



C.S. LEWIS

ACADEMY

Family Handbook

**C.S. Lewis Academy
364 N SR 198
Santaquin, UT 84655**

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Note: This document is subject to change without notice. Visit our website for up to date information.

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GENERAL INFORMATION

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MISSION STATEMENT

For more information see C.S. Lewis Academy Charter.

The mission of C. S. Lewis Academy is to create a dynamic learning environment where students can develop a love of learning through self-critique and self-motivation. An intensive study of literature combined with a collaborative effort between parents, students, and educators will empower students to engage in independent and creative thinking, problem solving, and effective communication. C. S. Lewis Academy is committed to developing a diverse school community and instilling values of responsibility, accountability, and respect.

MASCOT

The Centaur, as portrayed by C.S. Lewis, represents strength, courage, loyalty, responsibility and respect; traits integral to success in school and life. C.S. Lewis Academy is pleased to promote these characteristics through our dynamic portrayal of the centaur mascot. The Centaur is in a strong, proactive pose with two hooves raised in motion. The arrow is aimed high to signify success and setting strong goals and the muscles of the Centaur are defined, implying strength and fortitude.

CURRICULUM

SPECIAL EDUCATION NOTICE

C.S. Lewis Academy administration are attempting to identify all children with disabilities who are in the range of their state granted charter. Disabilities that could interfere with education include: autism, deaf-blindness, deafness, emotional disturbance, hearing impairment, intellectual disabilities, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, communication disorders, traumatic brain injury and visual impairments

If you are aware of children who may be eligible for special education services, please contact C.S. Lewis Academy at 364 N. State Road 198, Santaquin, UT 84655 or by telephone at (801) 754-3376.

SPECIAL EDUCATION

The Special Education program will focus on developing and enhancing reading, writing, math, and learning strategies; utilizing a variety of instructional methods to meet the varying needs of all students. The program includes academic Special Education and Self-contained classrooms, with Para Professionals in each classroom. Support services for students are provided according to students individual education programs. An example of such services is speech and language. Other contracted services are also available.

SPECIAL EDUCATION MISSION STATEMENT

Our mission is to provide leadership, services and support to strengthen the capacity of C.S. LEWIS ACADEMY students, families and communities, to enhance student success by establishing high expectation, high quality education programs, and instilling values of responsibility, accountability, and respect for all students.

COMMUNICATION

C.S. Lewis Academy utilizes several forms of communication to keep our stake holders informed. We regularly update our website, cslewisacademy.net. Find us on Facebook and Instagram for photos, events, and reminders.

It is the responsibility of each classroom teacher to send home a class Chronicle every Monday with information, homework assignments, and all necessary information. If you have more questions contact your student's teacher. Every Wednesday the school newsletter, *The Narnia Post*, will be available for all families. We are working to shrink our carbon footprint and encourage families to choose to have these newsletters emailed to them. You may also receive it through the Remind App. For those families that choose to receive a printed copy of the newsletter it will be sent home with the oldest child within the family.

We have chosen to utilize the Remind App, a free smart phone app, to text important reminders, emergency information, and all other School communication to our stake holders. Download the app for free and text "@centaur" to 81010 to join our texting group. We also use this app to keep in contact with our bus students. Text "@busone" for bus one and "@bustwo" for bus two.

FERPA

See FERPA Policy for more information.

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

Under FERPA, C.S. Lewis Academy affords parents:

- The right to inspect and review their student's education records within 45 days after the day the school receives a request for access (although they are not necessarily required to provide copies of records).
- The right to seek to have their student's records amended if the parent believes the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to written parental consent prior to the release of personally identifiable information from the student education record. However, schools may disclose those records, without consent, to the following parties or under the following conditions:
 - School officials who have legitimate educational interests
 - Schools to which the student is transferring
 - Appropriate officials who are conducting audits or evaluations
 - Specified parties in conjunction with financial aid to the student
 - Organizations conducting specified studies for or on behalf of the school
 - Accrediting organizations
 - Compliance with a judicial order or lawfully issued subpoena
 - Appropriate officials as related to health and safety emergencies
 - State and local authorities, within a juvenile system, pursuant to specific State law
 - State, local, or Federal education authorities

Parents/guardians of students who are enrolled in C.S. Lewis Academy who do not wish to have directory information disclosed from their student's educational record without prior written consent must notify the school in writing by August 25 of each school year. C.S. Lewis Academy has designated the following information as directory information: Student name, address, telephone listing, e-mail address, photograph, date and place of birth, date of school attendance, grade level, participation in recognized school activities or sports, honors or rewards received, the most recent educational agency or institution attended, and school or student ID number (if it cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user).

Under FERPA, a C.S. Lewis Academy will:

- Consider a request from a parent to amend inaccurate or misleading information in the child's education records;
- Offer the parent a hearing on the matter if the school decides not to amend the records in accordance with the request;
- Offer the parent a right to place a statement to be kept and disclosed with the record if as a result of the hearing the school still decides not to amend the record.

- A school is not required to consider requests for amendment under FERPA that:
- Seek to change a grade or disciplinary decision;
- Seek to change the opinions or reflections of a school official or other person reflected in an education record;
- Seek to change a determination with respect to a child's status under special education programs.

GRAMA (Government Records Access and Management Act)

See GRAMA Policy for more information.

As a government entity, CS Lewis Academy is subject to Utah's Open Records Laws, specifically with the Government Records Access and Management Act (GRAMA) and the Public Records Management Act. These laws require the school to classify, manage and provide public access to certain records. As an educational institution, the school is subject to the federal Family Educational Rights and Privacy Act (FERPA). This act governs student educational records.

GUIDLELINES

Private Records shall include:

- Individual student records. Access to student records shall be provided in accordance with FERPA.

Controlled Records shall include:

- Records containing medical, psychiatric, or psychological data about an individual.
- Any records that the school believes releasing would be detrimental to the subject's mental health or to the safety of any individual, or the release of which would constitute a violation of professional practice and medical ethics.

Protected Records shall include:

- Any information that, if disclosed, would jeopardize the life or safety of an individual or security of school property or programs.
- Documents that, if disclosed, would place the school at a disadvantage in contract negotiations, property transactions, or bargaining position or could enable circumvention of an audit.
- Records related to potential litigation or personnel hearings.
- Records from meetings which are closed in accordance with the Utah Open and Public Meetings law.

RETENTION OF SCHOOL RECORDS

- The School shall retain records according to the schedules established by the State Records Committee.
- Records for which no state retention schedule exists should be discarded as soon as the purpose for which they were created has been satisfied.
- All student records are designated as "education records" and the disclosure of such education records is restricted under GRAMA by the Family Educational Rights and Privacy Act (FERPA). The school may not release information related to education records without parental consent, except as otherwise provided in FERPA.

BOARD OF DIRECTORS

See C.S Lewis Academy Charter for more information.

Board meetings are held in the conference room on the third Thursday of every month at 7:30pm. Meeting notices will be on the Public Notice website, Board and School newsletters, and social media. All meeting agendas, minutes, and business will be posted prior to all board meetings on the Public Notice website: www.utah.gov/pmn/index.html

General Responsibilities

The Board shall be responsible for the governance of the school, development of positive community relations, preservation of the Academy's educational philosophy, mission statement, and special emphasis, and shall be accountable and hold others accountable to the Academy's charter.

Board Member Qualifications

- Be in agreement with the mission, educational philosophy, discipline policy and administrative structure of the Academy.
- Be familiar with every aspect of the Academy's curriculum and understand the scope of the reading program.
- A high level of professionalism and a strong desire for the success of the school is expected.
- Directors should fulfill their responsibilities on the board, board committees or subcommittees to their fullest capability.
- All directors are expected to be the best public relations representatives the school has.

Setting Policy

The Academy Board shall set and enforce policy and ensure that the Academy operates in a manner consistent with the Mission Statement, the Academy's charter, and all applicable laws.

Budget

The Academy Board shall be ultimately responsible for the preparation and approval of an annual budget, and must ensure that the Academy operates within that budget.

School Calendar

The Academy Board shall approve and establish a school calendar, including any changes made during the school year.

Record Keeping and Reporting

The Academy Board shall be ultimately responsible for the maintenance of any records or documents required by law or provided for by the charter contract. Additionally, the Academy board shall be ultimately responsible for the timely filing of all reports required pursuant to local, state, and federal regulations.

Facility Acquisition/Possession

The Academy Board shall negotiate and approve any contracts for the lease or purchase of the Academy's facilities, including any changes or renewals of the facility lease/purchase agreements, and shall establish any policies for facility use.

Board Meetings

The Academy Board shall convene at least one regular monthly meeting, subject to the Open Meetings Law, and will provide an opportunity for public input. Additionally, the Board may convene work sessions as it deems appropriate.

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Academy Staffing

The Academy Board shall approve or disapprove all hiring and termination recommendations, and approve all staff employment contracts.

Miscellaneous

The Academy Board shall perform such other duties as are appropriate and necessary to the safe and effective operations of the Academy, and which promote the Academy's commitment to educational excellence.

STUDENT DRESS CODE

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DRESS CODE POLICY
See Dress Code Policy for more information.

Uniforms will be worn as a way to bring unity, avoid distraction and create an environment conducive to learning. It is not intended to cause undue stress to staff, students, and families.

Clothes worn during academic hours and outings whether uniform or dress down should be in good repair, without stains, holes, tears or cut off. Clothing should also be laundered regularly. At no time should a student wear clothing that has inappropriate language, logos, or graphics. Any clothing that is gang related or with the likeness of tobacco, alcohol, or drugs is also prohibited.

It is up to the discretion of the School Director and Assistant Director how dress code violations will be handled. If the violation persists the parents of the student and the School Director will meet to create an acceptable solution.

ACCEPTABLE CLOTHING

Clothing Item	Colors	
<i>Clothes can be any combination of colors including color on color.</i>		
Tops	Must be a SOLID COLOR	
Shirts Must have a collar, may be long or short sleeved <i>C.S. Lewis Academy logo shirts may be worn every Friday in place of the collared uniform shirt.</i>	<ul style="list-style-type: none"> • White • Black • Navy • Light Blue 	<ul style="list-style-type: none"> • Light Yellow • Light Pink • Red • Gray
Jackets, Vests, Sweaters, Sweatshirts Hooded items may be worn during school if the hood is not worn.	<ul style="list-style-type: none"> • White • Black • Navy • Light Blue 	<ul style="list-style-type: none"> • Light Yellow • Gray • Khaki
Bottoms	Must be a SOLID COLOR	
Pants, Shorts, Capris, Shorts should not be shorter than 2” above the knee.	<ul style="list-style-type: none"> • Black • Navy 	<ul style="list-style-type: none"> • Khaki • Gray

<p>Tights and Leggings</p> <p>Should only be worn under a jumper, skirt, or dress. Jeggings and leggings are not to be worn as pants.</p>	<ul style="list-style-type: none"> • White • Black • Navy • Khaki 	<ul style="list-style-type: none"> • Light Blue • Light Yellow • Gray
Clothing Item		Colors
<i>Clothes can be any combination of colors including color on color.</i>		
Dresses		Must be a SOLID Color
<p>Collared Dress (Polo Dresses)</p> <p>Dress should not be shorter than 2” above the knee.</p>	<ul style="list-style-type: none"> • White • Black • Navy • Khaki • Gray 	<ul style="list-style-type: none"> • Light Blue • Light Yellow • Light Pink • Red
<p>Jumpers</p> <p>Jumpers should not be shorter than 2” above the knee.</p>	<ul style="list-style-type: none"> • Black • Navy 	<ul style="list-style-type: none"> • Khaki • Gray
<p>Skirts and Skorts</p> <p>Skirts and skorts should not be shorter than 2” above the knee.</p>	<ul style="list-style-type: none"> • Black • Navy 	<ul style="list-style-type: none"> • Khaki • Gray
Outerwear		
<p>Coats, snow gear, gloves, hats etc.</p>	<p>May be any color as long as these are worn only outside and not in the classroom.</p>	
Footwear		Must be a SOLID Color
<p>Socks</p> <p>Must be worn at all times unless wearing sandals with closed toes and heel straps.</p>	<ul style="list-style-type: none"> • White • Black • Navy • Gray 	<ul style="list-style-type: none"> • Light Blue • Light Yellow • Khaki
<p>Shoes</p> <p>NO flip flops, sandals that have open toe or without heel straps, lights, wheels, skulls, gang signs, or inappropriate language or images.</p>	<p>Can be any color, pattern, must fit well, and allow for running and playing safely</p>	
Other		
<p>Accessories</p>	<p>Jewelry may be any color and should not cause undue distraction.</p> <p>Make-up may be worn for performances and without being excessive.</p>	
<p>Grooming</p>	<p>Hair must be a natural color, clean, neat, and conservative in style. Bangs should not cover the eyes.</p>	

DRESS DOWN DAY

Students may wear clothes of their choice as long as it adheres to the standards set by C.S. Lewis Academy at the beginning of this section.

Dress down days will be determined by the administration and posted on the School’s website, social media, school calendar, and in the newsletter. Dress down days will be offered for free and at a \$1 cost.

STUDENT ATTENDANCE

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SCHOOL SCHEDULE

Daily School Schedule	Monday-Thursday	Friday
AM Kindergarten	8:15am-11:15am	8:15am-10:45am
PM Kindergarten	11:45am-2:45pm	11:00am-1:30pm
All Day Kindergarten-6th Grade	8:15am-2:45pm	8:15am-1:30pm
<i>Students must not arrive before 7:45am. Students must be picked up by 3:05pm Monday through Thursday and by 1:50pm on Friday.</i>		
Front Office	7:30am-3:30pm	7:30am-2:00pm
Front Office Telephone: 801-754-3376		
Front Office Email: info@cslewisacademy.net		
Meal Schedule		
Breakfast	7:45am-8:05am	7:45am-8:05am
Lunch	11:10am-12:45pm	11:10am-12:45pm

ARRIVAL AND DISMISSAL

Arrival: Students will not be permitted in the school building prior to 7:45 a.m. Students are to be dropped off in the drop-off zone. (see drop-off/pick-up procedure)

Dismissal: At the end of the school day, all students must be picked up by 3:05 p.m. (or 1:50 p.m. on Friday), except students who participate in school sanctioned after-school activities. Siblings of students participating in afterschool activities must be picked up by 3:30. Students are to be picked up in accordance with the school drop

MAP

DROP OFF AND PICK UP PROCEDURES

- All vehicles MUST enter through the front approach located on SR 198 and pull forward having students exit from the passenger side of the vehicle.
- You may not drop your students off prior to 7:45am as they will be unsupervised outside until this time.
- Students can be dropped off anywhere along the sidewalk. Do not drop your students off on SR 198 or Cherry Lane to walk onto the school grounds, there will not be any supervision at this time. All students must be walked across the parking lot by a parent to the sidewalk if they get out of cars in the parking lot.
- Please have your students ready to exit the vehicle as soon as you move into the drop off zone to help expedite a quick drop off period and to alleviate congestion. If your student is unprepared to exit the car please pull through to the parking lot.
- **Please Do Not Park in the Drop Off Zone.** If you need to exit your car, please park in the parking lot and then enter the school.
- Students will need to wait in the lobby until the first bell rings at 8:00 if they are not eating breakfast. The next bell will ring at 8:15am.
- The late bell rings at 8:20. If your child is not in the building by this time they are TARDY and you will need to excuse their TARDY by sending a note in with your student, physically coming in and verbally excusing them, or calling the front office before your student walks in the door. **If your student walks in the school without one of these options they will be marked TARDY.**
- If your student is more than an hour late (after 9:15) you will need to come in the office and sign them in or they will be marked absent.

- For pick up, cars may begin lining up at **2:30pm** on Monday-Thursday and **1:15pm** on Friday. All parents **MUST** enter through the front approach located on SR 198.
- **DO NOT** pick up in the parking lot unless you are coming into the school and walking them out.
- **Never have your students walk between cars to be picked up in the left lane.**
- Students with the last names starting with letters **A-S** will line up with their advisor on the north side of the building, while groups **T-Z and Kindergarten** will line up in front of the building. **Load students into your car from the sidewalk; DO NOT have them go around to the other side.**
- If you are picking up students grouped A-S, you may pass along the left of those loading, turn right down the north of the building to pick up your students. You **DO NOT** need to wait for the car in front of you to move. You may go directly to the letter group, pull up alongside the curb, load as quickly as possible and exit.
- If you are picking up students grouped T-Z, and/or Kindergarten, you may drive directly to the letter group load as quickly as possible, then pull into the left lane, turn right down the north side of the building and exit as usual. **DO NOT park in the left lane and have children cross traffic to load.**
- All Day and PM Kindergarten Parents: Your children will all be with the Kindergarten teachers at the first pick-up location. If you have additional students to pick up, you may have them join the KINDERGARTEN group and pick them up there. AM Kindergarten students will be picked up in front of the building with their teacher/advisor.
- **You must arrive at the school to pick up your students no later than 3:05pm Monday-Thursday and on Friday by 1:50pm.**
- Students who have not been picked up by 3:05 are considered “late pickup” and will wait in the front office of the school. **Students must be picked up within 15 minutes from the time school gets out. If you have an emergency and will be late in picking up your students you must call the main office to notify the administrators. If students are picked up after late pickup time more than 3 times in a month, parents will be called in to speak with the School Director.**
- If you have an older child or relative picking up, please review these procedures with them.

SAFE WALKING POLICY

C. S. Lewis Academy cannot assume liability for students unless they are on school grounds. Students who walk **MUST** have a note on file in the office stating who is walking. This will help us know who should be walking from campus and who we need to maintain supervision for.

For those students who would like to walk or ride bikes to school, the following are things they should be aware of. Please review them with your children.

- Parents, please review your children’s walking/biking route with them and teach them to be safe!
- Your route to school may have stretches with no sidewalk, and/or intersections with no crossing guard. Please use caution, stay well off the street, and cross only after looking both ways. Bikers, remember to wear a helmet and stay to the far right side of the street.
- Please do not walk/bike alone if possible. Avoid talking to strangers, and never approach their cars. Scream and run away if you feel you are in danger, and tell a safety officer, another mother with kids, or your teacher at school what happened.
- Once on school grounds please walk your bike, staying on sidewalks. The bike racks are in the front of the school.

BICYCLES

BUS TRANSPORTATION

See Student Transportation and Fees and Waivers Policies for more information.

C.S. Lewis Academy offers bus services to all students whose family desire said service. Families will be charged a reasonable fee for using the Academy's bus service. The bus fee will be determined by the school Director and included in bus forms and agreements.

All students are eligible to apply for a position on the bus. Space may be limited and it is up to the discretion of the Director who will ride the bus based on student need and availability. C.S. Lewis Academy will provide families with the appropriate forms for fees and student conduct before the school year begins.

Bus routes shall be established by the Director and a committee of employees or the Executive Committee. Every effort shall be made to create yearly routes to accommodate all children utilizing the school's transportation system. Routes and stops will be organized based on student location, quality of roads, and student population in the area. The Director and committee will work to update bus stops and routes as frequently as is necessary. Bus use is an important aspect of public education and the school will make every effort to accommodate all children needing transportation.

Bus fees will be determined yearly by the Director and included in the Bus Fee Agreement form. Fees may be reduced or waived according to the Fees and Waivers policy. Bus Fee Waiver form must be obtained by the parent/guardian and completed and submitted no later than a week prior to the first day of service. Delinquent fees will be assessed and students that have not paid the previous year's bus fee will be denied transportation until that fee and the current school year's fees are paid in full.

See the Fees, Waivers, & Forms Section for the Bus Fee Agreement and Bus Use Agreement Forms.

FIELD TRIPS

See Attendance Policy for more information.

Off campus excursions can enhance the quality of educational experiences and provide a link between school and the community to assist staff in relating ideas and theories of the classroom to practical applications.

For kindergarten, first, second, and third grades there must be one chaperone for every five (5) student participants. For fourth, fifth, and sixth grades there must be one chaperone for every eight (8) participants. Designated chaperones must be 18 or older to provide adequate supervision. At all times students must be accompanied by teachers and chaperones. Chaperones are to stay with the field trip group for the entire duration. Any deviation from this must be accounted for and additional chaperones must be included in the plan. Every effort should be made to follow chaperone guidelines. In cases where it is difficult to provide the needed chaperones teachers will take such concerns to the Assistant Director for further guidance. Chaperones must sign a Volunteer Confidentiality Agreement. Teachers are to be included as a field trip chaperone. Parents, with or without other children, may be invited to the field trip as long as they use their own transportation and funds and not cause undue distraction from the purpose and goal of the field trip.

Anticipated expenses will be covered by C.S. Lewis Academy and students may not be charged for participation in field trips.

Students using school transportation must review appropriate bus behavior prior to embarking on the field trip. Every effort will be made to contact state and local officials in case of travel or weather hazards that could cause undue stress or harm to the students.

Within their plan, teachers should list student clothing requirements and whether or not students will wear their uniform, best dress, or dress down. Cold weather gear may need to be listed as well as sunscreen. Student nutritional needs will be addressed by requesting a home lunch or school lunch count as well as allowing students to bring snacks and a water bottle from home unless provided for them by the teachers or school. Every effort must be made to eat within 30 minutes of the students' regularly scheduled school lunch time. Students with special educational or medical needs must be listed in the plan and accommodations made for their circumstances including but not limited to a trained individual to dispense

medication or an aide assigned to the student in need. Student needs may be listed in their IEP or 504 plan and must coincide with IDEA. Students should not be expected to exert themselves more than is usually acceptable during the regular school day or that is acceptable for their age and health.

Overnight field trips are not permitted unless special circumstances arise at which time the plan must be reviewed and approved by the Board of Trustees. Teachers will review appropriate behavior for the bus and field trip location prior to departure. They may review disciplinary measures with students and chaperones. Students must stay with the field trip and may not leave under any circumstances including disciplinary reasons unless prior written consent is given by a parent or guardian. The School is not liable for any mishap while students are being transported by a parent or guardian in their own vehicle. C.S. Lewis Academy will not require or force staff members or students to participate in field trips and will not penalize them for their choice.

ATTENDANCE

See Attendance Policy for more information.

*For complete attendance policy, please visit our website at cslewisacademy.net or inquire at the front office.

It is very important for students to be in class consistently. C.S. Lewis Academy believes that consistent attendance teaches responsibility and helps students form good habits. Students learn the value of being punctual and prepared. Frequent absences result in a loss of continuity in instruction. Also, frequent absences and tardiness prove disruptive for students, teachers, and staff.

- **Tardy** - If your student is not inside the school building by the late bell at 8:20 he/she is tardy and will need to get a tardy slip at the front office before proceeding to class. You can call ahead to the front office, send a note with or come in with your student to excuse his/her tardy, otherwise it is considered an unexcused tardy.
- **Absence** - An absence needs to be reported within 2 days of the day the child is absent. Please call the office and talk with or leave a message for the secretary, email the secretary at jsiemer@cslewisacademy.net or send a note with another child in the family. Student attendance is governed by the rules and regulations of the Utah State Education Code (Rule R277-607 Truancy Prevention). **If your student is an hour or more late for school you must sign them in at the front office or they are marked absent.**

Expectations: In order for students to increase their chances of academic success and to stay in good standing with the school, students should exhibit the following behaviors:

- Be in class on time and ready to learn.
- Be checked out by a parent/guardian in the front office when leaving school during the school day. Students who are returning to school must be checked back in at the front office.
- Be responsible for meeting with teachers to obtain any assignments missed during excused absences.
- Be in attendance at school if they are participating in an after school athletic game, dance, or activity. If students are not in attendance during the day, they may not participate in the after school activity.

Definitions:

1. **"Absence"** means a student's non-attendance at school for one school day or part of one school day. **"Valid excuse"** or "excused absence" means an absence resulting from:

- a) An illness;
- b) A death of a family member or close friend;
- c) A documented medical appointment;
- d) A family emergency;
- e) An approved school activity;
- f) A preapproved extended absence for a family activity or travel, consistent with school policy;

2. **"Truant"** means absent from school without a valid excuse.

Therefore, a student is considered "truant" when he or she is absent from school without a valid

excuse. With this in mind, absences due to hunting, shopping, babysitting, skiing, working, skipping (sluffing) school, etc., are not valid excuses for being absent from school. When this occurs, a student is truant.

Checking Out of School Early: Students should not leave the school grounds from the time school begins in the morning until it ends in the afternoon. We encourage parents not to take their child out of school early as it disrupts the learning process that can only take place in the classroom. All doctor and dentist appointments should be scheduled during school breaks or on Friday afternoons. If your child needs to be released early during the school day, please follow these procedures and regulations:

- Please enter through the front doors and check in at the office. Sign the student check-out form and the office staff will call your child from class to leave with you.
- **Your child can only be released to persons authorized by the parent or guardian on the registration form. Photo identification may be required. This is for student safety.**
- The school must have a copy of any legal documents indicating specific instructions in order to deny rights to parents/legal guardians.
- Students cannot walk home alone or meet you outside the school during school hours. Please arrange to pick-up your child.

CHILDREN/SIBLINGS AT SCHOOL

Children who accompany a parent to school must be under direct supervision at all times. Parents are responsible for supervising their children during parent meetings, book fairs, assemblies, weekends or any school activity. Parents may not have a sibling go to another sibling's class. For complete Parent Employee/Volunteer policy please visit our website at cslewisacademy.net or inquire at the front office.

STUDENT VISITORS

To provide for a safe environment, students are not allowed to have student visitors attend school with them at any time during school hours. This also applies to after school activities unless otherwise specified. A school administrator must approve all exceptions.

MAKE UP WORK AND LATE WORK

- *Make-up Work Grades 4-6*
Make-up work is permitted for students who have "excused" absences. It is the responsibility of the student to obtain the make-up work from the teacher. Make-up work must be completed within 2 school days of the student's return to class for each absence. Any make-up work turned in later than the allotted time will drop in possible points by 5% per day, with a maximum point loss of 80% per assignment.
- *Late Work Grades 4-6*
Homework is due on the date designated by the teacher. C.S. Lewis Academy recognizes that extenuating circumstances do occasionally arise which do not allow the work to be completed on time. In these cases late homework is due within 2 school days of the original due date. Any late work turned in later than 2 days after the due date will drop in possible points by 5% per day, with a maximum point loss of 80% per assignment. To better facilitate the completion of this work, these students will remain in class during recess periods until the work is complete.
- *Make-up Work Grades K-3*
Make-up work is permitted for students who have "excused" absences. It is the responsibility of the student to obtain the make-up work from the teacher. Make-up work must be completed within 5 school days of the student's return to class for each absence. Any make-up work turned in later than the allotted time will drop in possible points by 5% per day, with a maximum point loss of 80% per assignment.
- *Late Work Grades K-3*
Homework is due on the date designated by the teacher. C.S. Lewis Academy recognizes that extenuating circumstances do occasionally arise which do not allow the work to be completed on time. In these cases late homework is due within 5 school days of the original due date. Any late work turned in later than 5 days after the due date will drop in possible points by 5% per day,

with a maximum point loss of 80% per assignment. To better facilitate the completion of this work, these students may be kept in class during recess periods until the work is complete.

WITHDRAWAL AND TRANSFERRING STUDENTS

If a student is transferring to another school, the parent/guardian must fill out a Transfer/Exit Status Form as well as a Student Checkout Sheet with signatures of Teacher, Librarian and Lunch Specialist stating all textbooks and library books have been returned or replacement fee has been paid and student's lunch balance is \$0. If a student has a credit in their lunch account a reimbursement check will be mailed to the parent's current address within 14 days of withdrawal date. Student transcripts and health records will be forwarded once requested from the new school. Official school records cannot be sent with the family. In order to facilitate transfer of records, students not returning the next year need to withdraw prior to June 30th.

STUDENT BEHAVIOR

In this Section

Academic Honesty0
Personal Property0
Expected Behavior0
Bullying Policy0
Discipline Policy0

ACADEMIC HONESTY

Honesty is expected in all academic endeavors. The honest academic work of a student reflects his/her unique, independent thoughts while also crediting other people who helped shape the development and expression of his/her ideas. Cheating is academic dishonesty and includes copying other’s work on tests or homework. Plagiarism is a form of cheating and includes taking another person’s work or ideas and using them as your own. Students must fully understand the concepts of cheating and plagiarism. When in doubt, ASK.

Some examples of plagiarism:

- Paraphrasing text from a book or web site without citing
- Cutting and pasting or copying text without quoting
- Copying and using an image without saying what it is and where it was found
- Using an online translator instead of completing your own required translation
- Submitting a paper written by a parent or tutor without acknowledgement

Elementary School is a time to learn proper procedures for academic behavior, writing, and research. C.S. Lewis Academy teachers will help you learn and apply the rules. Their goal is to teach students the basic standards now, so that they can apply what they know with greater skill.

Students involved in cheating, as determined by their classroom teacher, will automatically receive a "0" grade for the assignment. The Administration will be notified with a referral from the teacher. Additional disciplinary action may occur in accordance to the school discipline policy. Such consequences may include but are not limited to: missing class parties, field trips, or extra-curricular activities. Repeated offenses may result in suspension. For allegations made without merit any grievance should begin at the party directly involved, i.e. teacher, aide, etc. in accordance with the parent grievance procedure.

PERSONAL PROPERTY

Confiscated Items

Any item determined by faculty/staff to be a distraction or danger to the students or learning environment may be confiscated. A parent will be contacted and may pick up the item from the front office. Any item confiscated more than once during the school year, may be kept by the Administration until the end of the school year and picked up by a parent at that time.

Electronic devices

*For complete electronic devices policy please visit our website at cslewisacademy.net or inquire at the front office. Electronic devices including but not limited to cell phones, mp3 players, handheld games, cameras, etc are not allowed in the student's possession during school hours. Any devices brought to school must be checked in at the office before school and picked up after school. Teachers may give special permission for use and/or possession of said devices for certain events, activities, or academic programs with the approval of the Director. Students with IEP's or 504's may use said devices ONLY as stipulated and directed in their IEP or 504 in a way that is conducive to, and in harmony with, the learning environment. The misuse or possession of a device will constitute a violation of the school Discipline and Behavior Policy under the "Minor Discipline" classification and is subject to the disciplinary procedure set forth in that document. In addition, the student will be required to relinquish the device to the School Director until a parent comes to claim it.

Forget Something?

If your student forgets something from home and you are delivering it to the school, please leave it with the front office. We must respect the teaching time of the teacher and the students so interruptions are minimized.

Items from Home

The school cannot assume responsibility for any items brought to school. We ask parents to be observant in making sure that when valuables are brought to school, they are brought to the teacher for safe keeping. Valuables should never be left in the students' desk. If you feel your property has been stolen, contact an administrator; however, there is no guarantee your property will be recovered.

Lost and Found

Parents/guardians are encouraged to write their student's name on any personal belongings coming to school. Unclaimed lost and found items will be donated to charitable organizations following Parent/Teacher Conferences in November, January, and March as well as at the end of the school year.

Telephone Use

Students may only use the office telephone if necessary for emergencies. Any student feeling sick and needing to call their parent/guardian must call from the front office phone.

Theft

C.S. Lewis Academy does not assume responsibility for loss, theft, robbery or burglary of any personal property brought to the school or left overnight by any individual, student, teacher, faculty, staff or visitor. C.S. Lewis Academy staff cannot be custodians for any valuable property and does not assume responsibility for any personal items.

Parents have the right to request and receive information on the qualification of their children's teachers

Animals in School

*For complete policy please visit our website at cslewisacademy.net or inquire at the front office

During school hours, no animal will be brought to school without prior authorization. Students must obtain permission from their teacher who will, in turn, send parent/guardian permission slips home to each student in their class at least 24 hours in advance of the animal arriving at school.

Any animal brought to school must remain under control of the responsible adult at all times. The animal will be contained on a leash or in suitable carrier. This applies to days when school is in session, prior to the start of school and for an hour after school is dismissed.

EXPECTED BEHAVIOR

See Discipline and Behavior Policy for more information.

The discipline policy and procedures aim to support students in their efforts to become productive, innovative, cooperative, and high-achieving students. C.S. Lewis Academy expects student behavior to be as follows:

- Each student has the responsibility to manage his/her own academic and social behavior.
 - Each student must acknowledge his/her personal responsibility for his/her words and deeds.
 - Each student has the responsibility to develop the motivation to learn and to realize goals through effort and reflection.
 - Each student has the responsibility to develop and utilize organizational, interpersonal, and intellectual skills to solve, resolve or manage academic, social, and personal problems.
 - Each student has the responsibility to contribute positively to the safety and ethos of the school community.
 - Each student must respect others by acknowledging his/her own and others' dignity.
 - The Administration, teachers, and staff at C.S. Lewis Academy have a responsibility to give significant support to help students achieve their academic and behavioral goals, and to cultivate the safety and ethos of C.S. Lewis Academy community.
 - The Administration has the responsibility to provide training for its teachers, staff, and volunteers specific to the disciplinary policies and procedures of C.S. Lewis Academy.
 - The Administration has the responsibility to provide training for its teachers, staff, and volunteers related to overtly aggressive student behavior, bullying, hazing, harassment, the development of students' social skills, and constructive interventions and strategies.
 - The Administration has the responsibility to instruct teachers, staff, and volunteers on the reporting and documentation of disciplinary incidents and on the discipline or actions that may result if teachers, staff, and volunteers fail to do so.
 - Parents have a responsibility to teach students appropriate conduct and to support the disciplinary measures of the school.
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- *Assembly Behavior:* Assemblies are planned for student learning and enjoyment. Students are expected to be orderly while entering the gym and sit with their classes. Students who disrupt assemblies will be given a warning, and if behavior continues, students will be removed and may not be permitted to attend future assemblies.
 - *Bus Behavior:* We may have field trips that involve transportation on a bus. The bus is an extension of the classroom; therefore, all school policies concerning student behavior will apply on the bus. Student safety and respect for others are our main concern while riding on a bus. The following are bus rules and regulations:
 - remain seated and quiet while the bus is in motion,
 - only use appropriate physical contact,
 - be respectful,
 - keep arms, legs, and other objects inside the bus.
 - *Cafeteria Behavior:* Students must maintain an orderly behavior for the cafeteria. Students are responsible for cleaning the area where they eat. Throwing food, dripping items on the floor, and

making messes are not appropriate behaviors in the cafeteria. Students must sit at tables to eat and drink. No food or drink may be eaten in school hallways, on the playgrounds, or in teachers' room other than for approved activities. Upon finishing lunch, each student will pick up his/her area, properly dispose of all trash, and exit the cafeteria doors. Students are not allowed in the school halls during lunch.

- *Classroom Time:* Students are to be in class on time each day. Students must be prepared for class with necessary supplies and completed assignments. Students will be active participants in class. Students will respect the learning environment and activities of the classroom.
- *Field Trip Behavior:* Field trips are an opportunity to help students make connections between the classroom and the wider community. Since field trips take place during the school day, it is the expectation that students follow all school policies concerning student behavior, while on a field trip. Students must maintain dress code for field trips, unless otherwise indicated (see dress code policy). In addition, student safety and respect for our community are the utmost concern; Improper behavior may result in the cancellation of future field trips. The following are general field trip expectations and guidelines, although each individual field trip has unique hazards and will therefore constitute varying expectations.
 - Students must stay with their assigned group throughout the field trip.
 - Students shall respect personal and public property.
- *Hallway Behavior:* Hallway behavior includes the time before school, between classes, during class, and after school. Behavior that is appropriate for the hallways includes but is not limited to: walking, quiet and calm voices, appropriate physical behavior, and demonstrating respect for you, others, and school property at all times. All school rules are to be followed whenever students are in hallways.
- *Recess:* During recess and lunch, students must remain within the fenced playground. Students are to listen to, and respect all adult supervisors and staff as well as parents, on the playground. Students may not leave the assigned playground or indoor recess area without permission from the adult on duty at the time. Students are responsible for any sports equipment taken outside. Such equipment is to be returned when recess time is over. If a ball or equipment goes onto a roof or off the playground, the teacher or adult on duty will inform the office to arrange for retrieval. Tackle football, "keep away", or similarly aggressive games that involve physical contact are not allowed on school grounds. No snowballs are to be made or thrown on or near school property, and will result in discipline. Safety rules for the playground and playground equipment are based on the following, which are prohibited: fence climbing, walking on the slide, throwing rocks/stones/mulch/wood chips, and shoving or pushing at any time.

BULLYING, CYBERBULLYING, HARRASSMENT, AND HAZING

See Bullying, Cyberbullying, Harrassment, Hazing, and Retaliation Policy for more information.

Bullying, cyberbullying, harassment, and hazing of students and employees are against federal, state and local policy, and are not tolerated by C.S. Lewis Academy. C.S. Lewis Academy is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, C.S. Lewis Academy has in place policies, procedures, and practices that are designed to reduce and eliminate bullying, cyberbullying, harassment and hazing— including but not limited to civil rights violations—as well as processes and procedures to deal with such incidents. Bullying, cyberbullying, harassment, and hazing of students and/or employees by students and/or employees will not be tolerated at C.S. Lewis Academy.

School officials have the authority to discipline students for off-campus speech or actions that causes or threatens a substantial disruption on campus or school activities, including violent altercations, or a significant interference with a student's educational performance and involvement in school activities. If after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, loss of participation in extracurricular activities, and/or probation. If after an investigation, a school employee is found to have violated this policy, the employee shall be disciplined by appropriate measures up to, and including, termination.

C.S. Lewis Academy will promptly and reasonably investigate allegations of bullying, cyberbullying, harassment and/or hazing. The School will be responsible for handling all complaints by students and employees.

All students, staff, and volunteers at C.S. Lewis Academy will receive annual training from a qualified professional regarding bullying, cyberbullying, harassment, and hazing. Employees, students, and parents must sign a statement annually acknowledging receipt of the Bullying, Cyberbullying, Harassment, Hazing, and Retaliation Policy by September 1 of each year.

DISCIPLINE POLICY

See Discipline and Behavior Policy for more information.

C.S. Lewis Academy seeks to create an environment in which students are willing to test intellectual, physical, and other boundaries in the process of discovery. Such an environment requires that all students be physically safe and free from harassment. The school anticipates that students will, at times, make mistakes and poor decisions in the course of their educational experiences. C.S. Lewis Academy recognizes that these mistakes are opportunities for learning and that the discipline measures of the school can act to support the correction of these behaviors. C.S. Lewis Academy also recognizes that some behaviors require the school to dismiss a student permanently from the school community.

*For complete discipline policy please visit our website at cslewisacademy.net or inquire at the front office.

In accordance with the school motto of instilling accountability, responsibility and respect, the following Discipline Policy has been implemented to help create a school environment which is safe, conducive to the learning process, and free from unnecessary disruption. This policy is designed to guide students in making correct choices and accepting responsibility for their actions as well as maintain a secure and orderly learning environment.

Behaviors that warrant discipline fall into four categories: Think Time, Minor Discipline, Major Discipline, and Mandatory expulsion. Each category has specific consequences and procedures.

Think Time

"Think Time" is a three-strike system, which allows the child to know what to expect and to be in control of their own discipline. The first time a child is not focusing on the assigned task the teacher makes a precision command to the student using "please". If the student persists in not doing the task then the teacher repeats the command using "need". If the student still does not get to work then the teacher simply requests the student go to "Think Time". The student will then leave that classroom and go to a pre-assigned teacher's classroom. Once in the new classroom the student waits for the teacher to acknowledge him/her. The teacher has the student sit in a designated "Think Time" desk and fill out a debriefing form, i.e. What were you doing? What should you have been doing? The debriefing form is reviewed by the teacher and then the student is sent back to class. Upon returning to class, the student waits for the teacher to acknowledge him/her. The teacher takes the form, reiterates the expectation and the student rejoins the class.

This is a highly effective form of discipline. The key is consistency. The behavior expectations are the same in every classroom in the school. The students know in advance what they need to do and the expectation is clear and predictable.

1. Minor Discipline

May include but is not limited to:

- Significant disruption of classroom rules, as defined by individual teachers
- Crude, offensive, inappropriate or hurtful language either spoken, written or in gesture
- Rough housing, violent play, disruptive play or other inappropriate indoor behavior
- Public display of affection
- Disrespect to faculty, parent volunteers, others
- Throwing spitballs, snowballs, rocks, etc.

- Willful disobedience
- Defiance of proper authority
- Violent behavior in action, word or representations
- Misuse of playground equipment
- Minor damage of property
- Violation of any school rules, including cafeteria and playground rules
- Being in unauthorized or off-limits areas
- Unauthorized use of cellular phones, Mp3 players, iPods, laser pointers, and other electronic devices. (See also Electronic Devices Policy)
- Misuse of computers, e-mail or the internet. See also Acceptable Use Agreement (in registration packet)
- Truancy or attendance violations
- Violation of dress and grooming standards. (See also Dress Code Policy)

2. Minor Discipline Procedures

First Offense -Student is sent to the office for an interview with the School Director or his/her designee. The School Director will promptly and thoroughly investigate and document the incident. The incident is logged in the Directors Incident Log. Any student engaging in conduct in violation of this policy will be subject to disciplinary action. Consequences will be firm and fair and correspond with the severity of the infraction. At the discretion of the interviewer, disciplinary action may include, but is not limited to:

- | | |
|--|---|
| ○ Before or after school suspension | ○ Written and/or Verbal apologies |
| ○ In-school suspension | ○ Written explanation of infraction |
| ○ Exclusion from or loss of privileges | ○ Behavior modification plan |
| ○ Exclusion from or loss of extracurricular activities | ○ Assist in keeping the school clean |
| ○ Probation | ○ Other strategies the director deems appropriate |
| ○ Loss of recess privileges | |

Second Offense- Procedure for First Offense is executed along with notification of Parents/Guardian.

Third Offense- Procedure for First Offense is executed, however, incident is logged in the SIS system and Parents/Guardians are required to attend a meeting with the School Director.

Fourth Offense-Procedure for Third Offense is executed, student is suspended for a period of up to ten (10) days and student is placed on probation. If another infraction takes place, student is suspended until the School Board Expulsion Meeting. Student and parent are required to attend the School Board Expulsion Meeting.

3. Major Discipline

- Explicitly vulgar language, comments, drawings, images, or representations, either spoken, gestured, written, texted, or exhibited
- Truancy and attendance
- Theft and/or vandalism or destruction/defacement of property
- Possession or sharing of pornographic material in any form
- Extortion, any form of intimidation, threats and/or bullying
- Fighting/ physical violence
- Plagiarism
- Endangering the safety of others
- Flagrant disobedience/defiance
- Discrimination and harassment (including racial, sexual, religious, disability or any other classification protected by law)

4. Major Discipline Procedures

First Offense- The student is sent to the office for an interview with the School Director or his/her designee. The School Director will promptly and thoroughly investigate and document the incident. The Student will be placed in in-school suspension until parents arrive to take student home. The student will also be suspended for a minimum of one (1) day. Parents/Guardians are required to attend a meeting with the School Director and sign a behavior intervention plan. Student is placed on probation. Offense is recorded in the SIS system. Student is to complete any other tasks as required by the Intervention plan.

Second Offense- Procedure for First Offense is executed, offense is recorded in the SIS system and the student will be suspended until the next scheduled board meeting. The student and parents are required to attend the next scheduled board meeting to attend an Expulsion Hearing.

Should the student be allowed to return to school, all terms of the Behavior Intervention Plan must be met as well as any requirements set forth by the School Board.

Third Offense- Procedure for Second Offense is executed, however, student and parents are required to attend the next scheduled board meeting to attend a Mandatory Expulsion Hearing.

6. Mandatory Expulsion

- The use, possession, sale, gift or distribution of drugs, controlled substances, imitation controlled substances, other similarly harmful substances, drug paraphernalia, anabolic steroids, alcoholic beverages and tobacco products as defined in section 58-37a-3 of Utah State Code
- The use, possession, threatened use or distribution of any real or facsimile (look-alike) firearm (loaded or unloaded), weapon, bludgeon, knife, explosive device, chemical device, noxious or flammable material, martial arts weapon, or other dangerous objects with intent to intimidate another person or to disrupt normal school operations
- The commission of any act which would constitute a crime under federal, state, or local law.
- Engaging in any gang activity
- Repeated Major Discipline Infractions

7. Expulsion Procedures

The School Director has authority to suspend students. Expulsion is authorized by the School Board through an Expulsion Hearing conducted at the monthly board meetings. If student and parent/guardian fail to attend an expulsion meeting, the findings, requirements, decision and minutes of the meeting will be mailed to them, and the school will proceed with the requirements set forth in the hearing. Future enrollment of expelled students, or any students expelled from district or other charter or private schools will be determined at the discretion of the School Board. See Utah Code 53a-11-904

8. Reciprocity and Enrollment

It is the practice of C.S. Lewis Academy to recognize and honor disciplinary action imposed upon a student by other schools and school districts. Accordingly, C.S. Lewis Academy will not enroll a student who is currently under suspension or expulsion from another district or school. In addition, a student may be denied admission to C.S. Lewis Academy on the basis of having been suspended or expelled from another school district or school during the preceding twelve (12) months.

STUDENT HEALTH & SAFETY

	Nutrition & Physical Education Wellness Policy.....0
	Lunch.....0
	Snacks.....0
	Birthday & Holiday Celebrations.....0
In this Section	Accidents & Illness.....0
	Health & Related Issues.....0
	Medication.....0
	Self-Administered Medication.....0
	Emergency Procedures.....0

NUTRITION AND PHYSICAL EDUCATION WELLNESS POLICY

See Nutrition and Physical Education Wellness Policy for more information.

To optimize student performance potential, C.S. Lewis Academy supports an environment where children have access to healthy food and regular physical activity. C.S. Lewis Academy works to ensure students have access to healthy foods throughout the school day, receive quality nutritional and physical education, and have opportunities to be physically active.. School staff are encouraged and supported in practicing healthy nutrition and physical activity behaviors in and out of school.

C.S. Lewis Academy is committed to ensuring that all foods and beverage available to students on school campus during the school day support healthy eating. USDA Smart Snacks will be included in school meals and snacks. Food served through the school lunch program shall meet or exceed the federal regulations and guidelines for reimbursable school meals. Meals will include plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk. Meals will be low in saturated fat, moderate in sodium, have zero grams trans-fat per serving, and meet the nutritional and caloric requirements of students. Other food items on school grounds and at school-sponsored activities during the instructional day should include healthy snack options.

To promote hydration, free, safe, unflavored drinking water will be available to all students through the school day through water fountains and by allowing students to bring and carry approved water bottles filled only with water.

School menus will be given to the public through at least two of the following sources: the School's website, social media, text alert, email, or newsletter

C.S. Lewis Academy staff will teach, model, encourage, and support healthy eating for all students. Staff will provide nutrition education and engage in nutrition promotion that is designed to provide students with knowledge and skills necessary to promote and protect their health.

Students will have opportunities throughout the day to wash or sanitize their hands before eating. Staff members are encouraged to use healthy food options for classroom and school celebrations and parties including non-food celebration ideas. Foods and beverages will not be used as the primary reward or incentive. Food and beverages may never be withheld as punishment for any reason.

Physical activity will include regular instructional physical education as well as recess. All students will be provided equal opportunity to participate in physical education classes. Staff will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All Students will receive instructional physical education for at least 30 minutes per week. At least 15 minutes of outdoor recess will be offered every school day. For younger grades, kindergarten through second grade, 25 minutes of outdoor recess will be offered every school day. Exceptions to this include but are not limited to early release, late arrival, and inclement weather. Parents may send a note to school to preclude their child from physical activity when health or physical concerns arise. The administration will determine when weather is too hazardous for students to have outdoor recess. Weather conditions considered hazardous include but are not limited to hail, freezing rain, heavy rain, strong wind or wind chill, temperatures below 30 degrees, and low air quality. In the event that the School must conduct indoor recess, teachers and staff will follow indoor recess guidelines that promote physical activity for students, to the extent practicable.

Physical activity during the school day, including but not limited to recess, classroom physical activity, breaks, or physical education will not be withheld as punishment for any reason. Parents will be given opportunities to volunteer during outdoor activities such as recess as a monitor and during physical education.

The public will be notified of this policy, committee, opportunities to participate in the committee, and policy assessments and reviews through at least two of the following methods: the School's website, social media, text alerts, email, and newsletter.

LUNCH

- Students have the option to buy breakfast and lunch at school or they will need to bring lunch from home.
- Breakfast and Lunch Menus will be sent home every month and will be posted on our website.
- Breakfast is served from 7:45am to 8:05am and Lunch is from 11:10 to 12:45, depending on grade level.
- Microwaves will be available for the students to warm items brought from home.
- If your student forgets lunch they will be allowed to call home. If a lunch is unable to be dropped off during their lunch period, they will be permitted to charge a school lunch. Students will be permitted a negative balance for short periods of time. Negative balances will not be permitted as of May 1st in order to collect unpaid balances before the end of the school year.
- Payments on lunch accounts can be made before or after school or in the lunch line.
- Applications for free or reduced lunch can be obtained at the front office and must be filled out every year.

SNACKS

Students in AM and PM Kindergarten, 1st and 2nd grades will have a snack time during the day. Students in Extended day Kindergarten will have two snack times. Please be aware that the children need to bring their own snacks from home.

BIRTHDAY AND HOLIDAY CELEBRATIONS

If your child is celebrating a birthday or the class is celebrating a holiday, you may bring treats to the classroom after arranging it with the teacher. To stay in compliance with state and local food safety and sanitation regulations, **all treats must be store bought**. Also, please be aware that students may suffer from many different food allergies, so please speak with your child's teacher in advance to determine the best treat to bring to ensure every student feels included.

ACCIDENTS AND ILLNESS

Students involved in minor accidents such as skinned knees will be cared for by school personnel. The wound will be cleaned with Peroxide and/or Neosporin. Wounds will be covered with a bandage. Please check the wound when your child arrives at home. If it is necessary for a child to be sent home because of an accident or illness, the parent or emergency contact listed on the registration form (if the parent is unavailable) will be notified to pick up the child. If the parent or emergency contact cannot be reached, the principal or designee will decide what to do. The school will call 911 any time there is a major problem.

The school is required to have the following information on file:

- Names of parents or guardians
- Complete and up-to-date address
- Current home phone and work phone numbers
- Name and phone number of relative or friend (for emergencies)
- Physician's name and phone number
- MEDICAL ALERT information (Allergies, medications, health information that may affect the child's participation in any school activities.)

This information is critical, and parents MUST notify the school if this information changes. Also, State law requires students be current on immunizations before they can attend school, unless exempted by the county health department.

HEALTH AND RELATED ISSUES

If your child has had a fever, has vomited or had diarrhea, or has had any rash that may be disease related or if you do not know the cause, the child should stay home until you have been able to check with your family physician.

Becoming Ill at School

If a student becomes ill at school, every effort will be made to contact the parents who should be available to come check the student out at the office and take the student home. We require that you, or someone you designate, pick up your child.

Chronic or Serious Conditions

Chronic or serious conditions such as diabetes, epilepsy, asthma, etc., which could conceivably require emergency treatment, should be brought to the attention of school personnel immediately and noted on the registration card. The parent should also inform the child's teacher of any medical conditions.

Injuries

Students involved in minor accidents such as skinned knees will be cared for by school personnel. The wound will be cleaned with Peroxide and/or Neosporin. Wounds will be covered with a bandage. Please check the wound when your child arrives at home. If it is necessary for a child to be sent home because of an accident or illness, the parent or emergency contact listed on the registration form (if the parent is unavailable) will be notified to pick up the child. If the parent or emergency contact cannot be reached, the principal or designee will decide what to do. The school will call 911 any time there is a major problem.

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- Physician's name and phone number
- MEDICAL ALERT information (Allergies, medications, health information that may affect the child's participation in any school activities).

This information is critical, and parents MUST notify the school if this information changes. Also, State law requires students be current on immunizations before they can attend school, unless exempted by the county health department.

MEDICATION

See Administration of Medication to Students Policy for more information.

Trained C.S. Lewis Academy staff will administer medication to students if the following requirements are met:

- The parent/guardian has given the school written permission to do so.
- Documentation has been provided that a licensed physician has prescribed the medication, with the method, amount, and time schedule for administration. This will be kept in the student's file. Written permission will need to be revised on an annual basis and if medication changes are made.
- Medication must be brought in by a parent, not the student, and in the prescribed container that indicates the type of medication, the dosage, time to be administered, and the student's name.
- Each pill will be counted by school personnel in the presence of the parent/guardian of the student. The medication will be stored in a locked safe. School personnel will administer the student's medication and keep a record of each occurrence.
- During off-campus excursions, such as field trips, the student receiving medication may receive his/her medication from the classroom teacher or bus driver, who will be trained by school personnel and/or the parent. The parent/guardian will provide an extra prescription bottle with only the amount of medication needed for the off-campus excursion.

SELF-ADMINISTERED MEDICATIONS

- The student's parent or guardian must sign a statement authorizing the student to self-administer asthma medications, diabetes medication, and epinephrine. Parents and guardians must sign a letter that acknowledges that the student is responsible for, and capable of, self-administering these medications.
 - Self-administered diabetes medications, asthma medications, and epinephrine may all be self-administered by a student if a parent or guardian gives written permission with a Self-Administration Medication Form. These forms can be found at the front office.

- Authorization should be given to administer a medication in an emergency to the student.
- Students are permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration. Spray sunscreen is prohibited.

EMERGENCY PROCEDURES

See Emergency Procedure and Response Policy for more information.

In all emergencies, the welfare and safety of students and staff is the number one priority. The Plan shall contain information concerning the following: training, intervention, preparation, response, procedures, and post-emergency issues.

- At the beginning of each school year or more often if needed, the Director shall review the Plan with staff, students, parents, and appropriate community agencies.
- C.S. Lewis Academy shall use measures which assure that school children will receive emergency preparedness training and identify the resources and materials available and needed for training.
- School children shall be provided with training appropriate to their ages in rescue techniques, first aid, safety measures appropriate for specific emergencies, and other emergency drills.
- During each school year, C.S. Lewis Academy shall be in compliance with the number of required fire drills: the school shall have one during the first two weeks of school followed by one per month. In addition, C.S. Lewis Academy shall conduct at least one annual drill for school violence emergencies.
- Appropriate notification time measures have been put into place to notify parents/guardians via social media and a schoolwide texting alert system in the event of an emergency for rapid notification to communicate all safety threats to the public.
- The School shall establish a procedure for school evacuation, evacuation routes, and assembly points to assure reasonable care and supervision of students until responsibility has been affirmatively assumed by parents or other responsible parties. Special provisions and supervision shall be made for the disabled students. Release of a child, at other than regularly scheduled hours, is prohibited unless the parent or another responsible person has been notified and has assumed responsibility for the child.

As an important safety precaution, fire, earthquake and other emergency drills are held at regular intervals as required by law. Instruction in safety procedures is given in all classrooms by the teacher at the beginning of the school year and reviewed periodically. Also, a campus exit route map is posted in each classroom.

In the case of an emergency, C.S. Lewis staff will stay at the school until the emergency is over and all children are safe. The Staff has been given specific procedures to follow. C.S. Lewis Academy feels that the safest place for children in an emergency during the school day is on the school campus itself, under the supervision of trained personnel.

In the event of a school emergency, there are three basic responses that the students will be involved with: 1) school evacuation, 2) lockdown, and 3) drop, cover and shelter. Throughout the year, students and faculty will be involved in various drills that will thoroughly cover the responses. Parents who are on campus at the time of any safety drill are expected to follow all safety procedures, modeling appropriate behavior for the students.

C.S. Lewis Administration, Teachers and Staff have received a copy of the School Emergency Preparedness Plan and additional training to assure proper implementation. C.S. Lewis will NOT send

students home in an emergency. They must be checked out by a parent/guardian or other designated individual on the registration form. (Photo identification may be required.) C.S. Lewis has designated a primary and secondary location for evacuation, as well as an area for parent/guardian to pick up their student(s), should an emergency situation require it. Please make note of these areas and familiarize yourself with each:

Primary Evacuation Site:	Grass area southeast of the building
Secondary Evacuation Site:	City Park one block north of the building
Pick up area:	Gate on the southwest corner of the fence
Secondary Pick up area:	City Park one block north of the building

In the event of a crisis situation, C.S. Lewis Academy will maintain, within ability, communication with the community, parents/guardians, students, faculty and staff regarding the situation using telephone, media or any other means appropriate and available.

FAMILY INVOLVEMENT

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Section

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Visitors & Volunteers0
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PARENT CONCERNS

Parents are always free to bring any problems or questions to the attention of the Administration. It is the policy of the school for parents to first discuss any classroom concerns with their child’s teacher prior to involving the Administration. In almost every instance, frankness and consideration of all points of view can bring an equitable solution. Should questions still remain, the parents are invited to bring the concern to the Administration. Conversely, teachers will communicate with parents any concerns they may have about a student’s progress or behavior. **Any concerns brought to the Administration from a parent will be shared with the teacher.**

VISITORS AND VOLUNTEERS

Entry into the school by volunteers and visitors will only be allowed through the front doors of the school. Visitors and volunteers will be required to call the front office using an intercom system by the front doors to be buzzed through. They will then need to sign in at the front desk and wear a visitor’s badge while at the school. School approved volunteers, spending any significant one on one time with students will need to complete a background check. All volunteers will need to sign the confidentiality agreement and keep it on file in the front office.

A background check is required for any volunteer who will have significant unsupervised contact with any student of C.S. Lewis Academy while on the school campus. Background checks are also required for anyone seeking a position with the Board of Trustees or Parent Teacher Organization (PTO). If a background check for a Board member or PTO position returns with any unfavorable results it is up to the School Director and the Board to make the decision whether it is in the best interest of C.S. Lewis Academy and its stake holders if the individual be allowed to serve in a position on the Board or PTO.

See Background Checks Policy for more information.

Volunteers are under direct supervision of a licensed educator who is responsible for ensuring the volunteer is trained in the above areas. Volunteers are required to report to their supervising

licensed educator if they are notified of a bullying, cyberbullying, hazing, harassment, or retaliation incident among students or if they reason to suspect such an incident. Volunteers are prohibited from engaging in bullying activities themselves and will be asked to leave C.S. Lewis Academy if in violation of this policy.

See Bullying, Cyberbullying, Harassment, Hazing, and Retaliation Policy for more information.

VOLUNTEER HOURS

Studies show that parent participation is directly related to student success. Families are strongly encouraged to volunteer 40 hours per year. Volunteer hours can be worked on campus or worked at home. Arrangements to visit a classroom may be made by contacting the teacher to set up a convenient time. Or you may wish to fulfill your volunteer hours by donating. This can be done on our website or at the front office at the rate of \$7.50 an hour. Every time you volunteer please remember to log your volunteer hours in the Volunteer Binder at the front desk. Any parent who wishes the option to work with students on an individual level must first pass a background check; just inquire at the front office. ***All non-employee adults must sign in at the front office and pick up a visitor's badge upon entering the building and remember to sign out and return the visitor's badge prior to leaving the school.***

DONATIONS AND ANNUAL GIVING

C.S. Lewis Academy greatly appreciates donations from parents, extended family and friends. We are very grateful for monetary donations or donations of educational materials, software, games, books, puzzles, and equipment for our office and classrooms. You can make a donation with your credit card on our website cslewisacademy.net or check with the office for a list of needed items at anytime. Donations can be converted into volunteer hours at the rate of \$7.50/hour. Donations may be tax deductible.

COMMITTEES

PTO (PARENT TEACHER ORGANIZATION)

The PTO is organized for the purpose of supporting the education of children at C. S. Lewis Academy by fostering relationships among the school, parents and teachers. The PTO will gather parental input to meet the needs of the CSLA students and provide a forum for parents' concerns. The PTO will coordinate service opportunities for parents to further the mission of the School.

Any parent or guardian of a student at the School may be a member and shall have voting rights. The director and any teacher employed at the School may be a member and have voting rights.

FEES, WAIVERS, & FORMS

In this Section	Fees & Waivers Policy0
	Bus Transportation0
	Cafeteria0
	Library0
	Forms0

FEES AND WAIVERS POLICY

See Fees and Waivers Policy for more information.

A fee is defined as any charge, deposit, rental, or other mandatory payment in the form of money or goods. Any and all charges related to the National School Lunch Program, such as food or milk, are not considered fees. As required by law, all fees will be set, approved, and published annually by the Board of Trustees.

No fee may be charged in kindergarten through sixth grades for materials, textbooks, supplies, or for any class or regular school day activity, including assemblies and field trips. Students of all grade levels may be required to provide materials for their optional projects, but a student may not be required to select an optional project as a condition for enrolling in or completing the course. Project-related courses must be based upon projects and experiences that are free to all students.

For school activities outside of the regular school day, fees may be charged in connection with any school-sponsored activity, regardless of the age or grade level of the student, so long as participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the day. Items which have a cost associated with them include purchases such as school pictures, yearbooks, or other similar items. Costs associated with these items are not considered to be fees and will not be waived.

Transportation costs for the C.S. Lewis Academy bus system will be determined by the Administration with approval by the Board of Trustees. Those eligible for the National School Lunch Program will also be eligible to have the bus expense to be reduced or waived. Paperwork for reduced or waived fees can be obtained through the school.

C.S. Lewis Academy may make donation requests to supplement the school's limited funds. All donation requests are strictly voluntary. Students may not be excluded from activities or penalized in any way because they did not make donations. At no time will the names of those who did not make donations be revealed, although those who make major donations may be honored. All donations are tax-deductible.

Fees must be waived for the following students:

- Students eligible for free school lunch

- Students who are in state custody or foster care
- Students whose families are receiving public assistance through the Family Employment Program (FEP) from the Utah Department of Workforce Services
- Students who are receiving Supplemental Security Income (SSI)
- Students whose families are financially unable to pay because of exceptional financial burdens beyond the family’s control; these determinations are made on a case-by-case basis by school administration.

C.S. Lewis Academy may request documentation from parents to verify fee waiver eligibility. The fee waiver application process will be handled fairly, objectively, confidentially, and without discrimination. Only school staff with a need and right to know shall be aware of student fee waiver status. The policy shall be administered and waivers shall be granted only by school administration.

Regardless of fee waivers or provisions in lieu of fee waiver, the school may assess charges to students who damage, destroy, or otherwise lose school property. The school may pursue reasonable methods in order to obtain payment for such charges; however, students may not be excluded from school.

BUS TRANSPORTATION FEES

School Bus

- First Immediate Family Member.....\$100.00 per year
- Second Immediate Family Member.....\$ 50.00 per year
- Third Immediate Family Member.....\$ 50.00 per year
- Fourth or More Immediate Family Member.....no additional charge

School Bus, Reduced Price

- First Immediate Family Member.....\$ 50.00 per year
- Second Immediate Family Member.....\$ 7.00 per year
- Third Immediate Family Member.....\$ 7.00 per year
- Fourth or More Immediate Family Member.....no additional charge

School Bus, Free

- Available through lunch program
- Bus waiver available through the office

CAFETERIA

LIBRARY

FORMS

Successful School Year Tips

- Be positive about school.
- Talk to your child's teacher frequently. Together you are a team for your child's academic success.
- Provide a quiet place and a consistent time to do homework. Support your child in homework efforts but refrain from doing the homework.
- Help your child learn his/her address and telephone number.
- Encourage your child to succeed by encouraging his/her best work but do not expect more than your child is capable of doing. Praise your student's effort!
- Encourage your student to communicate with you and the teacher if there are particular difficulties with classmates or peers.
- See that your child gets a good night's sleep and a nutritious breakfast.
- Write your child's name on all personal items brought to school such as coat, hat, gloves, boots, sweater, lunch box, etc.
- Refrain from sending a sick child to school or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children.
- Outside activities will take place when the weather permits, so please dress your child according to the weather. A note from you will be required if your child should remain inside because of a physical condition.