



C.S. LEWIS ACADEMY

Instilling Accountability, Responsibility, Respect

364 North SR 198 Santaquin, Utah 84655
Phone: 801.754.3376 Fax: 801.754.3102

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.

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



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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.

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)



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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.