Private Transportation/Activity Participation Release Form.

The intent of the Private Transportation/Activity Participation Release Form is to confirm your choice as to whether 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 is part of the 3-part required yearly form, available through "Resources" in the Family Portal or Family App.

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

- The first option/box allows your student to ride with any approved C.S. Lewis Parent (Adult) or approved Student Volunteer Driver.
- The second option/box allows your student to ride with any approved C.S. Lewis Adult Volunteer Driver (student volunteer drivers are prohibited).
- The third box allows your student to ride only with his/her parent or guardian. 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 Volunteer Driver, the following conditions must be met.

- Be registered as a CSLA volunteer, which requires a background check.
- Completing the online Volunteer Adult or Student Driver Form.
- Agree to adhere to all traffic ordinances and laws
- 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.)
- 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 Administration by providing a written description of the circumstances in the area provided on the Volunteer Driver Form.
- Must not have had any automobile accidents for which the applicant was liable for five (5) years prior to their Volunteer Driver application.
- Must provide a copy of their current automobile insurance information (Auto Insurance Card).

Parking

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.

All student drivers must register their vehicles and as a student driver who will be parking on campus, through the online form. Students are to use the area of the parking lot designated for students.

Driving Behavior

Speeding or reckless driving, parking in the wrong areas, taking underclassmen off campus without permission, or other improper uses of a vehicle is unacceptable behavior and may risk losing parking privileges on campus.

Lunch and Recess

We recognize that healthy lunches are essential to good brain and body functions. Please work with your child to ensure they have a healthy sack lunch from home each day. Students eat lunch in the lunchroom, gymnasium, or approved outdoor common areas under teacher and volunteer parent supervision. Students may also eat in classrooms with faculty permission. 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.

Juniors and seniors have off-campus privileges for lunch, but they must sign out when they leave and sign in when they return. Students may spend the remainder of their lunchtime in the gym or common areas of campus.

Elementary recess time is held outside with adult supervision.

Lost and Found

Please label lunch boxes, clothing, book bags, and personal or school items so they can easily be returned. Items that are not claimed after reasonable times are given to charity. Lost and found receptacles are managed at the front office and gym.

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, except for service animals under the ADA laws, and classroom animals in residence. On rare occasions, 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 unwanted contact will be possible with students or staff. We encourage pictures as a wonderful substitute for sharing the joys of pet ownership.

Technology Use

All Internet/phone communications involving CSLA students are subject to the school's Technology Use Policy.

Students may not use any electronic communication device to bully, harass, embarrass, or otherwise harm anyone within 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 disciplinary consequences.

C.S. Lewis Academy allows for student access to computer technology, connectivity to the Internet, and the use of software programs and peripherals (printers, scanners, etc.). For CSLA to be able to continue to make these technology resources and connectivity available, all students must take responsibility for the appropriate and lawful use of this system. While the school's teachers and other staff will make reasonable efforts to supervise student use of computers, phones, tablets, and other electronic devices used to access the Network and Internet, CSLA must have student cooperation in exercising and promoting responsible use of school and private resources.

Scope of Technology Use Policies

Policies, guidelines, and rules described here refer to all devices, technology infrastructure or service, associated with peripheral devices, and/or software:

- Owned by, leased by, and/or on loan to C.S. Lewis Academy or a third party providing services to CSLA.
- 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 any means.
- 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

Remember computer use is a privilege. Violation of rules can result in loss of computer privileges and/or other disciplinary action.

Rules for School Computer (desktop and laptop) and Network Use

- Ask a teacher or staff member when unsure of how to do something or when experiencing a problem.
- Do not change the system or internet browser settings.
- Do not unplug cables or open computer hardware (desktops, towers, laptops).
- Do not visit Internet sites for any reason except those given by a CSLA teacher or staff person. This is especially applicable to inappropriate Internet sites.

- Do not download programs from the Internet to school-owned computers.
- Do not attempt to learn or use any other person's passwords or access unauthorized systems.
- Do not compromise computers/networks with viruses, spyware, or malware.
- 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.

Acceptable Uses

The school provides access to computer resources and the Internet for educational purposes. Uses that are considered acceptable include, but are not limited to, the following:

- Classwork, utilizing technology, assigned, and supervised by a staff member
- Use of school-provided software to enhance or reinforce student learning
- Training or development of computer use skills
- 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:

- Uses that violate or encourage others to violate the law.
- Viewing, transmitting, or downloading pornographic, obscene, vulgar, indecent, bullying, racist, harassing or otherwise offensive materials or messages.
- Uses of emails that are illegal or unethical.
- Uses that violate Copyright laws.
- Uses that contribute to the violation of any other student conduct code include but are not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc. • 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.)
- "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, and install any type of server, proxy, aliasing/spoofing, peer-to-peer networking, or remote-control software.
- Possession, use, or distribution of any of the above software tools designed to facilitate any of the above actions is an offense.

AI Usage

Use of generative AI is prohibited for assigned papers and projects unless otherwise instructed. This includes writing aids such as "Grammarly" and others. Unless specified by the teacher, students must use Google Docs for all essays and all writing assignments assigned in Google Classroom. The student will turn in the document they start with. Cutting and pasting between files is not allowed. These documents are to be submitted through Google Classroom for grading. Google features will be used to check for plagiarism and likelihood of unsanctioned AI generated content. Suspicion of AI use is not equivalent to an accusation or proof of academic dishonesty. However, if the work is suspected of being AI generated (all or in part) for reasons including but not limited to a high score, flagging from AI text assessment software, or missing draft revisions, the student may be required to produce additional work demonstrating proficiency in writing, or they may be required to give an oral defense of the work to demonstrate proficiency and understanding of the work's content at the discretion of the teacher. Unsanctioned use of generative AI tools will be treated as plagiarism. (Please refer to the policy on plagiarism in this handbook.)

The chart on the following page illustrates the proper use of AI for assignments and in the classroom:

	<p>Red Assignment</p> <ul style="list-style-type: none"> • No AI tools are allowed on any portion of this graded assignment. • This is a firm stance from your instructor and you must abide by it throughout the assignment. Failure to do so will result in academic discipline. • Tools include but are not limited to: ChatGPT, Copilot, Wolfram Alpha, Grammarly, and others. • Use includes but is not limited to: creativity prompts, research, writing assistance, computations, etc.
	<p>Yellow Assignment</p> <ul style="list-style-type: none"> • AI tools will be allowed or encouraged for some activities on this assignment but not others. • The instructor will clarify when, where, and how AI may be used. See assignment details for clarification. • Use of tools outside of the specific, prescribed allowance will result in academic discipline at the discretion of the instructor, academic dean, and/or school administrators.
	<p>Green Assignment</p> <ul style="list-style-type: none"> • AI tools will be widely allowed and encouraged for graded course activities. • However, even these AI-assisted activities will require certain non-AI assisted contributions from the student. • Use of tools outside of the specific, prescribed allowance will result in academic discipline at the discretion of the instructor, academic dean, and/or school administrators.

This chart is modified and developed from the original: Brian Doak, VP George Fox Digital and Director of Academic AI Integration

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, or any other assignment. It also includes taking an exam or test in a dishonest way such as 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. We ask that parents please confine involvement in homework to assisting a student but not completing the assignment.

Plagiarism includes cheating on an assignment by copying even small parts of another's work without including 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. Using generative AI for any subject is also plagiarism unless under specific conditions where the teacher specifically asks for AI usage (see above diagram). This includes writing aids such as "Grammarly". 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, 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 behavior management process.

Additional consequences may include the following disciplinary actions:

- Requirement to redo the assignment in question with a 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
- A failing grade or no credit in the course for the term in which the offense took place

Cell Phone Free Campus Policy

At C.S. Lewis Academy, we are committed to creating an environment that encourages academic excellence, Christ centered relationships, and spiritual growth. In order to reduce distractions and cultivate healthy social interactions and friendships, our campus operates as a cell phone free zone during school hours.

The following is primarily for secondary school students. Elementary school, while still "cell phone free" may operate using slightly different parameters.

Policy Overview

- Students must check in and store their cell phones (this includes other personal devices such as smart watches and/or eyewear) in a secure, locked cell phone holder upon entry to the school.
- Cell phones should be turned off before check in.
- Cell phones may not be used during school hours, including class time, breaks, lunch, or chapel.
- Juniors and seniors who drive cars and plan on leaving campus for lunch, appointments, or other purposes will leave their cell phones in their cars during the time they are at school. They are not allowed to go to their cars anytime during the school day to use their cell phones.
- Cell phones will be returned to students at the end of their last period of the day. If they want to use their phone, they must exit the building.

Exceptions

- Students with documented medical, learning, or language needs requiring cell phone access must have prior approval from the administration. Permission will be granted on a case by case basis.

Emergency Contact

- Students will use a school phone in the front office to reach a parent or guardian if a need arises.
- Emergency contact during school hours should go through the front office. Students will not be contacted via personal devices.

Consequences for Unauthorized Use

- Consequences are as follows:
 - 1st Offense - Teacher takes the phone, parents are notified through email, and the student picks up the phone at the end of the day.
 - 2nd Offense - Same as the 1st
 - 3rd Offense - Teacher takes the phone to the office, parents are notified through email, and the parent picks up the phone at the office.
 - 4th Offense - Teacher takes the phone to the office, parents are notified through email, the parent picks up the phone at the office, and the principal will follow up with further action. The 4th offense may result in suspension.

Rules for other Electronic Devices

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

The use of cameras (built-in to electronic communication devices or otherwise) is prohibited on campus except when a staff or faculty member permits a specific use/event at a specific time.

If students need to call home, they may do so through the front office.

The principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography, sexting, cyberstalking, cyberbullying).

CSLA is not responsible for preventing theft, loss, damage, or vandalism to cell phones or other electronic devices brought onto its property. According to policy, phones should not be on campus, but if a student violates school policy and keeps a phone on his or her person or in a locker, the school is not responsible for loss, damage, theft or vandalism.

Internet Safety

Individual Responsibility: Users/parents/guardians are advised that the use of any network includes the potential for accessing websites 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.

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 websites that allow you to share private information.

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.

Email Safety: CSLA may filter or monitor student email use.

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. Access to the internet through personal handheld devices through mobile carriers is not regulated. 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.

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, influencing the rest of the student body positively, 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 Politeness-Peacemaking-Loyalty-Compassion-Faithfulness-Respectfulness-Joy Kindness-Self-Control-Gentleness-Obedience-Courage-Forgiveness-Wisdom
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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 respect 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 at 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 in completing 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 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.

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 with all doors open.
- No physical contact.

Behavior Management

The main focus of discipline at C.S. Lewis Academy is not on punishment, but on how to create a healthier and safer community. We desire to invite full participation to work toward healing what has been broken. We want direct accountability where certain individuals are responsible for causing harm or hurt. The appropriate repair will be expected. We hope to bring unity and health where there has been division. Our goal is to strengthen the community and individuals.

Students are subject to a Discretionary 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.

PRINCIPAL'S DISCRETIONARY ACTION STEPS

1st offense: Verbal warning–placed in FACTs

2nd offense: Verbal warning and parent email–placed in FACTs

3rd offense: Email home and administrative options:

- Problem-Solving
- Natural Consequence
- Parent/School Conference

4th offense: Email home, referral, meeting with Mr. Swanson, potential suspension

5th offense: Expulsion from school (3 suspensions are grounds for expulsion.)

Academic insubordination is one such behavior that warrants attention. It is the act of intentionally refusing to obey instructions from a staff member or to disrespect authority. Examples of insubordination could include but are not limited to the following:

- Ignoring specific instructions given by a faculty member.
- Not complying with classroom policies.
- Arguing with a staff member.
- Not completing multiple assignments in a classroom.
- Refusing to remain on task for assigned class activities.
- Distracting other students and taking them off task during group projects.
- Blurting out comments without being invited to share.

Suspension

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

- The student will miss out on in-class studies, discussions, and assignments. No credit is given for daily work, but tests may be made up.
- The student is not allowed to participate in any extra-curricular activities, such as sports, drama, choir, etc. during the suspension period. This includes practices, games, and performances.
- The student is not allowed to attend any school activities during this period, including, but not limited to, sporting events, evening performances, etc.

Denied Entrance/Expulsion

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 Principal and Board of Directors deem appropriate. In such a case, reasons will be given in writing to the family, who will then be allowed to present reasons why the student should continue at CSLA. The decision of the Board after such an appeal is final.

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 (e.g., desks, lockers), 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.

In the interest of safety for participants, appropriate use of playground equipment is required. Appropriate use means the playground equipment will only be used for its intended purpose.

Since we share our campus 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.

Any property damage that is the result of student carelessness 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.

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 to 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:

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

Responsibility:

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

Visiting Students

Students may visit CSLA during school hours if the visit is appropriate and planned ahead. The host student needs to obtain a Visitor Approval Form from the front office and have each teacher and the principal approve it. This form must be submitted at least 24 hours in advance of the date of the 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, including the dress code. When visiting the school, students must have written permission from a parent or guardian and check in with the front 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 1) and receive approval from the Principal before they will be allowed to attend the function. This procedure needs to be followed for each individual school event. The CSLA student may pick up a Special Event Guest Pass Form from the 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 respect
- (2) Appropriateness for the situation
- (3) Safety in class and campus
- (4) Encouragement of a healthy learning environment

We ask that you please cooperate with the SPIRIT of this policy and respect the judgment of the CSLA Leadership.

The chart below outlines acceptable and unacceptable attire:

ELEMENTARY SCHOOL SPECIFIC

Acceptable Attire	Unacceptable Attire
<ul style="list-style-type: none"> ★ Close toed shoes ★ Baseball caps at recess times only ★ Dresses or skirts with shorts underneath ★ Shorts with at least a 5 inch inseam ★ Leggings 	<ul style="list-style-type: none"> ★ No sandals or flip flops ★ No baseball caps in the classroom ★ No dresses without shorts underneath ★ No spaghetti straps

MIDDLE AND HIGH SCHOOL SPECIFIC

Acceptable Attire	Unacceptable Attire
<ul style="list-style-type: none"> ◆ Jeans that are frayed/ripped/torn (no exposed skin above the 4 inch inseam) ◆ T-shirts, sweatshirts, hats (only worn outdoors), shoes, other clothing that is free of messages referencing or alluding to drugs, sexual content, alcohol, obscenities, cults, or other unedifying material ◆ Jeans, khakis, dress slacks, casual/tailored pants ◆ Tailored sweatpants/athleisure wear ◆ Shorts with at least a 4-inch inseam ◆ Footwear: flip-flops, sandals, sneakers, tennis shoes, running shoes, dress shoes ◆ Hair that is styled so it does not affect the vision or prevent the teacher from having eye contact <p><u>Girls</u></p> <ul style="list-style-type: none"> ◆ Leggings under an appropriate-length top, skirt, or dress ◆ Skirts should be no shorter than 4 inches above the knee. 	<ul style="list-style-type: none"> ◆ Spandex/lycra clothing without appropriate coverage ◆ Clothing with messages referencing or alluding to drugs, sexual content, alcohol, obscenities, cults, or other unedifying material ◆ Pajamas and blankets ◆ See-through clothing ◆ Shorts with less than a 4-inch inseam ◆ "Running" shorts ◆ Bare feet, stocking feet, slippers, shoes with untied laces, shoes with sports cleats ◆ Hairstyles that block eye contact ◆ Sunglasses indoors ◆ Hats, hoods, or head coverings indoors <p><u>Girls</u></p> <ul style="list-style-type: none"> ◆ Leggings worn independently of an appropriate length top (fingertip length and/or 4 inches above the knee.) ◆ Racerbacks, spaghetti straps, halter tops, tube tops, midriff, or backless clothing ◆ Low-cut shirts and blouses ◆ Short skirts or dresses shorter than 4 inches above the knee <p><u>Boys</u></p> <ul style="list-style-type: none"> ◆ Tight-fitting tank tops, "muscle shirts" with cut-off sleeves ◆ Pants that sag below the waist or drag on the ground and no leggings

PE ATTIRE	
Acceptable	Unacceptable
<ul style="list-style-type: none"> ◆ Leggings and spandex/lycra if worn with an appropriate length top or with athletic shorts ◆ Athletic shorts ◆ Athletic shoes ◆ Spandex/lycra pants if they are a part of an approved team uniform 	<ul style="list-style-type: none"> ◆ Boots, slip on shoes, flip-flops, open-toed sandals ◆ Racerbacks, spaghetti straps, halter tops, tube tops, midriff, or backless clothing

FORMAL ATTIRE	
BOYS	GIRLS
<p>Boys should wear attire that is appropriate for a formal event:</p> <ul style="list-style-type: none"> ● A collared shirt ● Dress pants <p>Please do not wear:</p> <ul style="list-style-type: none"> ● Shorts ● T-shirts ● Jeans 	<p>Girls should wear attire that is appropriate for a formal event:</p> <ul style="list-style-type: none"> ● A dress that affirms modesty and appropriateness <p>Please do not wear:</p> <ul style="list-style-type: none"> ● A dress that shows cleavage ● A dress that is lower than the shoulder blades in the back ● A dress that is shorter than 4 inches above the knee

Dress Code Infractions

First infraction: Email home to parents informing parents of the dress code issue.

Second infraction: Email home to parents with a warning that this is the second infraction and that next time parents will need to bring appropriate clothes.

Third infraction: Email home and parent will bring appropriate clothing. If parents are unable to bring clothing, a shirt and/or pants will be provided.

Fourth infraction: Email home and parent will bring appropriate clothing. If parents are unable to bring clothing, a shirt and/or pants will be provided.

Fifth infraction: Email home and some type of consequence (½ day, full day suspension)

Any student whose dress is deemed inappropriate will be subject to the Principal's Discretionary Action.

Extracurricular Activities

Several extracurricular events are offered to CSLA students. These could include 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 many CSLA 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 before 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 his/her classes and grades fall below a 1.85 GPA, and the student has at least one failing class, the student may forfeit the activity.

Athletics

Detailed information regarding the C.S. Lewis Watchmen Athletics program can be found in the CSLA Athletics Handbook. This handbook can be found on FAMILY PORTAL under RESOURCES or on the website under 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.

FORMAL ATTIRE

BOYS

Boys should wear attire that is appropriate for a formal event:

- A collared shirt
- Dress pants

Please do not wear:

- Shorts
- T-shirts
- Jeans

GIRLS

Girls should wear attire that is appropriate for a formal event:

- A dress that affirms modesty and appropriateness

Please do not wear:

- A dress that shows cleavage
- A dress that is lower than the shoulder blades in the back
- A dress that is shorter than 4 inches above the knee

Appendix 2

BELL SCHEDULES

Elementary Schedule

Monday-Tuesday-Thursday-Friday	Wednesday		
Arrival: 7:45-8:00 AM Dismissal: 2:40 PM Kindergarten-2nd Grade 2:50 PM 3rd-5th Grade	Arrival: 9:00-9:15 AM Dismissal: 2:40 PM Kindergarten-2nd Grade 2:50 PM 3rd-5th Grade		
Morning Recess <ul style="list-style-type: none"> ● 9:00-9:20 2nd and 3rd Grade ● 9:25-9:45 Kindergarten and 1st Grade ● 9:50-10:10 4th and 5th Grade 	Chapel - 9:30-10:15 AM		
Lunch Recess - Lunch Directly Following Recess <ul style="list-style-type: none"> ● 10:25-10:55 2nd and 3rd Grade ● 11:00-11:30 Kindergarten and 1st Grade ● 11:35-12:05 4th and 5th Grade 	Lunch Recess - Lunch Directly Following Recess <ul style="list-style-type: none"> ● 10:25-10:55 2nd and 3rd Grade ● 11:00-11:30 Kindergarten and 1st Grade ● 11:35-12:05 4th and 5th Grade 		
<table border="0"> <tr> <td> PE - Monday/Thursday <ul style="list-style-type: none"> ● 11:20-11:50 ● 11:50-12:20 ● 12:40-1:10 ● 1:10-1:40 ● 1:45-2:15 ● 2:15-2:45 </td> <td> Art - Tuesday/Friday <ul style="list-style-type: none"> 3rd Grade 2nd Grade 1st Grade Kindergarten 4th Grade 5th Grade </td> </tr> </table>	PE - Monday/Thursday <ul style="list-style-type: none"> ● 11:20-11:50 ● 11:50-12:20 ● 12:40-1:10 ● 1:10-1:40 ● 1:45-2:15 ● 2:15-2:45 	Art - Tuesday/Friday <ul style="list-style-type: none"> 3rd Grade 2nd Grade 1st Grade Kindergarten 4th Grade 5th Grade 	Optional Afternoon Recess <ul style="list-style-type: none"> ● 12:25-12:40 2nd and 3rd Grade ● 12:45-1:00 Kindergarten and 1st Grade ● 1:05-1:20 4th and 5th Grade
PE - Monday/Thursday <ul style="list-style-type: none"> ● 11:20-11:50 ● 11:50-12:20 ● 12:40-1:10 ● 1:10-1:40 ● 1:45-2:15 ● 2:15-2:45 	Art - Tuesday/Friday <ul style="list-style-type: none"> 3rd Grade 2nd Grade 1st Grade Kindergarten 4th Grade 5th Grade 		

For elementary school:

Please realize that outside of these stated times, there is no supervision for students. Therefore, please pick students up on time. Call the office in case of an emergency. Students are to be picked up no later than 3:00 PM. If a high school student is the transportation for an elementary student, the student may be picked up no later than 3:10 PM if prior arrangements are made with the front office.

Middle School Schedule

Monday/Tuesday/Thursday/Friday <u>Doors Open:</u> 8:00 AM <u>Dismissal:</u> 3:00 PM		Wednesday (Enrichment Day) <u>Doors Open:</u> 9:20 AM <u>Dismissal:</u> 3:00 PM	
1st Period	8:10 - 9:10	Enrichment 1	9:30-10:35
2nd Period	9:15 - 10:15	Enrichment 2	10:40-11:40
3rd Period	10:20 - 11:20	Chapel	11:45-12:20
LUNCH	11:20 - 11:45	LUNCH	12:25-12:50
4th Period	11:50 - 12:50	Study Skills	12:55-1:55
5th Period	12:55 - 1:55	Enrichment 4	2:00-3:00
6th Period	2:00 - 3:00		

High School Schedule

Monday/Tuesday/Thursday/Friday <u>Doors Open:</u> 7:45 AM <u>Dismissal:</u> 3:00 PM		Wednesday (Elective Day) <u>Doors Open:</u> 9:00 AM <u>Dismissal:</u> 3:00 PM	
1st Period	8:10 - 9:10	Elective 1	9:30-11:10
2nd Period	9:15 - 10:15	Homeroom	11:15-11:40
BREAK	10:15-10:20	LUNCH	11:45-12:25
3rd Period	10:25 - 11:20	Chapel	12:30-1:10
4th Period	11:25 - 12:20	Elective 2	1:15-3:00
LUNCH	12:20 - 12:50		
5th Period	12:55 - 1:55		
6th Period	2:00 - 3:00		

For middle and high school:

Please realize that outside of these stated times, there is no supervision for students. Therefore, please drop off and pick up students according to the "doors open" and "dismissal" times. Call the office in case of an emergency.