



Instilling Accountability, Responsibility, Respect

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Family Handbook

Updated Feb 22, 2022

Note: *This document is subject to change without notice. Please refer to hard copy in office and/or website for most current version.*

Mission Statement

The mission of C. S. Lewis Academy (CSLA) 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.

Special Education

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

C.S. Lewis Academy, in providing for the education of students with disabilities enrolled in its school, has in effect policies, procedures, and programs that are consistent with the Utah State Board of Education Special Education Rules (USBE SER) and are as described in this Policies and Procedures Manual.

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.

School Colors

Our school colors are white and navy.

School Hours

Front Office: The front office will be open Monday-Thursday 7:45 a.m. – 3:45 p.m. and Friday 7:45-2:45. The school office can be reached by telephone at (801)754-3376 or by email at info@cslewisacademy.net.

Daily School Schedule

Grades K-6 Mon-Thurs 8:15 – 2:45 p.m.
Grades K-6 Friday 8:15 a.m. – 1:30 p.m.

Students may not arrive prior to 7:45am and must be picked up by 3:00pm Monday thru Thursday and 1:50pm on Friday.

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 others 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 policy.

Accidents or Illness

Students involved in minor accidents such as skinned knees will be cared for by school personnel. The wound will be cleaned and 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 to be current on immunizations before they can attend school, unless exempted by the county health department.

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 a 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.

Transportation to and from school will be the responsibility of the parent/guardian or other adult. Animals are not to be transported on school buses.

No wild animals or protected animals will be purposely brought to the building or on school grounds by anyone other than an authorized or licensed animal handler.

Arrival and Dismissal

Arrival: Students will not be permitted in the school building prior to 7:45 a.m.

Dismissal: At the end of the school day, all students must be picked up by 3:00 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.

Attendance

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

C.S. Lewis Academy recognizes that attendance is a student-parent-school responsibility. We strive to work together with students, teachers and parents in educating and motivating our students to consistently attend class. If intervention is necessary it is our goal to address the issue quickly and help the student return back to class and to complete all assignments.

Procedures for Excusing an Absence

Parents must contact the school and provide the appropriate reason for the absence. Notification may be by telephone, email or by a signed note. All valid excused absences should be excused within five (5) school days following the absence.

Parents are to contact teachers for missed assignments. The assignments must be completed within five (5) days after the student returns to school.

The School Director has the authority to grant exceptions to the above procedures in situations involving unforeseen circumstances.

Utah Attendance Law

Utah Code Ann., 53A-11-101.7(4)

Expected Student Behavior

Any student found not following any of these expected behaviors will be disciplined in accordance with the school discipline policy which can be obtained on the school website at www.cslewisacademy.net or at the front office.

At our school we do the following:

1. Use Nice Words
2. Have a Calm Body
3. Follow Directions
4. Have Nice Hands
5. Finish Work

Birthday Celebrations/Holidays

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.

Board Responsibilities

The responsibility of the board is to act as one governing body in order to determine the mission of the school, articulate and implement the mission statement; select and support the Head of School; ensure effective organizational planning, adequate and effective use of resources; enhance the school's public standing; ensure legal and ethical integrity and maintain accountability; and recruit and orient new board members and assess Board performance. The Board is not responsible for the daily management of the school.

Canceled/Bounced Checks

Checks sent for payment of expenses are subject to a returned check fee.

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.

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.

Discipline Policy-condensed

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

C.S. Lewis Academy recognizes that discipline primarily concerns itself with learning, whether that learning be intellectual, social, interpersonal, emotional, or physical. The school and classroom settings provide a unique forum for opportunities and challenges to students.

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.

Donations/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 at the front office or check with the office for a list of needed items at any time. Donations may be tax deductible.

Dress Code:

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

The School Board has determined by vote that there will be a uniform based dress code at C. S. Lewis Academy (CSLA).

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.

C.S. Lewis Academy staff is responsible to assess the dress of students and this policy in a reasonable manner and use their best judgment in determining whether the student is in violation. 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.

I. C.S. Lewis Academy colors are as follows:

- a. White, black, navy blue, light blue, light yellow, gray, khaki, light pink
- b. Clothes can be any combination of colors including color on color

II. Tops

a. Shirts

- i. Must have a collar
- ii. May be long or short sleeved
- iii. Must be a solid school color: white, black, navy, light blue, light yellow, light pink, red, or gray
- iv. C.S. Lewis Academy logo shirts may be worn every Friday in place of the regular uniform collared shirt

b. Jackets, Vests, Sweaters, Sweatshirts

- i. Must be a solid school color if worn inside school: white, black, navy, light blue, light yellow, gray, or khaki, light pink
- ii. Hooded jackets and sweatshirts in solid school colors may be worn inside school if the hood is not worn
- iii. Outerwear such as coats, snow gear, gloves, hats, and the like can be any color as long as these are worn outside and not in the classroom

III. Bottoms

- a. Pants, shorts, capris, skirts, skorts, dresses, and jumpers
 - i. Jeggings and leggings are not to be worn as uniform pants

- ii. Shorts, skirts, skorts, dresses, and jumpers should not be shorter than 2" above the knee
- iv. Pants and shorts must be a solid school color
- v. Skirts, skorts, jumpers, and capris must be a solid school color
- vi. Collared dresses, such as polo dresses, must be a solid school color: white, black, navy, light blue, light yellow, light pink, red, gray or khaki

IV. Shoes

- a. Can be any color, must fit well, and allow your student to run and play safely
 - i. No flip flops, sandals that have open toe or without heel straps, lights, wheels, skulls, gang signs, or inappropriate language or images

V. Socks, Tights, and Leggings

- a. Leggings and tights should only be worn under a jumper, skirt, or dress
 - i. Leggings and tights must be a solid school color and can not be worn as pants

VI. Grooming and Accessories

- a. Hair
 - i. Hair must be clean and neat
 - ii. Bangs should not cover the eyes
- b. Cosmetics
 - i. Make-up may be worn for performances and without being excessive
- c. Jewelry and accessories
 - i. May be any color and should not cause undue distraction

VII. Dress Down

- a. Dress down days will be determined by the administration and stated in the school calendar and newsletter
- b. Dress down will be offered for free and at a \$1 cost as determined by the administration
- c. Students may wear clothes of their choice as long as it adheres to the standards set forth in the beginning of this policy

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.**
- Each family will be given a number and a location to pick your student/s up. You will either pick up at the front of the school or the back of the school. When you arrive your family number will be called and your students will meet you outside.
- **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 3:00 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 an Admin..**
- 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.

Electronic devices

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

The use and/or possession of personal electronic devices on school property are prohibited. Students are not allowed to have these items in their pockets, desks, backpacks, purses, and/or desks except as noted in an IEP or Section 504 plan.

Teachers may give special permission for students to use and/or possess electronic devices for certain events, activities or academic programs (i.e. class parties or field trips) with the approval of the School Director.

Emergency Procedures/Disaster Plan

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

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.

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 parents/guardians to pick up their student(s), should an emergency situation require it. In the event that it is deemed necessary, students will be bussed to Memorial Park in Payson, Utah. 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

Off-Campus Evacuation Site: Memorial Park in Payson, Utah

Pick up area: Gate on the southwest corner of the fence

Secondary Pick up area: City Park one block north of the building

Off-Campus Evacuation Site: Memorial Park in Payson, Utah

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.

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.

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, 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 so we can best care for your child.

Injuries

Students involved in minor accidents such as skinned knees will be cared for by school personnel. The wound will be cleaned and covered with a bandage. Please check the wound when your child arrives at home. Any time a student hits their head we will call the parent and notify them. 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 to be current on immunizations before they can attend school, unless exempted by the county health department.

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 each Academic Parent Teacher Team Meetings, as well as at the end of the school year.

Lunch

- Students have the option to buy lunch at school or they will need to bring lunch from home.
- C.S. Lewis Academy offers free breakfast to all students.
- 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 staff members to warm items brought from home for students.
- 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.
- 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 or online on our website and must be filled out every year.

Make-Up/Late Work

Make-Up and Late Work are allowed. Please see your student's classroom Disclosure Documents for classroom policies.

Medications

Teachers are not allowed to administer any medication, including aspirin. Medication can be administered from the front office under the following conditions:

- Students who need to take any kind of on-going medication must have written authorization from a parent/guardian AND the student's physician. Forms can be obtained from the main office. · Prescription medication should be brought to the front office in its original pharmacy container. The pharmacist will put medications in two bottles upon request.
- It is the parents' responsibility to keep medication in adequate supply.
- For the safety of all, medications will not be sent home with children. Parents are requested to pick up medication from the main office.
- Students with EpiPens are allowed to keep the medication with them, easily accessible. Their forms should indicate that the doctor/practitioner and the parents request that this type of medication be kept with the child and the teacher should be notified of the situation. Forms should be obtained from the office.

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.**

Snacks

Students may bring a snack from home to eat at recess.

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.

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.

Withdrawal/Transferring Students

If a student is transferring to another school, the parent/guardian must fill out an 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 cut and 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. We cannot send official school records with the family. In order to facilitate transfer of records, students not returning the next year need to withdraw prior to June 30th.

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.

Parent Volunteers

Studies show that parent participation is directly related to student success. Arrangements to visit a classroom may be made by contacting the teacher to set up a convenient time. Any parent who wishes to work with students as a volunteer basis will be subject to a background check; please inquire at the front desk for further details. ***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.***

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, sweaters, 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.

