



Parent/Student Handbook

2021-2022

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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 Guide. 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 black ink that reads 'Clay Swanson'. The signature is written in a cursive style with a large, looped 'C' at the beginning.

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 for raising up young men and women to godly service, to train them in Biblical principles, responsibility, proper behavior, and citizenship, in order that they may grow to be strong Christian leaders in the future. This will be achieved through teachers integrating God's Word with a high-quality academic program and by providing students the opportunity to develop their spiritual gifts and ministry skills.

Spiritual Life

Chapel: Going to chapel each week is a blessing and privilege. Students are encouraged and challenged through the messages from various speakers and worshiping the Lord in song and prayer. These times are great opportunities to experience God's blessings and the power of worshiping with a community of peers. The Student Council Chaplain encourages students to practice their faith in the Lord and assists in setting a spiritual climate that inspires students to want to develop a deeper relationship with Jesus Christ.

Spiritual Emphasis Week: This is an annual week providing times to inspire reflection on one's spiritual dedication and commitment to Jesus Christ, with a focus on building hope.

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 a 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 much pure gold; they are sweeter than honey, than honey from the honeycomb." (Psalm 19:9-10 NIV)

Black: A triad of colors was created when black was added 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 of his representation of 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 watch-tower 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, policy-making, 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.

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

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

Admission Criteria

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 student 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."

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 requested 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 has a disagreement 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.

In order to provide optimal care and protection for the students, volunteers must complete a form to allow a background check. The requisite form can be accessed via the Family Portal or Family App under Resources.

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 into gradebooks and attendance as well as daily announcements, school directory and most of our forms and needed links.

CSLA APP: The family portal information is directly linked to our own 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 Journal (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 a person designated on a form completed at the start of each school year.

Medical Policies

NOTE: For 2021-22, our Communicable Disease Management plan outlines our mitigation policy for Covid 19. It may supersede our normal procedures found here. It can be found on our Family Portal.

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 hardcopy sent home with the students affected explaining 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.

Illness

We understand the difficulty that can arise in having to change plans or find child care when your child exhibits signs of illness. However, home is the best place for a child who is ill. We ask for your caring compliance to protect the health of the school community, and to please observe the following guidelines in determining whether or not to send your child to school on a given day. If your child exhibits ANY of the following symptoms, keep them home for 24 hours after symptoms cease before returning to school:

sore throat
nausea
diarrhea

stomachache
fever*
rash

body aches
excessively runny nose
vomiting

***Fever must be below 99.1 degrees without the help of a fever-reducing medication for 24 hours before 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 doctor to CSLA Front office.
Strep throat diagnosed by health care provider	Must have been on antibiotics for 24 hours. If no antibiotics given, call CSLA front office before sending child to school.

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

Please call the front office (503-538-0114) to report the student's absence. We understand there can be concern that a child will miss out on an activity or schoolwork. Please be assured that students will be provided time to make up missed work. Parents need to discuss arrangements with student's respective teachers.

Emergencies

In the event of an accident or emergency that needs parental involvement, CSLA personnel will call a parent. If a parent cannot be reached at home or work, the persons listed in 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 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 FACTS/RenWeb. Absences and tardiness are then noted on report cards and at parent/teacher conferences.

Excused Absence

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 school@cslewisacademy.com or via phone call from the parent or legal guardian of the student no later than the first day the student returns to class.

Students attending co-curricular activities during the school day are responsible for all work in classes missed.

Completed assignments are due the following day or as requested by the teacher.

Pre-Arranged Absences: Occasions will arise for a student to prearrange an absence. We ask that parents notify the front office as well as faculty in advance. School work is due in accordance to timeline set by teacher. Please note: It is the student's responsibility to ask the teacher for missed assignments on their first day back in class.

Unexcused Absence

An unexcused absence is defined as:

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

Secondary students (Grades 6-12) are subject to the Principal's Discretionary Action plan for each unexcused absence. Arriving to any class more than 10 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 school@cslewisacademy.com or via phone call to the front office.

Tardiness

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

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

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.

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. An absence total of 7 or more per quarter will put the student in jeopardy of not passing.***

Closed Campus:

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

Transportation/Driving/Parking

NOTE: For 2021-22, due to Covid mitigation, many CSLA off-campus events will be held with the obligation of each individual family to supply or organize their own carpool to the event. Unfortunately, CSLA will not be able to be involved in the coordination of these carpools.

Transportation

Parents are responsible for transporting students to and from school. Many families arrange car pools within their area. CSLA high school students may drive themselves to and from school once they have a valid driver's license. (Drivers must comply with ORS 807.122 which limits drivers using a provisional driver's license from transporting passengers.)

During the course of the school year, your child may be involved in various activities sponsored by C.S. Lewis Academy, but occurring off campus. There will be many off-campus events to which the school will not be providing transportation. In the event that private transportation is necessary, C.S. Lewis Volunteer Drivers will transport students to and from the event. The intent of the **Private Transportation/Activity Participation Release Form** is to confirm your choice as to whether or not your student may be a passenger in a privately-operated vehicle. **This form is mandatory for all families to complete and must be completed yearly.** The requisite form 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 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.

- Completing and sign 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 Principal 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).
- Complete and pass a background check or have an approved one on file with CSLA that was performed within the last 5 years.

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 vehicle 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 and are not to park in visitor, staff or Learning Center parking.**

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.

Lunch and Recess

NOTE: For 2021-22, due to Covid 19 and facility use changes for our campus, the Hot Lunch program is suspended until further notice.

CSLA offers a hot lunch program two days each week. This program is run by volunteer parents. The operation and extent of the program varies with the number of volunteers.

We recognize that healthy lunches are essential to good brain and body functions. Please work with your child to ensure they either have the school hot lunch or a healthy sack lunch from home each day. Students eat lunch in the lunchroom or approved outdoor common areas under teacher and volunteer parent supervision. Students may not eat in classrooms. 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 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 not claimed after reasonable times are given to charity. Lost and found receptacles are managed at the front office.

Pets and Animal Visitors

Even well-trained animals can be unreliable at times under conditions of stress and unfamiliar environments. Thus, due to safety, sanitation and allergy concerns, pets and animals are not permitted at CSLA, with the exception of service animals under the ADA laws, and classroom animals in residence. On rare occasion, a teacher may give permission for an animal to be brought in for sharing, and they must be caged or contained in such a way that no 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.

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

C.S. Lewis Academy allows for student access to computer technology, connectivity to the Internet, use of software programs and peripherals (printers, scanners, etc.). In order for CSLA to be able to continue to make these technology resources and connectivity available, all students must take responsibility for appropriate and lawful use of this system. 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 peripheral devices and/or software:

- Owned by, leased by and/or on loan to C.S. Lewis Academy or 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 and Network Use

- Ask a teacher or staff member when unsure of how to do something or when experiencing a problem.
- Do not remove or add any programs or files to computers.
- Do not change 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 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.
- Do not compromise computers/networks with viruses, spyware, or malware.

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:

- Class work, 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 email that are illegal or unethical.
- Uses that violate Copyright laws.
- Uses that contribute to the violation of any other student conduct code including but not limited to: cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.
- 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, 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.

Internet Safety

Individual Responsibility: Users/parents/guardians are advised that use of any network includes the potential for accessing web sites with inappropriate materials. It is the responsibility of all users to attempt to avoid these sites through sensible and cautious use of the Internet. If a student accidentally accesses one of these sites, they should immediately exit from that site and/or notify a staff member. If students witness other users visiting offensive or harmful sites, they should report such use to a staff member or teacher.

Practice Personal Safety: Do not reveal personal information such as full name, home address, phone or credit card numbers or other information, which might enable a person to locate you. Do not arrange a face-to-face meeting with someone you "meet" on the Internet without your parent's permission. Avoid the use of web sites that allow you to share private information.

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: Students will only use their personal email account at school with the prior permission of a teacher and will get permission from a teacher each time personal email is used at school. The same rule applies to instant messaging, chat rooms or texting. 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 hand held 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.

Rules for Cell Phones and other Electronic Devices

Kindergarten through Grade 5: Cell phones must not be on their person and not used during the school day (from 8:00am to 2:50pm). Students not in compliance will have their cell phones confiscated and the phone may be picked up by a parent from the front office.

Secondary School: Cell phones may not be seen or used during any class period or activity. * Students not in compliance will have their cell phones confiscated and be subject to Discretionary Action Steps. In this case, the student's parent is required to pick up the phone from the front office. **The exception to this rule is when a teacher allows students to utilize their web connection to conduct research on current task and topic.*

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 web sites 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 at school except when a staff or faculty member gives permission for a specific use/event at a specific time.

We encourage families to communicate plans for the day to each other before school begins; but we understand plans can change. Students who are allowed to carry personal devices can receive messages from parents during appropriate times. For those without personal devices or at the discretion of the parent, parents/guardians may get in touch with their child during the school day by calling the school's front office to have a message delivered. Likewise, if students need to call home, they may do so through the front office.

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

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

The student who possesses a cell phone or other electronic device is responsible for its care. CSLA is not responsible for preventing theft, loss, damage, or vandalism to cell phones or other electronic devices brought onto its property.

Christ-Like Character Traits

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

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

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

The Ten Values of Honor

1. I will respect others by keeping my conversations honorable and refraining from the use of degrading language.
2. I will honor others by demonstrating courtesy, kindness, and honesty.
3. I will honor others by keeping my relationships with the opposite sex respectful and upholding the highest moral standards at all times.
4. I will honor by 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 to complete all assignments, not copying from someone else's work, or letting someone else copy mine.
7. I will honor my parents and teachers.
8. I will honor the school by upholding its dress code.
9. I will honor the administration by being responsible for my own actions and accepting any disciplinary measures given to help correct my behavior.
10. I will honor the values of C.S. Lewis Academy to the best of my ability. I will demonstrate a positive attitude in order to support and enhance an atmosphere at school with 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. Appropriate repair will be expected. Our hope is to bring unity and health where there has been division. Our goal is to strengthen the community and individuals.

Students are subject to 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.

DESCRETIONARY ACTION STEPS

- Step One: Verbal Warning
Step Two: Written Warning, (Communicate with parents within 24 hours)
Step Three: Administrative Options:
Problem Solving
Natural Consequence
Parent/School Conference
Step Four: One to five days suspension out of school
Step Five: Expulsion from school

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. Homework assigned in class during the suspension period will be provided to student for completion. *However*, the Principal and the teacher will discern the appropriate resolution for completing and grading school work during the suspension period.
- 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 given an opportunity 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 the 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 of free expression within the stated limitations and must bear the responsibility for the consequences of such expression.

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

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

Assembly of Students

Right:

- 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 front office and have each teacher and the principal approve it. This form must be submitted at least 24 hours advance of the date of planned visit. If a student is on academic or behavioral probation, he/she may not bring visitors to school or school events.

Students visiting CSLA must abide by the same code of conduct as CSLA students, including 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 said function. This procedure needs to be followed for each individual school event. **The CSLA student may pick up a Special Event Guest Pass Forms 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 propriety; (2) Safety in class and campus; (3) Building character in the community; and (4) Students learning and growing in an excellent academic environment. **We ask that you please cooperate with the SPIRIT of this policy and respect the judgment of the CSLA Board, Administration, Faculty and Staff.**

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

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

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

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

Extracurricular Activities

Several extracurricular events are offered to the students, including drama, music, field trips, mission trips, trips to the East Coast, day trips to share and explore the outdoors, and of course, athletics. The administration and faculty realize that due to the small number of students enrolled at CSLA, some students may choose to participate in more than one co-curricular activity at a time. To ensure that the student does not become over-taxed in time, energy, and commitment, we encourage communication between parents, advisors, and students. The student and parents MUST know what is expected prior to each activity and to be willing to commit time, energy, and money, if necessary, to fulfilling that commitment.

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

C.S. Lewis Academy Special Event Guest Pass

- CSLA Student obtains this form and gives it to his/her HS guest. Note: 1 guest per event per student.
- All guests must complete the form including signature. Guest who are HS students must have the form signed by (a) an administrator at his/her high school and (b) his/her parent/guardian. The completed form must be returned to the Student Council Coordinator or the CSLA staff/faculty member overseeing the event or faxed to 503-538-4113.
- Event tickets (if applicable) cannot be purchased until this completed form is returned.
- CSLA host student must notify ticket seller of the intention to bring a guest.
- At the door of the event, all GUESTS must show school ID to a CSLA staff/faculty representative.
- All guests must currently be in high school or a C.S. Lewis Academy alumni
- Signed guest passes are good for the single noted event only.

NAME OF SPECIAL EVENT_____

DATE OF EVENT _____

Name of CSLA Host Student_____ Phone Number_____

Name of Guest_____ Parent Phone Number_____

Guest's School Name_____ Guest's School Phone_____

CSLA Host Student Agreement: I affirm that I will inform my guest of CSLA policies regarding Dress Code and the general behavior guidelines of respect and honor. Furthermore, I confirm that I will only bring the above-named guest to this event and that my guest acknowledges he/she may not extend this invitation to others.

CSLA Host Student Signature_____ Date_____

CSLA Host Parent Agreement: I give my approval for my son/daughter named above to host the named guest at this event.

Name_____

Signature_____ Date_____

GUEST Student Agreement: I affirm I will abide by all CSLA policies including Dress Code and the behavior guidelines of respect and honor. I affirm that I will not extend this invitation to others.

Guest Student Signature_____ Date_____

School Administrator of Guest: If the noted guest student is in good standing at your school, please acknowledge with your signature.

School Administer Name and Title_____

Signature_____ Date_____

Guest Parent Approval: I affirm that I give my approval for my child named on this form to attend the special CSLA event noted with the host CSLA student indicated.

Parent/Guardian Name_____ Emergency Contact Phone _____

Signature_____ Date_____

CSLA Administrative Approval: Approval is granted for this guest request

Administrator Name_____

Signature_____ Date_____

Elementary School**Monday, Tuesday, Thursday, Friday****Wednesdays**

8:00	Start of school day		
8:00-Recess	Individual Teacher Schedule	9:15	Start of school day
		9:15-9:45	Individual Teacher Schedule
		9:45-10:15	Chapel
		10:15-Recess	Individual Teacher Schedule
10:30	4-5 Recess followed by 11:00 lunch	10:30	4-5 Recess followed by 11:00 lunch
11:05	K-1 Recess followed by 11:30 lunch	11:05	K-1 Recess followed by 11:30 lunch
11:35	2-3 Recess followed by 12:05 lunch	11:35	2-3 Recess followed by 12:05 lunch
Lunch-2:45	Individual Teacher Schedule	Lunch-2:45	Individual Teacher Schedule
2:50	End of school day	2:50	End of school day

Students may arrive at 7:45am (9am on Wednesday) and are to be picked up no later than 3:00pm. After 3:05pm, K-5th grade students will automatically be placed in the Learning Center after school care. Parents will be responsible financially to Learning Center at their normal rates. If a high school sibling is providing their transportation, students may be picked up no later than 3:15pm.

C.S. Lewis Secondary School (Grades 6 – 12)**Monday, Tuesday, Thursday, Friday****Wednesday/Block Day Schedule**

Middle School		High School		Middle School (Electives/Health)		High School (Electives)	
1	8:10-9:10	1	8:10-9:10	A	9:30-10:35	9:30-11:10	Elective
2	9:15-10:15	2	9:15-10:15	B	10:40-11:40	11:15-11:40	Homeroom
3	10:20-11:20	3	10:20-11:20	Chapel	11:45-12:20	Chapel	11:45-12:20
Lunch	11:20-11:45	4	11:25-12:25	Lunch	12:25-12:50	Lunch	12:25-12:55
4	11:50-12:50	Lunch	12:25-12:50	C	12:55-1:55	1:00-3:00	Elective
5	12:55-1:55	5	12:55-1:55	D	2:00-3:00		
6	2:00-3:00	6	2:00-3:00				

Students may arrive at school at 7:45am (9:10 on Wednesdays unless prior arranged) and are to be picked up no later than 3:30pm.