

Family Handbook  
2024-2025



# CROWN OF LIFE

## CHRISTIAN ACADEMY

**Mission Statement:**

**Crown of Life Christian Academy exists to serve its community through the proclamation of God's Word, the pursuit of academic excellence, and the establishment of meaningful relationships with the children and families it serves.**

Main Office: 535 Berea Drive, Fort Atkinson, 53538, WI  
[www.CrownofLifeAcademy.org](http://www.CrownofLifeAcademy.org)  
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## A Note from the Dean

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Welcome to Crown of Life Christian Academy!

I am delighted to introduce you to an academy that is unlike any other. God has given parents an awesome responsibility. Not only has God entrusted you with a human life that is totally dependent on you for physical needs, but He has given you the task of teaching your child to know about Him and His holy and precious Word! CLCA exists to help you achieve that spiritual responsibility. Our mission is to nurture the growth and development of the whole child from toddler through eighth grade within the framework of a Christ-centered environment. It is our responsibility to provide scholars opportunities for spiritual growth and enhancement of Christian values so that each may pursue a life centered in Jesus Christ. CLCA is not only an education, it's an **experience**; one that will last a lifetime. Our priorities are to instill a biblical foundation and offer academic excellence.

CLCA recognizes the importance of a strong working relationship between the home and CLCA. It is this bond that allows parents and staff to work in close harmony together in all aspects of academy life with the scholars as the center of their efforts. By partnering together, we will provide a safe and loving environment for your child to experience spiritual, academic, social, and physical growth.

Being a parent means making some very difficult decisions. Not the least of which is choosing an academy for your child. God has commanded parents to, "***train up a child in the way they should go,***" and he promises that, "***when they are old they will not turn from it.***" It can be challenging in this sinful world to find a safe place where your child can learn good morals and be surrounded by friends who share their beliefs and have positive attitudes.

Our academy is not a perfect school. The devil lurks to devour all CLCA members: staff, scholars, and parents. We know that at times sin and the devil wins. But, we are confident that the Gospel message of unconditional love will prevail. Our CLCA team is committed to overcome those shortcomings by striving to meet our mission statements foundation facets.

The CLCA team is committed to offering each scholar the opportunity to grow to his or her highest potential. The curriculum offers scholars ample opportunities for heightened success and self-esteem. CLCA is a place where you will find teachers and staff dedicated to providing your child with the safety and training needed to experience academic and social success.

We look forward to growing with your child. We are thankful to God, who has allowed us to have an Academy that puts Him first. We are excited about what He is going to do through the lives of these scholars.

Your Servant in Christ,



Mr. Matt Oppermann  
Dean of CLCA

## Locations of Ministry

MINISTRY	5K-8	Early Childhood: 2-years, 3-year-olds, & 4K
<i>Campus Name</i>	Berea Campus	Bethany Building
<i>Address</i>	535 Berea Drive	404 Roosevelt St.
<i>Hours of Operation</i>	8:05 - 3:15	8:15 - 11:15
<i>Hours of Extended Care</i>	Before: 7:00 - 7:55 After: 3:15 - 5:00	Before: 7:00 - 8:05 After: 11:15 - 5:00

## Staff Directory

ADMINISTRATION	PHONE NUMBER	E-MAIL
<b>CLCA Campus Pastor:</b> Daniel Wessel	507-240-1979	daniel.wessel@crownoflifeacademy.org
<b>Dean:</b> Matt Oppermann	262-455-1484	matt.oppermann@crownoflifeacademy.org
<b>Director of Operations:</b> Sarah Moore	262-490-9737	sarah.moore@crownoflifeacademy.org
<b>Early Childhood Director:</b> Jennifer Ertman	920-397-2603	jennifer.ertman@crownoflifeacademy.org
<b>Office Manager:</b> Cara Heagney	920-397-6720	cara.heagney@crownoflifeacademy.org
<b>Marketing Director:</b> Tiffany Rahn	773-575-3149	tiffany.rahn@crownoflifeacademy.org
INSTRUCTORS & SUPPORT STAFF		
John Lange (8: 5-8 Science)	989-863-0084	john.lange@crownoflifeacademy.org
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Mark Holcomb (6: 5-8 Social Studies; Doctrine II)	920-542-0203	mark.holcomb@crownoflifeacademy.org
Whitney Brown (5: 5-8 ELA-Grammar, Writing, Spelling)	920-723-5768	whitney.brown@crownoflifeacademy.org
Matt Oppermann (5-8 Computer Apps, Doctrine I)	262-455-1484	matt.oppermann@crownoflifeacademy.org
Pastor Krause (Doctrine III)	608-219-3770	pastor.krause@abidingshepherd.org
Pastor Wessel (Doctrine IV)	920-650-8113	daniel.wessel@crownoflifeacademy.org
Matthew Schreiber (4: 1-4 Spanish)	608-519-6225	matthew.schreiber@crownoflifeacademy.org
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Elise Oppermann (5K)	262-960-9828	elise.oppermann@crownoflifeacademy.org
Lorrie Godfrey (Lower Elementary Aide)	262-497-3380	lorrie.godfrey@crownoflifeacademy.org
Marie Becker (5K-8 Music)	262-623-4145	marie.becker@crownoflifeacademy.org
Mallory Towne (5K-8 PE)		mallory.towne@crownoflifeacademy.org

Tami Cloute (3-8 Art)	920-222-1515	tami.cloute@crownoflifeacademy.org	
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Sarah Koerber (4K Lead)		sarah.koerber@crownoflifeacademy.org	
Audra Rogneby (3 year-olds Lead)		audra.rogneby@crownoflifeacademy.org	
Tricia Duncan (3 year-olds Aide; After Care Provider)	920-205-0421	tricia.duncan@crownoflifeacademy.org	
Rachel Brom (2 year-olds Lead)	920-723-3838	rachel.brom@crownoflifeacademy.org	
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<b>BOARD OF DIRECTORS</b>			
<b>Chairman</b> James Garrison	<b>Vice-Chairman</b> Peter Hahm	<b>Secretary</b> Justin Rue	<b>Treasurer</b> Eli Cloute
<b>CLCA Campus Pastor</b> Pastor Wessel	<b>Director</b> Nick Brown	<b>Director</b> Liz Nitardy	

## Tradition of Excellence

### Our Commitment

*“Let the little children come to me, and do not hinder them, for the kingdom of God belongs to such as these” (Mark 10:14).*

Our God tells us that, *“The fear of the Lord is the beginning of wisdom.”* Our primary purpose is to provide a Christ-centered education that is built on the premise that all learning and wisdom is to be founded on the infallible Word of God.

Accordingly, all subject matter taught at CLCA conforms to the Word of God. This pertains to the origin of life, the sciences, the history of the world, and God’s plan of salvation for a world that is sinful and, therefore, would be lost forever without the knowledge of and faith in Jesus as Savior from sin and eternal death. The preparation for life

here on earth is achieved through the study of “secular” subjects, which are offered in all educational institutions, both public and parochial.

Preparation for eternal life, however, is achieved only through the study of God’s Word, and the Holy Spirit working through that Word as it deals with sinful human nature and the promise of the Gospel of salvation through faith in Jesus. Through the nurturing of faith in the Gospel, the scholars of CLCA are motivated to express their love for Jesus in their worship life, through their daily conduct and in response to the Savior’s commission to “**preach the Gospel to every creature,**” and lead others to a saving faith in Christ.

## Core Values

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**Trust-** Trust must be placed in the Lord of heaven and earth, whose love is changeless even in times of great change. Trust applies to every aspect of CLCA. Trust is essential in both the known and the unknown, in both the trials and successes. Trust must also necessarily be placed in the God-given leaders of the academy.

*“If God is for us who can be against us? He who did not spare his own Son but gave him up for us all, how will he not also, along with him graciously give us all things?” (Romans 8:31-32).*

**Humility-** Humility begins with giving God the glory in all things. Humility is considering the needs of others above our own. Humility is admitting when we are wrong and being willing to shine the light of success on others when God grants it.

*“For by the grace given me I say to every one of you: Do not think of yourself more highly than you ought, but rather think of yourself with sober judgment, in accordance with the faith God has distributed to each of you” (Romans 12:3).*

**Teamwork-** Teamwork grows out of love. Teamwork is carrying one another’s burdens and having one another’s back. Teamwork is successful when each individual demonstrates integrity, sacrifice, and accountability on behalf of the whole. Teamwork relies on incorporating a plurality of God-given gifts, perspectives, and experiences into a singular focus.

*“A new command I give you: love one another. As I have loved you, so you also must love one another. By this all men will know that you are my disciples, if you love one another” (John 13:34-35).*

**Optimism-** Optimism takes the best possible outlook on the present and the future. Optimism takes the words and actions of others in the kindest possible way. Optimism allows for open and honest communication with one another. Optimism means that we will strive to represent our academy in a positive manner in all that we say and do.

*“The important thing is that in every way, whether from false motives or true, Christ is preached. And because of this I rejoice” (Philippians 1:18).*

## Mission

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Crown of Life Christian Academy exists to serve its community through the proclamation of God’s Word, the pursuit of academic excellence, and the establishment of meaningful relationships with the children and families it serves. **“Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age” (Matthew 28:19-20).**

## Vision

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Crown of Life Christian Academy will serve our current and future families with a compassionate community where faith is rooted in Christ, where knowledge is pursued with excellence, and where character is exemplified through service. We are dedicated to creating a caring and nurturing environment, producing life-long learners, creating disciples of Christ, and enriching scholars' lives. CLCA will provide an excellent education in a safe environment that has been shaped by the love of God as shown in his son Jesus Christ, ***“Train a child in the way he should go, and when he is old he will not turn from it” (Proverbs 22:6).***

## Vision Statements

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### **Crown of Life Christian Academy will:**

- strengthen the faith of our scholars and their families through instruction in the truths of God's Word.
- bring families to supporting congregations through continued evangelism outreach.
- assist parents in carrying out the important work of preparing our children to serve their Savior in this life and in the life to come; recognize that children are a gift from God and need to be brought to faith in Jesus, in whom they are assured of the forgiveness of sins and eternal life in heaven.
- have an active presence in our community.
- maintain a strong relationship with the WELS.
- encourage parents to enroll their children in the Academy.
- foster a caring relationship among the Academy family that reflects Jesus' love for them.
- be governed by a Board of Directors to ensure and execute the spiritual and educational mission of the Academy.
- proudly provide and develop dedicated and faithful workers and staff members to serve the Lord.
- incorporate the love of Christ into all subjects and venues of education and will encourage scholars to achieve their highest academic excellence through the development of their God-given talents.
- implement the approved curriculum through instruction, using effective and research based instructional strategies, materials, and resources.
- offer additional services and activities to enhance the totality of the learning experience; guide scholars using the truths of God's Word; provide a safe environment for the scholars.
- maintain the physical facilities that are consistent with our mission and objectives.
- maintain current information on scholars, families, and Academy personnel; maintain current information on all financial matters pertaining to the Academy; maintain and back up accreditation records.

## Objectives

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### **Spiritual**

#### **It is our desire that through a Christ-centered education:**

- scholars will understand that, because of their sinful nature, they are in need of a Savior. ***“All have sinned and fall short of the glory of God” (Romans 3:23).***
- scholars will be comforted knowing that they have forgiveness through Christ. ***“He is the atoning sacrifice for our sins, and not only for ours but also for the sins of the whole world” (1 John 2:2).***
- scholars will have a desire to share their faith with others. ***“We cannot help speaking about what we have seen and heard” (Acts 4:20).***
- scholars will live a life of love for God and his Word. ***“Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us a fragrant offering and sacrifice to God” (Ephesians 5:1-2).***

- scholars will see the blessings of participating in the mission of their church. ***“And let us consider how we may spur one another on toward love and good deeds” (Hebrews 10:24).***



## Academic

**It is our desire that through a Christ-centered education:**

- scholars will recognize that God has uniquely blessed them, and they will use their gifts to the best of their ability. *“We have different gifts, according to the grace given us” (Romans 12:6).*
- scholars will see the wonder of God not only in religion, but also in all areas of the curriculum. *“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness” (2 Timothy 3:16).*
- scholars will be able to differentiate between the absolutes of God’s Word and the uncertain nature of human knowledge. *“Your Word is truth” (John 17:17).*
- scholars will obtain the necessary skills to make them valuable members of society.
- scholars will have learning experiences that foster good study habits, critical thinking skills, and problem solving techniques.

## Social

**It is our desire that through a Christ-centered education:**

- scholars will have respect for their fellow scholars, teachers, Academy staff, and parents in all settings.
- scholars will understand their role and responsibility as Christian citizens.
- scholars will recognize God as the source of all governments and consider it a joy and privilege to obey the laws of our land and serve in the community. *“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established” (Romans 13:1).*

## Physical

**It is our desire that through a Christ-centered education:**

- scholars will have proper respect for their body. *“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God?” (1 Corinthians 6:19).*
- scholars will gain an understanding of physical development, health, and safety.
- scholars will make every effort to reach their God-given physical potential.

# Religious Foundation

**CLCA is founded on these eternal truths as revealed in God’s inerrant Word.**

Crown of Life Christian Academy is a member of the Wisconsin Evangelical Lutheran Synod. WELS has the 4<sup>th</sup> largest parochial school system in the United States. The teachers in these schools, as well as in our Academy, have received their education degrees from Lutheran colleges, are Lutheran members, have been certified or are being certified to teach in the WELS.

As a member of WELS, (Wisconsin Evangelical Lutheran Synod), CLCA believes that the Bible is the final authority in all matters of doctrine, and that it is fully inspired by God and without error. The three ecumenical creeds (Apostles, Nicene, Athanasian), the primary creedal statements of historic Christianity, summarize well our faith. In addition, we wholeheartedly subscribe to the Lutheran Confessions (contained in the Book of Concord of 1580) because they are correct expositions of biblical truth. In essence, the Bible, the creeds, and the Lutheran Confessions all speak the same truth: we are declared to be right with God by his grace alone through faith in Jesus (taken from [www.wels.net](http://www.wels.net)). For more information about WELS, please visit the [www.wels.net](http://www.wels.net) website.

The mission of CLCA is very spiritual in nature. In addition to offering the CLCA education, every scholar will learn more about God’s Word and Jesus Christ. At CLCA, God’s Word is an integral part of everything.

To that end, some might not be familiar with Lutheranism or the spiritual nature of what children will be taught. The following is a basic outline of what CLCA and the Wisconsin Evangelical Lutheran Synod believe and teach. It is important to have a clear understanding of how scholars will be served with the truths of God's Word.

The Holy Scriptures are God's Word and are inspired, inerrant, infallible, and supreme in all matters of doctrine and life. The Holy Spirit uses the Word of God to give and strengthen Christian faith; therefore, we want to hear, learn, and believe its messages.

***"For prophecy never had its origin in the human will, but prophets, though human, spoke from God as they were carried along by the Holy Spirit" (2 Peter 1:21).***

***"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness" (2 Timothy 3:16).***

There is only one true God: Father, Son, and Holy Spirit. He reveals Himself in the Holy Scriptures. These three persons in one God are all God. They are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. It is God who created, redeemed, and sanctified us.

***"For there is one God and one mediator between God and mankind, the man Christ Jesus" (1 Timothy 2:5).***

***"As soon as Jesus was baptized, he went up out of the water. At that moment heaven was opened, and he saw the Spirit of God descending like a dove and alighting on him. And a voice from heaven said, "This is my Son, whom I love; with him I am well pleased" (Matthew 3:16, 17).***

***"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit" (Matthew 28:19).***

God created all things in six normal days, and created man as the crown of creation.

***"In the beginning God created the heavens and the earth" (Genesis 1:1).***

***"What is mankind that you are mindful of them, human beings that you care for them? You have made them a little lower than the angels and crowned them with glory and honor. You made them rulers over the works of your hands; you put everything under their feet: all flocks and herds, and the animals of the wild, the birds in the sky, and the fish in the sea, all that swim the paths of the seas" (Psalm 8:4-8).***

Mankind's fall into sin has corrupted the nature of every human being, making all people guilty of sin and therefore subject to God's judgment of eternal damnation.

***"All of us have become like one who is unclean, and all our righteous acts are like filthy rags; we all shrivel up like a leaf, and like the wind our sins sweep us away" (Isaiah 64:6).***

***"Therefore, just as sin entered the world through one man, and death through sin, and in this way death came to all people, because all sinned" (Romans 5:12).***

***"Nor can the gift of God be compared with the result of one man's sin: The judgment followed one sin and brought condemnation, but the gift followed many trespasses and brought justification" (Romans 5:16).***

***"For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord" (Romans 6:23).***

God, through his grace, love, and mercy, sent His only Son, Jesus Christ, to suffer and die to pay for the sins of the whole world.

***“For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life” (John 3:16).***

***“You see, at just the right time, when we were still powerless, Christ died for the ungodly. Very rarely will anyone die for a righteous person, though for a good person someone might possibly dare to die. But God demonstrates his own love for us in this: While we were still sinners, Christ died for us” (Romans 5:6-8).***

***“He is the atoning sacrifice for our sins, and not only for ours but also for the sins of the whole world” (1 John 2:2).***

The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the gospel promises.

***“For the law was given through Moses; grace and truth came through Jesus Christ” (John 1:17).***

***“For I am not ashamed of the gospel, because it is the power of God that brings salvation to everyone who believes: first to the Jew, then to the Gentile” (Romans 1:16).***

***“Say to them, ‘As surely as I live, declares the Sovereign Lord, I take no pleasure in the death of the wicked, but rather that they turn from their ways and live. Turn! Turn from your evil ways! Why will you die, people of Israel?’” (Ezekiel 33:11).***

All who, through the work of the Holy Spirit, believe that Jesus Christ is their Savior receive forgiveness of sins, life, and salvation.

***“Therefore, since we have been justified through faith, we have peace with God through our Lord Jesus Christ” (Romans 5:1).***

***“But when the kindness and love of God our Savior appeared, he saved us, not because of righteous things we had done, but because of his mercy. He saved us through the washing of rebirth and renewal by the Holy Spirit, whom he poured out on us generously through Jesus Christ our Savior, so that, having been justified by his grace, we might become heirs having the hope of eternal life” (Titus 3:4-7).***

As a believer in Jesus, a Christian will strive to show love to God by using personal gifts and talents to help spread the Word of God. The Christian will also help fellow Christians and all people in every way that is consistent with God's Word.

***“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit” (Matthew 28:19).***

***“Create in me a pure heart, O God, and renew a steadfast spirit within me. Do not cast me from your presence or take your Holy Spirit from me. Restore to me the joy of your salvation and grant me a willing spirit, to sustain me. Then I will teach transgressors your ways, so that sinners will turn back to you; Open my lips, Lord, and my mouth will declare your praise” (Psalm 51:10-13, 15).***

***“For Christ's love compels us, because we are convinced that one died for all, and therefore all died. And he died for all, that those who live should no longer live for themselves but for him who died for them and was raised again” (2 Corinthians 5:14, 15).***

Baptism is a holy act instituted by God. Using water and God's Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth brought through baptism.

***"Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit" (Matthew 28:19).***

***"Jesus answered, "Very truly I tell you, no one can enter the kingdom of God unless they are born of water and the Spirit. Flesh gives birth to flesh, but the Spirit gives birth to spirit" (John 3:5-6).***

***"He saved us, not because of righteous things we had done, but because of his mercy. He saved us through the washing of rebirth and renewal by the Holy Spirit" (Titus 3:5).***

Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus' true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe.

***"While they were eating, Jesus took bread, and when he had given thanks, he broke it and gave it to his disciples, saying, "Take and eat; this is my body." Then he took a cup, and when he had given thanks, he gave it to them, saying, "Drink from it, all of you. This is my blood of the covenant, which is poured out for many for the forgiveness of sins (Matthew 26: 26-28).***

***"Is not the cup of thanksgiving for which we give thanks a participation in the blood of Christ? And is not the bread that we break a participation in the body of Christ?" (I Corinthians 10:16).***

Human life is the gift of a gracious God. Our life is a time of grace during which we have the opportunity to learn the way of salvation through faith in Jesus Christ. Only God has the right to take the life he has given. Life begins at conception and ends when the soul leaves the body.

***"And he is not served by human hands, as if he needed anything. Rather, he himself gives everyone life and breath and everything else. From one man he made all the nations, that they should inhabit the whole earth; and he marked out their appointed times in history and the boundaries of their lands" (Acts 17:25-26).***

***"Seek the Lord while he may be found; call on him while he is near" (Isaiah 55:6).***

***"In the time of my favor I heard you, and in the day of salvation I helped you" (2 Corinthians 6:1-2).***

Marriage is the union of one man and one woman. It is a partnership in which the man is the loving head. Marriage is established by God. It is a holy relationship not to be broken. A married person sins if he or she divorces without a biblical reason. Before God, no divorce is valid except in cases of fornication or desertion. The tendency to consider marriage as unimportant results in great harm to the family, the church, and the nation.

***"The Lord God said, "It is not good for the man to be alone. I will make a helper suitable for him" (Genesis 2:18).***

***"Now as the church submits to Christ, so also wives should submit to their husbands in everything. Husbands, love your wives, just as Christ loved the church and gave himself up for her" (Ephesians 5:24-2).***

***"Marriage should be honored by all, and the marriage bed kept pure, for God will judge the adulterer and all the sexually immoral" (Hebrews 13:4).***

God created human sexuality and gender at creation when he tells us that "male and female he created them" (Gen 1:27). These two distinct, complementary genders are God's design for people as they relate to one another in matters

dealing with human sexuality, marriage, and gender (Gen 1:26-27). Rejection of one's biological sex is a rejection of God's creative action and design for the individual.

*"For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well" (Psalm 139:13-14).*

*"Before I formed you in the womb I knew you, before you were born I set you apart; I appointed you as a prophet to the nations" (Jeremiah 1:5).*

The Lord has given to parents the primary responsibility for the Christian training of their children.

*"Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates" (Deuteronomy 6:7-9).*

*"Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord" (Ephesians 6:4).*

The Lord has also given to His church and every Christian congregation the responsibility to assist parents in the training of their children according to the Scriptures.

*"Teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age" (Matthew 28:20).*

*"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ." Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by the cunning and craftiness of people in their deceitful scheming. Instead, speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ. From him the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work" (Ephesians 4:11-16).*

CLCA calls pastors and teachers to function in its midst as ministers of the Word of God.

*"And God has placed in the church first of all apostles, second prophets, third teachers, then miracles, then gifts of healing, of helping, of guidance, and of different kinds of tongues" (1 Corinthians 12:28).*

*"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up" (Ephesians 4:11, 12).*

## **Governance and Administration**

The Board of Directors has the constitutional responsibility to govern and oversee Crown of Life Christian Academy. The Board consists of the Chairman, Vice-Chairman, Secretary, Treasurer, Lead Campus Pastor, and two at-large directors. The CLCA Administration Committee: Dean, Director of Operations, Early Childhood Director, Office Manager, and Marketing Director are non-voting advisory members.

The Board of Directors, in cooperation with the Administration, work for the advancement of God's Kingdom and welfare of CLCA. The Board of Directors sets up policies with the direction of the Administration. The Board will request reports on all phases of the educational programs and operations.

The CLCA Administration has the primary function of implementing all policies and programs, and of maintaining a high level of communication with the Board of Directors. The Administration shall make the Board aware of the operations, activities, and problems involved in fulfilling the policies of the Board.

Parents having questions with regard to the established policies or the implementation of the same may bring such questions to the Board through the Administration.

## Open Meetings

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The CLCA Board of Directors has established a practice of inviting parents and scholars or other interested parties to attend. The regular meetings of the Board of Directors in October and February will include a 30 minute “Open Meeting” segment to allow CLCA stakeholders the opportunity to have time with the Board of Directors, if desired. This portion of the meeting will include the opening devotion followed opportunities for questions to be asked of the Board. The Board will then move on to the rest of the agenda in a closed session at 6:30 PM.

The schedule is as follows:

**October 28, 2024 – 6:00 P.M. and January 27, 2025– 6:00 P.M.**

This interaction with the Board of Directors is designed to create more opportunities for open communication with the CLCA leaders. It will always be important to keep in mind the guidelines established in Matthew 18 as things are brought to the CLCA Board of Directors.

May God continue to bless the ministry at CLCA as we work together as a team to nurture the growth of every scholar to live as Christ’s child in their families and communities.

## Strategic Goals

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➤ **Strategic Framework Goal #1:**

Every scholar is on-track to graduate as measured by scholar growth and achievement at key milestones.

- A. Measured through informal and formal assessments and norm-referenced assessments (Forward Exam [when applicable], I-Ready assessments, Fontus and Pinell benchmark testing, KRT testing)
- B. Data-informed instruction to better accommodate ever-changing scholar needs.

➤ **Strategic Framework Goal #2:**

Every scholar has access to a challenging and well-rounded education as measured by programmatic access and participation data.

- A. Measured through informal and formal assessments and norm referenced assessments
- B. Further development of educational programs (STEM, fine arts, electives, clubs)
- C. Monitored through survey and tracking scholar progress as they move through CLCA

➤ **Strategic Framework Goal #3:**

Every scholar, family and employee experiences a positive academy climate as measured by academy climate survey data.

- A. Monitored through survey and tracking of data collected

➤ **Strategic Framework Goal #4:**

The operations and future of CLCA will be directed by a prudent, responsible, and manageable framework as measured by internal operational documentation and historical data.

- A. Enact enrollment forecasting by reviewing historical data

- B. Long-term facility planning
- C. 5-year pro forma (financial projections)
- D. Review & update internal policies (fiscal, personnel, etc)

## Admission Policies

### Non-Discrimination

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Crown of Life Christian Academy practices a nondiscrimination enrollment policy reflecting the words of our Lord in I Timothy 2:3-4, “***This is good, and pleases God our Savior, who wants all men to be saved and to come to a knowledge of the truth.***” CLCA does not discriminate based on gender, race, color, disability, national or ethnic origin in the administration of its educational policies, admissions policies, athletics, or other institution-administered programs and guarantees all the rights, privileges, programs, policies, and activities generally accorded or made available to scholars at the Academy. We further abide by the laws of the Americans with Disabilities Act (ADA).

### Wisconsin Statutes for Private Schools

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Crown of Life Christian Academy is recognized as a private school by the State of Wisconsin and meets the following criteria as listed in Wisconsin State Statutes, Section 118.165(1), which reads as follows:

“Private Schools - An institution is a private school if its educational program meets all of the following criteria:

- (a) The primary purpose of the program is to provide private or religious-based education.
- (b) The program is privately controlled.
- (c) The program provides at least 875 hours of instruction each school year.
- (d) The program provides a sequentially progressive curriculum of fundamental instruction in reading, language arts, mathematics, social studies, science, and health. This subsection does not require the program to include in its curriculum any concept, topic, or practice consistent with the program’s religious doctrines.
- (e) The program is not operated or instituted for the purpose of avoiding or circumventing the compulsory school attendance requirements under Section 118.15(1)(a).
- (f) The pupils in the institution’s educational program, in the ordinary course of events, return annually to the homes of their parents or guardians for not less than 2 months of summer vacation, or the institution is licensed as a child welfare agency under Section 48.60(1).”

### Notice of Educational Options

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Pursuant to Wisconsin State Statute 115.28 (54m), CLCA must provide notice regarding the educational options available to all scholars who are at least three years old, but not yet 18 years old. All educational options for Wisconsin scholars can be found here: [Notice of educational options | Wisconsin Department of Public Instruction](#)

### Enrollment Guidelines

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The Crown of Life Christian Academy Admissions Committee will apply the following standards in determining application acceptance and continued enrollment:

- Continued enrollment and re-enrollment of each scholar is based on the policies outlined in the Family Handbook and quarterly reports of each scholar’s progress.

- Scholars enrolling in grades 5K – 8 will be admitted upon receipt of their permanent records from previous school(s) attended, and must show proof of immunizations as required by Wisconsin state laws.
- CLCA reserves the right to determine a different grade placement if personal observation and/or testing warrant it. This would be done in full consultation with the child's parents.
- CLCA participates in the Wisconsin Parental Choice Program and Special Needs Scholarship Program school. CLCA determines the number of SNSP seats based on the annual seat allotment and identifies learning and cognitive disabilities. Children with special needs will be enrolled on a case-by-case basis. CLCA has the right to evaluate each situation to ensure that we have the resources and capability to meet the needs of the scholar. CLCA determines the number of SNSP & WPCP seats based on the space available in each classroom.

## Admissions Process

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1. Take a tour: Schedule a tour with our Admissions Team to start the admissions process. Schedule a tour at [www.crownoflifeacademy.org/visit](http://www.crownoflifeacademy.org/visit).
2. Application Request: The Admissions Team will provide all prospective families with a link to the online application request, hosted by BrightWheel and TADS. The form must be completed and the corresponding testing fee paid online.
3. Baseline Testing and CLCA Covenant Review: After completion of the outline application request, our Admissions Team will schedule a testing date for the applicant scholar during which the CLCA administration will review the CLCA Covenant with a parent or guardian.
4. Enrollment: Upon acceptance, new families will begin online enrollment. Once all forms have been completed and enrollment fees are paid, the applicant will be officially enrolled at CLCA.

## Enrollment Documentation

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The following items must be received in the office before an application for admission will be finalized:

1. A completed scholar application. Access to TADS and BrightWheel, our admissions and enrollment partner, will be given to new families after the time of their meeting with our Admissions Team.
2. Pre-Admissions Survey completed. This is distributed by the Admission Team
3. Baseline Testing Fee conducted and collected (not applicable to Choice or SNSP families)
4. Registration Fee collected (not applicable to Choice or SNSP families)
5. An up-to-date Immunization Record
6. School transcript (transferring scholars only)
7. Evidence of satisfactory scholastic ability and health
8. A completed and updated TADS/BrightWheel portions: Emergency Contact Information, Media Release Waiver, Acceptable Use of Technology.
9. A completed Family Handbook Agreement Form

## Entrance Ages

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- Scholars enrolling in the 2-year-old program must be two years of age on or before September 1.
- Scholars enrolling in the 3-year-old program must be three years of age on or before September 1 and toilet trained.
- Scholars enrolling in 4K must be four years of age on or before September 1 and toilet trained.
- Scholars enrolling in Kindergarten must be five years old on or before September 1 and toilet trained (according to Wisconsin State Statute Section 118.14 (1) (a)).



Continual updates of immunizations will be required while attending CLCA. Your child's immunization record will be evaluated on a regular basis by the local health department or CLCA health resources. *Children who do not have updated immunization records (or exemption documentation) are not allowed.* The certificate shall be returned to the parent upon request when the child leaves.

## Transcripts and Transfer of Credit Status Policy

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Crown of Life Christian Academy is listed in the Wisconsin Non-Public School Directory published by the Wisconsin Department of Public Instruction. Prospective scholars are generally placed in the grade to which they have been assigned or promoted by the transferring school. CLCA further reserves the right to determine and adjust any grade placement of any child before or after final acceptance, and during the school year. Please understand that new scholars and those who transfer in mid-year have a difficult transition and *it is imperative that the school and the parents work together to help the scholar.* Credits earned at CLCA are transferable to other elementary and secondary schools, both public and nonpublic, and to any institution of higher learning. CLCA will accept the transfer credits earned from any accredited institution.

## Kindergarten Enrollment Procedures

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A child may be admitted to kindergarten at CLCA if he/she is five (5) years old on or before September 1<sup>st</sup> in the year he/she enrolls. A readiness screening will be administered. The following documents are to be submitted at the time of registration:

1. an updated immunization record, and
2. at the time of registration, parents/guardians must present a certified birth certificate. An Annotation of Birth Facts form must be filled out, and signed and verified by office personnel when they view the birth certificate. The annotation of birth facts form will be kept in the scholar's file. The birth certificate will be returned to the parent after it has been verified by office personnel.

## Grade Placement

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Prospective scholars are generally placed in the grade to which they have been assigned or promoted by the transferring school. CLCA further reserves the right to determine and adjust any grade placement of any child before or after final acceptance of the child as a scholar. Please understand that new scholars and those who transfer in mid-year may have a difficult transition and *it is imperative that CLCA and the parents/guardians work together to help the scholar.*

## Re-Enrollment

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Re-enrollment takes place in January of each academic year for the following academic year. Families must submit a re-enrollment application with the re-enrollment fee to secure placement for the following academic year.

Because CLCA maintains high standards and expectations, re-enrollment in succeeding years is based on scholar achievement, Christian attitude, and parental support. CLCA reserves the right to refuse re-enrollment to scholars due to poor attitude of Christian conduct, poor achievement, lack of parental support, or the inability to pay tuition.

**All re-enrollment fees are non-refundable. Enrollment fees are not applied to WPCP & SNSP scholars.**

## Enrollment Appeal

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If an enrollment appeal regarding an application is necessary, families can contact the Dean within five (5) business days. A response will be sent within five (5) business days after the appeal is received.

## Application Appeal Process

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The steps below outline the approved method for any parent or Choice/SNSP applicant to appeal a rejected application:

1. Step #1. The parents should contact in person the Choice/SNSP Administrator to inquire as to the reason for the rejected application.
2. Step #2. If the parent is not satisfied with the information received in step 1, the matter will be brought to the attention of the Enrollment Appeal Committee consisting of the following members:
  - Mr. Matt Oppermann- Dean & Choice/SNSP Administrator
  - Mrs. Sarah Moore- Director of Operations
  - Mrs. Jennifer Ertman- Director of CLCA
  - Pastor Steinbrenner- Campus Pastor
3. Step #3. If the issue is still unresolved after working through the previous steps, the scholar/parent may present their case to the Board of Directors where a final resolution of the matter will be determined. The Board of Directors will determine appropriate action needed to resolve the conflict.

Timeline: All application appeals must be made by May 1.

## Due Process

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The Word of God directs us to live in harmony with one another (**1 Peter 3:8**). CLCA recognizes that, on occasion, a decision (including but not limited to suspensions or expulsions) by the Administration Committee may be disputed by a parent. In order to maintain a spirit of harmony and good order in dealing with such matters of dispute, the following procedures will be observed:

1. If a parent, faculty, or staff member disagrees with an administrative decision, they will have two days to appeal the decision. The steps of appeal will be:
  - a. A written letter (hard copy or email) outlining the grievance to the Dean.
2. The Board of Directors will handle all appeals.
3. The Board of Directors decisions on appeals are final.
4. The agenda for the hearing of appeals by the Board of Directors allows for separate presentations by administration and parent(s) or legal guardian(s). A sample agenda will be:
  - a. Presentation by administration
  - b. Presentation by parents/guardians
  - c. Questions by committee members
  - d. Private deliberation by committee
  - e. Decision of the committee.
5. The Dean will communicate to the parent(s) or legal guardian(s), faculty, or staff member by the chairman or his designee. The administration will implement the decision of this committee.

## Scholar Records

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Satisfactory scholastic, health, and immunization records required by law in the state of Wisconsin are required from all prospective scholars. Upon enrollment, the administration shall send a request to the previous school for the scholar's records, which are then placed in the scholar's file.

## Parental Rights Respected at CLCA

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CLCA respects and honors the legal rights of all parents and scholars in the educational process via the Federal Educational Rights and Privacy Act.

## Permanent Cumulative Records

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Permanent cumulative records for each scholar are maintained, stored, and shared as appropriate and according to the *Federal and Privacy Act*. The following policy is adopted per section 99.6 of the regulations implementing the Family Educational Rights and Privacy Act of 1974 (FERPA).

## Definitions

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For the purpose of this document, CLCA has used the following definition of terms:

<b>Scholar</b>	<i>Any person who attends or has attended CLCA</i>
<b>Eligible scholar</b>	<i>A scholar or former scholar who has reached age 18 or is attending a postsecondary school</i>
<b>Parent</b>	<i>Either natural parent of a scholar, a guardian, or an individual acting as a parent or guardian in the absence of the scholar's parent/guardian</i>
<b>Educational Records</b>	<i>Any record (in handwriting, print, tapes, film, or other medium) maintained by CLCA which is directly related to a scholar, except:</i>

1. A personal record kept by a staff member if it is kept in the sole possession of the executor of the record and is not accessible or revealed to other persons except a temporary substitute for the executor of the record;
2. Records created and maintained in relation to local law enforcement agencies for law enforcement purposes;
3. An employment record that is used only in relation to a scholar's employment by CLCA;
4. Alumni records which contain information about a scholar after he or she is no longer in attendance at CLCA and which do not relate to the person as a scholar.

## Annual Notification

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Parents will be notified of their FERPA rights annually via the [CLCA Family Handbook](#) distributed prior to the beginning of each academic year.

## Procedure to Inspect Educational Records

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Parents of scholars or eligible scholars may inspect and review the scholar's education records upon request. Parents or eligible scholars must contact the Dean of CLCA with a written request, which identifies as precisely as possible the records he or she wishes to inspect.

The Dean will arrange for access and notify the parent or eligible scholar of the time and place where the records may be inspected. This will be done within one week of the request.

When a record contains information about scholars other than the parent's child or the eligible scholar, the parent or the eligible scholar may not inspect and review the portion of the record which pertains to other scholars.

## Providing Copies

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CLCA will not provide a parent or eligible scholar a copy of the scholar's education record unless failure to do so would effectively prevent the parent or eligible scholar from having the right to inspect and review the records.

CLCA will disclose information from a scholar's education record only with the written consent of the parent or eligible scholar, providing all monies owed have been paid in full, except:

1. To Academy officials who have a legitimate educational interest in the records. Academy officials include the Dean, teachers, support staff members, pastors, current members of the Board of Directors of CLCA, local School District special services personnel, Academy attorney, and health department officials. An Academy official has a legitimate educational interest if the official is:
  - a. Performing a task that is specified in his or her position description or by contract agreement.
  - b. Performing a task related to a scholar's education.
  - c. Performing a task that is related to the discipline of the scholar.
  - d. Performing a service or benefit relating to the scholar or scholar's family, such as health care, counseling, job placement, or financial aid.
2. To the official of another school, upon request, in which a scholar seeks or intends to enroll.
3. To certain officials of the United States Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs.
4. In connection with the scholar's request for or receipt of financial aid as necessary to determine eligibility, amount, or conditions of financial aid, or to enforce the terms and conditions of aid.
5. To organizations conducting certain studies for or on behalf of CLCA.
6. To accrediting organizations to carry out their functions.
7. To parents/guardians of an eligible scholar who claim the scholar as a dependent for income tax purposes.
8. To comply with a judicial order or a lawfully issued subpoena.
9. To appropriate parties in a health or safety emergency.
10. Directory information so designated by CLCA.

## Record of Requests for Disclosure

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CLCA will maintain a record of all requests for and/or disclosure of information from a scholar's educational record. This record will indicate the name of the party making the requests, any additional party to whom the scholar's educational record may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. This record may be reviewed by the parents or eligible scholars.

## Directory Information

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CLCA designates the following items as CLCA Directory information: scholar's name, parents/guardians names, addresses, email addresses, telephone number(s), date and place of birth, participation in extracurricular activities, weight and height of members of athletic teams, dates of attendance, awards received, most recent previous school attended, and photograph. CLCA may disclose any of these items without prior written consent, unless notified in writing to the contrary by the first day of classes of each academic year.

## Family/Academy Partnership

Crown of Life Christian Academy exists to assist parents in the Christian training of their children. As parents/guardians and CLCA staff work together in this labor of love, it is important that both recognize their God-given roles and responsibilities. Our Lord stresses his will Deuteronomy 6:6,7 – ***“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”*** Christian parents will want to follow God's blueprint for spiritual success by praying with and for their children, having family devotions, and worshiping regularly as a family. CLCA staff will also want to follow the Lord's directive to “feed my lambs” (John 21:15). By faithfully carrying out their callings as the Lord's “under-shepherds,” the CLCA staff will support the work of the parents.

May God bless their efforts as staff and parents work together in this partnership. May He give parents both the will and the desire to be the primary Christian training leaders, and may he bless the teachers as they assist the parents by providing Christian instruction at CLCA. Because the Family/Academy partnership is such a vital part of the educational process, CLCA devotes time and effort to strengthen that partnership.

## Expectations

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### What your family can expect from CLCA:

#### CLCA will...

1. strive to serve as a model of Christian love in keeping with our Academy's vision.
2. dedicate itself to pray for the well-being of its scholars and the CLCA family at large.
3. offer a complete educational program which includes Word of God, reading, language arts, mathematics, science, social studies, music, art, fine arts, and physical education.
4. seek to continually improve instruction through ongoing evaluation and development of its curriculum and the continuing education of our teachers and staff.
5. commit to maintaining an Academy environment that is safe and respectful, and fosters learning.
6. communicate deliberately and specifically with parents about their child's individual progress.
7. be accessible to assist your family in meeting the specific spiritual, emotional, intellectual, and social needs of your child.
8. support the policies and procedures developed by the Board of Directors as outlined in this handbook.

### What CLCA expects from families:

#### Parents will...

1. strive to serve as models of Christian love in keeping with our Academy's vision and core values.

2. discuss a misunderstanding with the classroom teacher and other parties before discussing the matter with anyone else. *“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over” (Matthew 18:15).*
3. dedicate themselves to pray for the well-being of CLCA family at large and especially for our teachers and staff of CLCA. *“Therefore confess your sins to each other and pray for each other so that you may be healed. The prayer of a righteous person is powerful and effective” (James 5:16).*
4. dedicate themselves to developing every God-given gift of their child (ren).
5. make certain that their scholar will complete his/her assignments
6. make sure that their scholar will meet attendance requirements.
7. promote and assist in maintaining a safe and respectful Academy that fosters learning.
8. feel free to initiate communication with the classroom teacher about a child’s progress.
9. support CLCA through the giving of time, talents, and treasures.
10. support the policies developed by the Board of Directors as outlined in this handbook.

## Curriculum & Instruction

*“The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline” (Proverbs 1:7).*

At CLCA, our goal is to do everything possible to meet the needs of the whole scholar: spiritual, intellectual, emotional, physical, and social. Every aspect of a scholar’s daily experience is Christ-centered. Following are some of the areas that touch the lives of our scholars each day:

- Religious instruction
- Academy and Church Experience (e.g. singing at worship services, involvement in special celebrations and projects)
- Content curriculum: mathematics, social studies, science, language arts, fine arts (including music, art, and drama), physical education, and computer instruction
- Co-curricular activities (e.g. field trips, performances)
- Extra-curricular activities (e.g. athletic program, Forensics)
- Positive Academy climate
- Academy and Community (e.g. public performances)

## Religious Instruction

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As part of our curriculum, we at CLCA teach the message of Salvation through Christ Jesus at all grade levels. In 2K through grade 8, these classes are primarily Bible history lessons centering on the promise and fulfillment of a Savior from sin that have been passed down from Adam and Eve. Beginning in grade 5 through grade 8, our scholars are instructed in the specific doctrines that we hold to be the truth. These teachings are based solely on Scripture and are summarized in Luther’s Small Catechism. It is not our intention to draw our scholars from other churches into our own, but to instruct the children in sound Christian teachings, *“You must teach what is in accord with sound doctrine” (Titus 2:1).*

Although we will seek to answer the questions of the scholar about their beliefs, the purpose of religious instruction is to instruct the scholar not to debate the differences in doctrine. If a scholar still has questions after a discussion of such a difference, he will be encouraged to talk with the teacher or pastor and also to discuss the matter with his/her parents.

## Exit Outcomes

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Graduating CLCA scholars will be:

- **GROWING & PROCLAIMING CHRISTIANS** who continue to study the changeless truths of Scripture and apply these truths to the ever-changing situations in their own lives, schools, communities, and the world.
- **PRODUCTIVE & ACCOUNTABLE** who set and meet goals, even in the face of obstacles and competing pressures; prioritize, plan and manage work to achieve the intended result; demonstrate additional attributes associated with producing high quality products including the ability to work positively and ethically, be reliable and punctual and present oneself professionally and with proper etiquette; and be accountable for results.
- **CREATIVE & INNOVATIVE** who use a wide range of idea creation techniques (such as brainstorming, divergent & convergent thinking); elaborate, refine, analyze and evaluate their own ideas in order to improve and maximize creative efforts; demonstrate originality and inventiveness in work and understand the real world limits to adopting new ideas; view failure as an opportunity to learn; understand that creativity and innovation is a long-term, cyclical process of small successes and frequent mistakes; and act on creative ideas to make a tangible and useful contribution to the field in which the innovation will occur.
- **CRITICAL THINKERS & PROBLEM SOLVERS** who collect, assess and analyze relevant information; reason effectively; use systems thinking; make sound judgements and decisions; identify, define and solve authentic problems and essential questions; and reflect critically on learning experiences, processes and solutions.
- **SERVANT LEADERS** who give glory to God by powerfully, yet humbly, influencing others with their words, actions, and example.
- **ACADEMIC MINDSET** who develop positive attitudes and beliefs about themselves as learners that increase their academic perseverance and prompt them to engage in productive academic behaviors.

To accomplish these goals, we ask our Lord to be with us in all we do, and we encourage both teacher and scholar to regularly keep in mind the words of 1 Corinthians 10:31 (NIV): ***“Whatever you do, do it all for the glory of God.”***

## Overview of the CLCA Curriculum

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The curriculum at CLCA seeks to enrich the mind and enlighten the heart through the timeless truths of God’s Word. CLCA’s curricular framework is balanced and comprehensive. Its design promotes cognitive growth in all of its objectives, activities, strategies, and resources. The curriculum strives to take into account the wide range of cultural backgrounds and learning styles of its scholars, offering flexibility to remediate the struggling scholar, while at the same time enriching the gifted learner. CLCA scholars will be fully equipped with the tools needed to succeed in and out of the classroom. In keeping with the philosophy of the CLCA, all subjects are to be taught in the light of God’s Word.

CLCA offers subjects commonly taught at the elementary and middle school level. CLCA has adopted the pupil academic standards issued by the governor as Executive Order No. 326, dated January 13, 1998; the Common Core Standards for mathematics, reading and writing. Curriculum requirements will be met by using textbooks and instructional materials chosen by the staff and approved by the Administrative Committee.



### A summary of the CLCA curriculum:

- Centered around Christ and God's Word
- Research-based and proven to be successful
- Challenges the scholar to achieve excellence
- Can be adapted to the needs of every scholar
- Advanced technologies

**Religion:** One of the key components of CLCA curriculum is the Christ-Light religion series which is used in grades 2K-4. This curriculum covers Old and New Testament Bible stories in an exciting, colorful, and memorable way. Each lesson has a key truth that is discussed and applied to our lives in a powerful and meaningful way. Lessons for the 5-8 include age-appropriate topics relating to guidance the Lord has given us in His Word. This curriculum will give scholars a strong base rooted in God's Word, allowing them to make wise, Christian choices throughout life.

**Mathematics:** A solid mathematics curriculum is critical for success in our ever-changing world. The math curriculum at CLCA provides scholars a firm foundation in arithmetic, algebra, geometry, and data interpretation. This foundation is constructed through daily instruction and review, allowing concepts to be mastered. Scholars will also be engaged in hands-on activities and learning experiences applicable to real-life situations.

**Science:** The science curriculum at CLCA empowers scholars to see the wisdom and skill of our Creator. Lessons are taught at all grade levels covering physical, earth, life science, and biology. Through the use of quality textbooks and hands-on-learning, the scholars are actively engaged in experiments, projects and presentations. These opportunities allow them to develop skills such as observing, comparing, hypothesizing, predicting, measuring, testing and interpreting for a better understanding of the world our Lord created.

**Language Arts:** A clear understanding of the English language is important to success in all areas of the curriculum and in everyday life. Our Language Arts program carries out that need by providing scholars opportunities and experiences in reading, writing, spelling, phonetic skills, grammar, penmanship, and public speaking. Scholars develop a desire for reading through instruction that uses high quality literature, poetry, short stories, and narratives. CLCA strives to have their scholars increase their vocabulary and comprehension skills, while developing the ability to read critically.

We teach scholars to be proficient writers using various writing methods, and are given opportunities to write short stories, reports, poetry, essays, and journals. Grammar is taught and stressed throughout all grade levels. Scholars develop public speaking skills through experiences in show and tell, class presentations, and forensics-the art of public speaking. Penmanship skills are maintained and stressed in all areas of the curriculum in the primary age levels.

**Health:** Health will be incorporated into several classes including, but not limited to, science, physical education, or as a free-standing class. The five aspects of health: physical, mental, emotional, social, and spiritual will be taught in various grade levels starting in preschool. Examples of classes include physical education, health and exercise, the importance of sleep, common bodily illnesses and their prevention, keeping a balanced diet, the importance of mental health, emotional health, and well-being, positive social interaction and skills, and the importance of a healthy spiritual life.

**Social Studies:** At CLCA, the study of history is the study of "His Story," the Lord's creation. Scholars gain a broad perspective of our world through the study of world, United States, and Wisconsin state history. Other components include instruction in government, civics, economics, world history, and geography.

Instruction and activities in each of these areas are structured to help scholars develop the following skills: critical thinking, decision-making, understanding cause and effect relationships, researching historical topics, and comparing fact and opinion. Activities used to foster this development include reading charts, graphs, maps, and daily discussion of current events. The goal of these experiences is to give our scholars the necessary tools to be active citizens in God's world, and to develop an appreciation for their own culture and the cultures of other people.



**Fine Arts:** The fine arts curriculum seeks to develop scholars' art and music appreciation as well as their art and musical skills. Scholars are exposed to a wide variety of artists and their unique styles and classical works. Opportunities for scholars to work with different art mediums increases their knowledge and appreciation of art.

**Art Program:** The CLCA art program is based on the belief that God has given every child the need to express themselves visually in an environment that encourages active participation and exploration of ideas, images, and perceptions through a variety of art materials and processes. The program engages scholars in experiences designed to develop artistic skills and visual awareness and give them opportunities to use their God-given abilities to praise their Lord.

**Music Program:** The music program at CLCA develops in scholars an appreciation and understanding of music, allowing them to glorify God through their voices and musical instruments. The music curriculum will cultivate a scholar's ability to create, perform, respond, and connect to music. Just like every other core subject, music, as an enrichment course, will have academic standards relating to content, performance, and proficiency. Scholars will have opportunities to showcase their achievement of their grade-appropriate music standards in both private and public performances. Curriculum resources, both secular and sacred, will be used in the daily and unit lesson plans.

**Computer Applications:** The development and use of modern technology continues to change and shape lives. In order to be proficient in this technological age, computer education at CLCA begins with typing skills. Scholars have opportunities to use educational software that supplements all the curriculum. The computer curriculum allows scholars to develop a variety of technological skills and learn how to be responsible digital citizens.

**Spanish Program:** Spanish is taught at every level from 1 through grade 5, and offered as an elective to our 6th-8th grades. Knowing and understanding the benefits of learning a second language at an early age, the staff at CLCA offers the opportunity to learn Spanish.

**Physical Education:** Physical education classes at CLCA help scholars gain an understanding of physical development, well-being, and safety. Classes and activities develop basic locomotion and coordination skills. An emphasis is placed on Christian sportsmanship and helping scholars reach their God-given physical potential.

**Electives:** CLCA's electives include academic and enrichment coursework. The electives are designed to provide content depth and experiences for our scholars. The enrichment electives are offered for scholars in grades 5 - 8. [Click here to review a full description of each offered elective.](#) For the 2024-2025, CLCA will offer the following electives:

Academic: Spanish III, II & I, Current Events, Math Intervention, Hand Chimes, Support Study Hall

Enrichment: Mindful Movement, Sign Language, Cooking, Adoring Art, Critical Thinking Through Strategic Games

**Fine Arts Electives:** CLCA music program helps scholars maximize their music potential through quality instruction and to encourage scholars to use their God-given music gifts in worship and secular settings.

**Piano & Violin Programs:** Learning to play an instrument is a skill that can last a lifetime. CLCA gives scholars in grades 2nd - 8th the opportunity to develop that skill through a piano and violin program. Scholars will experience individualized lessons during the academic day. See the auxiliary form for more information.

**Band Program:** The CLCA band program offers weekly lessons and group band sessions for children in grades 4 - 8 with various instruments such as but not to include: flute, clarinet, saxophone, trumpet, horn, trombone, baritone, and percussion. Performances include the Winter Concert, Lakeside Fine Arts Festival, Spring Concert, Academy chapel services, and others.

**Crown's Chorus:** *Crown's Chorus* exists for scholars in grades 5-8 to glorify God in worship during Friday chapel services and worship services at supporting congregations. We encourage families to attend church at their home congregations, but welcome them when singing opportunities arise at our supporting congregations.

## Academic Integrity

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Crown of Life Christian Academy's mission includes 'the pursuit of academic excellence' which we believe includes honesty in all our actions, whether they are in the academic, co-curricular, or service fields of our academy. Furthermore, CLCA promotes an active responsibility amongst our scholars through the development of character qualities including honesty, integrity, and justice. Philippians 4:8 states ' . . . whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.' CLCA is committed to fostering an environment of academic excellence and moral integrity, grounded in Christian values. Academic integrity is essential to our mission, and it is our goal to ensure that all students understand and uphold the principles of teamwork, humility, trust, and optimism.

### Expectations

Scholars, faculty, and staff are expected to:

- Submit original work and properly cite all sources.
- Refrain from cheating, plagiarism, and other forms of academic dishonesty.
- Report any incidents of academic dishonesty to the appropriate authorities.
- Support and promote a culture of academic integrity within the CLCA community.

### Definitions of Academic Dishonesty

- **Cheating:** Using unauthorized materials, information, or study aids in any academic exercise.
- **Plagiarism:** Representing the words or ideas of another as one's own without proper acknowledgment.
- **Fabrication:** Falsifying or inventing information or citations in an academic work.
- **Facilitation:** Helping or attempting to help another student commit an act of academic dishonesty.
- **Misrepresentation:** Providing false information in an academic context.

### Procedures for Addressing Academic Dishonesty

- **Reporting:** Any suspected incident of academic dishonesty should be reported to the teacher or administrator.
- **Investigation:** The incident will be investigated by the staff member involved.
- **Decision:** The staff member will determine if a violation occurred and decide on the appropriate consequences.

### Consequences for Academic Dishonesty

#### First Offense

- The scholar will receive an "F" grade or "0" for the assessment on which the cheating occurred.
- The scholar will have the opportunity to resubmit the assessment to receive a 50%.
- The involved staff member will notify the scholar's parent/guardian in writing of the consequences of this infraction provided establishing the facts and evidence of academic dishonesty.

#### Second Offense

- The scholar will receive an "F" grade, or "0" for the assessment.
- Documentation will be provided establishing the facts and evidence of Academic Dishonesty.

→ The scholar's name will be forwarded to the Administration for a Major Referral Form.

## Prevention and Education

- **Workshops and Training:** Workshops and training sessions on academic integrity for scholars and staff.
- **Curriculum Integration:** Incorporating lessons on academic integrity and Christian ethics into the curriculum.
- **Resources:** Providing resources and support for scholars to develop good study habits and research skills.

## Conclusion

Upholding academic integrity is a shared responsibility that aligns with our Christian values. By committing to these principles, we create a trustworthy, fair, and respectful academic environment where all students can thrive.

## Required Books

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There are certain religious books required at various grade levels that will be provided for the scholar's use. (The scholars can keep these books as their own.) These books and the grade levels for which they are required are as follows:

Grades 2 – 8:	“Christian Worship – A Lutheran Hymnal”
Grades 3 – 8:	“NIV 11 Bible”

## Progress Reports & Report Cards

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Scholar progress is graded and officially recorded on a quarterly report card. The first and second quarter report cards are distributed at the Parent-Teacher Conferences. Subsequent report cards are sent home on the second Monday that follows the end of each grading period. Midterm Reports are distributed at the middle of each quarter to the scholars in grades 5-8.

## Grading & Scale System

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All grades are reported as letter grades except for ECE & Kindergarten, and certain content areas in grades 1-8. It is not enough to compare performance among scholars. Consideration is given to achievement in relationship to ability. Scholars should be rewarded if they are performing at a level that is commensurate with or above their expected range of achievement. Daily preparation of homework and class participation is also taken into account. Demonstrated understanding of the assignment and careful thought should be part of written work. Test results are also weighed into the scholar grade. CLCA utilizes the 4.0 grading scale.

### Early Childhood

Awareness ----- Beginning ----- Developing ----- Proficient

### Lower Elementary & Standards Based Scale:

Awareness ----- Beginning ----- Developing ----- Demonstrating ----- Proficient

100%	A+	85%-84%	C+	≤ 69%	F	Incomplete	I
99%-96%	A	83%-80%	C	Proficient	Prof		
95%-94%	A-	79%-78%	C-	Demonstrating	Dem		
93%-92%	B+	77%-76%	D+	Beginning	Dev		

91%-88%	B	75%-72%	D	Awareness	Aware
87%-86%	B-	71%-70%	D-	Not Evaluated	NE

## Standardized Assessments

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Wisconsin statutes require CLCA to demonstrate academic accountability by annually administering or making provisions for scholars participating in the scholarship program to take one of the nationally norm-referenced tests identified by the ESEA (Elementary and Secondary Education Act). Scholars in grades 5K-8 will be assessed using the national **I-Ready standardized achievement tests**. A report will be given to each parent/guardian when the results are made available. This assessment series is used to measure scholar achievement and growth, as well as to assist in planning programs and needs of CLCA and its scholars. This assessment is a resourceful tool in situations where a scholar's progression to the next grade is in jeopardy.

## Honor Roll

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As a way of recognizing superior academic effort, achievement, and excellence, CLCA maintains an Honor Roll system for scholars in grades 5-8. Honor Roll is based on the grades obtained throughout each quarter. Honor Roll commendation also serves as an excellent means of extrinsically motivating scholars to perform to the very best of their God-given abilities at all times. The following criteria are used for Honor Roll distinction:

<b>HIGHEST HONORS:</b>	<b>3.80 and higher GPA; must achieve all As</b>
<b>HIGH HONORS:</b>	<b>3.5 - 3.79 GPA</b>
<b>HONORS:</b>	<b>3.2 - 3.49 GPA</b>
<b>HONORABLE MENTION:</b>	<b>3.0 - 3.19 GPA</b>

## Graduation Guidelines

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Only scholars who are currently enrolled and have completed the pre-approved academic standards established by the administration of CLCA will be eligible for graduation. The Dean will approve all graduates and determine the valedictorian and salutatorian. The Dean will consider holistic criteria (academic, performance, behaviors, etc) when determining the class achievements.

## Promotion/Retention Policy

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### Promotion Standards:

CLCA has standards for promotion. We want to ensure all scholars are ready to move to the next grade level. Promotion decisions are based on several factors:

1. Readiness as noted on the report cards
  - A scholar has successfully completed the core course work for his/her grade level. Successful completion of core coursework is defined as the following:
    - Attaining a cumulative average score of 70% or better in each of the core courses of instruction. Core courses are defined as: reading, language arts, mathematics, history/geography, and science. Demonstrating satisfactory growth and work in spiritual studies (i.e. Word of God and Christian Doctrine).

- A scholar with special educational needs attaining cumulative average scores of at least 70% or demonstrating satisfactory academic growth in each of the core courses of instruction in relation to his or her individual educational plan.
- 2. Standardized and other academic test scores
- 3. Attendance
- 4. Developmental readiness
- 5. Other measures as determined by the CLCA administration and classroom teacher(s)

### **Retention Standards:**

The parents/guardians of a scholar who is being considered for retention in the same grade will be counseled as early as possible as to the reasoning behind the retention. Scholars who are immature for their grade and are struggling academically & social-emotionally are candidates for retention. In such cases, the teacher and Dean shall recommend retention as a course of action, but the parents must make the final decision. If the parents choose to go against the recommendations of the staff, they must sign a statement to that effect. This statement will become a part of the scholar's permanent file.

If the parents choose not to have the child retained and the child continues to experience difficulties, the staff will insist upon retention the following year. If the parents do not agree with the staff's recommendations for the second time, they may appeal to the Board of Directors.

A child absent for more than 25% of the academic calendar year will be a candidate for retention. In some cases, a lower percentage of absences could require a child to repeat the grade.

- Kindergarten: The state requires that a child be 5.0 years old by September 1<sup>st</sup> of the year of enrollment in Kindergarten. This is the child's chronological age. It is, however, the developmental age of the child that is of primary importance to educational success. By the age of five, the developmental age of children ranges between 4.0 and 6.0. The developmental age needs to be 5.0 or the child is going to experience difficulties. These difficulties have nothing to do with intelligence and nothing but time can help. Forging ahead won't help because nature does not close the gap.
  - Generally, boys of the calendar age of 5.0 will be one-half year behind girls of the same age in developmental readiness. It is often wise to start boys at the chronological age of 5.5 and girls at 5.0. Rather than narrowing, the developmental differences continue to widen during the elementary school years.
  - Just as each individual enters adolescence according to his/her own biological timetable, so each individual becomes ready for formal learning. Requiring a child to do too much too soon can be psychologically damaging with long-lasting results.
  - Some very intelligent children are not ready to begin their education at the age of 5.0. If they are forced to do so, they are apt to become underachievers with behavioral problems due to frustrations easily avoided by waiting a year.
- First and Second Grades: Mastery of the skills of reading and math in the First and Second Grades requires A or B work. Parents need to be aware from the outset that C work at this level should be of as much of a concern as D and F work at a higher-grade level, and may be a reason for the staff to recommend retention. A child at this level may still be recommended for retention on the basis of maturity. Reasons are the same as for Kindergarten.
- Third and Fourth Grades: In these grades, a child working 0.5 grade equivalent points below the national median on the majority of test items should be recommended for retention, regardless of report card grades.

- **Fifth through Eighth Grades:** Beginning in these grades, a child may be held back for difficulty in the survival skill areas: math, reading, and language. Difficulty does not necessarily mean F work. At this level, a child will be held back for the entire grade only if his overall average is an F in academic courses.

## Special Education: Special Needs Referral Process

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At the heart of meeting the mission of CLCA is the need to provide an inclusive educational environment and adhering to the belief that all scholars should have an opportunity to learn the plan of salvation through the Word. CLCA supports its inclusive educational philosophy with a special education continuum. CLCA special education continuum provides individualized services for a range of instructional needs including the areas of academics, educational disabilities, executive functioning, and speech. The following are the steps that are followed in order to assure maximum intervention efforts have been made:

### Special Intervention

Programs are set in place either within the classroom or within the pullout setting of Title I services and the rate of progress is documented through the Intervention Progress Report. If adequate progress has not been apparent, adjustments for more intensive interventions will be made. If a student continues to demonstrate significant delays in skill and knowledge developed over a reasonable period of time, a referral for multidisciplinary team evaluation through the public school will be considered.

### Referral for Special Education Evaluation

Scholars who continue to demonstrate a lack of improvement and are suspected of needing Special Education will be referred to Fort Atkinson School District (FASD) for an evaluation. Parent contact will be made to advise the next step in the process. The Student Services Coordinator will complete paperwork as requested by the School District of Fort Atkinson. Together with the classroom teacher, the Student Services Director will assist in the collection of the documentation as requested by the FASD. FASD will assign the appropriate professionals to complete the evaluation process.

## Learning Environment

### Overview

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Respect and educational purpose characterize the classroom environment at CLCA. The environment promotes responsibility, respect, civility, and academic excellence in a safe learning and teaching environment. This learning environment is orderly - a place where instruction can take place and the joy of academic accomplishment can be experienced. In maintaining structured, disciplined classrooms, the teachers and staff provide an educational setting where scholars can focus more readily, apply themselves more effectively, and realize greater success in the quest to learn. Below is a summary of the CLCA learning environment:

- A Christian environment that is loving and caring
- Classrooms that are fun and conducive to learning
- A campus with an open-door policy with parents/guardians
- Accountability measures that ensure great success
- An Academy of best-practices that includes the best elements of
  - Classical education
  - Cutting-edge, current curriculum
  - Modern technologies

## Memory Work

Memorization of Bible passages, the chief parts of the Catechism, and hymns are an important part of the religion curriculum. For the most part, the younger scholars work on their memory work during class hours and then may need a little more time at home to complete the assignment. The older scholars are expected to do this work on their own as homework.

## Homework

Learning is not restricted to the classroom. Homework may be assigned to achieve the instructor's educational goals or to supplement what is being covered in the classroom. Scholars are expected to keep current on their daily assignments and homework. Non-completion will be dealt with on an individual basis according to the late homework policy and the needs of the scholar or the situation.

## Homework Responsibilities

Responsibilities of Staff	Responsibilities of Parents	Responsibilities of Scholars
<ul style="list-style-type: none"> <li>➤ Assign challenging and meaningful homework that reinforces classroom lessons</li> <li>➤ Give clear instructions and make sure scholars understand the purpose</li> <li>➤ Give feedback and/or correct homework</li> <li>➤ Communicate with other teachers</li> <li>➤ Correct the work of the scholars in a timely manner</li> <li>➤ Know whether submitted work is acceptable</li> <li>➤ Contact parents if a pattern of late or incomplete homework develops</li> </ul>	<ul style="list-style-type: none"> <li>➤ Set a regular, uninterrupted study time each day:</li> <li>➤ Keep in contact with the teacher when a scholar's work habits change. This can be done with notes being sent home, phone calls, emails, or parent-teacher meetings.</li> <li>➤ Review child's work regularly. Parents should inform the teacher of any concerns about homework.</li> <li>➤ Establish a quiet, well-lit study area</li> <li>➤ Monitor scholar's organization and daily list of assignments in their assignment guide</li> <li>➤ Help scholars work to find the answer, not just it for them</li> <li>➤ Be supportive when the scholar gets frustrated with difficult assignments</li> <li>➤ Contact teacher to stay well informed about the scholar's learning process</li> </ul>	<ul style="list-style-type: none"> <li>➤ Write down assignments in a designated area, notebook, or planner</li> <li>➤ Be sure all assignments are clear; don't be afraid to ask questions if necessary before the end of each class period</li> <li>➤ Set aside a regular time for studying</li> <li>➤ Find a quiet, well-lit study area</li> <li>➤ Work on homework independently whenever possible, so that it reflects scholar ability</li> <li>➤ Produce quality work</li> <li>➤ Make sure assignments are done according to the given instructions and completed and turned in on time</li> <li>➤ Request missed assignments when absent from each teacher</li> <li>➤ Request assignments ahead of time when absent for Academy activities</li> </ul>



## Guidelines for Homework per Grades

Grade Level	Homework Guidelines
K4-K5	Review Bible Stories at home, learn memory work, practice letter/sight word/math flashcards, and spend time reading together
1-2	Learn Bible Stories at home, spelling words, learn memory work, spend time reading together and review math facts
3-4	Learn Bible Stories at home, spelling words, review memory work, spend time reading together and review math facts
5-8	Learn memory work, confirmation study, memorize hymns, review for tests and quizzes, complete assignments, and special projects

## Scheduling Format

The CLCA middle school (5th-8th) operates on a rotational schedule format for the morning core courses: Social Studies, Science, ELA (Composition, Grammar, Spelling), and Math. CLCA will host four rotating days labeled: A, B, C, and D. The rotating schedule will exist in a sequential pattern of A, B, C, D, A. The schedule will continue in a sequential manner (B, C, D, A, B: etc. )If CLCA is not in session for inclement weather or other rationale, then the rotation day will be skipped and continue in a sequential pattern.

## Late Homework Policy

### 1. Late Work:

- Scholars will receive a pink slip for the following circumstances, all of which would be considered incomplete work:
  - Any assignment not completed upon arrival to CLCA on the day in which the assignment is due
  - Any assignment that is not completely finished by teacher standards or to the scholar's ability

### 2. Parental Correspondence:

- After 6 pink slips within the homeroom: At this point there will also be a meeting with the scholar, the teacher, and the parents to discuss the situation and will develop a plan to prevent any further missing assignments.
- After 8 pink slips within the homeroom: At this point there will be a meeting with the scholar, the teacher, and the Dean.
- After 12 pink slips within the homeroom: If a scholar continues to accumulate missing assignments and shows no improvement or intent to improve, the Dean may recommend expulsion from CLCA. Expulsion can only be done by the Board of Directors.

### 3. Consequences for late assignments:

Unless specified otherwise by the teacher, all homework is due the next class day at 8:15 AM. **Homework, even if late, will be due in order to receive credit.** Teachers will track any missing assignments for each quarter.

- Grades K-4: Consequences for late assignments are up to the teacher's discretion
- Grades 5-8: All late assignments will receive a pink slip, and the consequences listed late assignments:
  - Work turned in no more than one day late may receive a grade as high as a C (80%).
  - Work turned in no more than two days late may receive a grade as high as a D- (70%)
  - Work turned in more than two days late will receive an F (69%)



- o Work not turned in will result as a F (50%).

#### 4. Escalating results of multiple pink slips:

#1	#2	#3	#4	#5	#6
Grace	Grace	Lowered grade and pink slip	Lowered grade and pink slip	Lowered grade and pink slip	Lowered grade and pink slip
#7	#8	#9	#10	#11 or more	
Lowered grade, pink slip, and detention	Lowered grade, pink slip, detention, and athletic ineligible for next athletic contest	Lowered grade; In-School Suspension-scholar must complete late or missing work (athletes determined ineligible permanently)	1 Day Out of School Suspension – scholar must return to school with completed work (athletes determined ineligible permanently)	Enrollment status will be reviewed	

- Records (total # of late assignments) will be cleared at the end of each quarter and scholars will start with a clean slate.
- If a scholar completes a quarter without using all of their freebies, they will be positively reinforced for their hard and diligent work.
- Recess/staying after class hours will be an option for scholars to get incomplete work done.
- Logically, late work will negatively affect a scholar’s overall performance. An excessive amount of late work throughout the year could be a factor to cause a scholar to be retained in their current grade.
- Exceptions: Teachers will take into consideration extenuating circumstances when determining late work.

## Make-Up Work

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Teachers and staff will allow scholars to make up and receive a grade for tests and assignments missed during excused absences. Scholars are to have one week to make up work for every day of excused absence. Scholars are required to make-up work for unexcused absences, truancies, or suspensions. Parents can request make-up classwork for their child through the office on the second day of absence. We appreciate the support of our parents and guardians in helping our scholars achieve this goal.

## Assignment Notebook

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CLCA will supply assignment notebooks for all scholars in grades 5 - 8. Scholars will use these books daily to assist them in developing organizational skills. It will be our policy to regard assignment notebooks as misplaced or lost if the scholar fails to have it present in the classroom three consecutive academic days.

## Singing in Worship Services

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The children learn and rehearse songs of praise in school. We encourage our scholars to participate because *spreading God’s Word in song is a most gratifying and rewarding privilege.*

## Friday Chapel and Mission Money

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Services are conducted every Friday morning at 8:25A.M. in the designated areas per campus. Scholars are encouraged to use their musical talents to enrich chapel services through singing or playing musical instruments. All stakeholders and

guests are invited to attend. A mission project is selected for the academic year for our community to support by their offerings that are collected during the chapel service.

## Field Trips

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The main purpose of field trips at CLCA is to enhance the scholar's CLCA experience. Field trips will be scheduled throughout the year to supplement classroom instruction or for recreation. When asked to serve as a chaperone, volunteers should recognize that the activity is planned for scholar learning, that no siblings shall attend field trips unless their class is also participating.

## Attendance

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Regular daily attendance is directly related to your scholar's progress and our ability as an Academy to help him/her progress as much as possible. The primary legal, class attendance is compulsory in the state of Wisconsin for all ages 6-18 (118.15), and moral responsibility for scholar attendance rests with the parent (Wis. Statute 118.15). CLCA will work cooperatively with the parents to teach its scholars the importance of a full day attendance.

Making up work after an absence never is the same as if the scholar had heard the material explained in person from the teacher the first time around. Therefore, frequent absences are a serious impediment to learning and often lead to low academic achievements.

## Recording Tardiness and Absences

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Tardiness disrupts the most important part of the academic day: morning devotion and initial prep time. For this reason, scholars **must be prepared for class by the time academic day begins (pending campus)**. Tardiness is reported with attendance on the report cards and permanent records. Any scholar entering after the start time must report to the office and will be marked tardy. **Parents or guardians should provide the CLCA Attendance Officer or main office with an excuse whenever a scholar is tardy.** A tardy may be marked as either excused or unexcused. If a scholar is tardy and the parents or guardians fail to make acceptable communication with the teacher or administrative office, the result will be an unexcused tardy.

A scholar will be given a ½ absence if he/she arrives at class after **11:30 A.M. (Berea Campus) 9:30 A.M. (Bethany Building)** for the or leaves classes prior to the last 30 minutes of the academic day. A determination will be made whether the absence will be recorded as excused or unexcused. Acceptable communication by the parents must be made.

If tardy, **all parents must sign their scholar in at the office.** Please provide the office with the rationale explaining the reason for arriving late.

## Per grading period:

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The homeroom teacher will make contact with the parent/guardian encouraging the necessity for punctuality after three unexcused tardies. After the third unexcused tardy, the homeroom teacher will incorporate tier support to assist the family.

If the scholar accumulates...

- 5 unexcused tardies, a detention and additional tiered support will be given.
- 7 unexcused tardies, a 2<sup>nd</sup> detention will be given; followed by a meeting with Administration.
- 9 unexcused tardies will warrant a meeting with Administration to review continued enrollment.

## Acceptable and Unacceptable Forms of Excusing

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The following are acceptable forms of excusing a tardy or absent scholar:

- a telephone call or text to the office manager, teacher, or administration
- an email to the office manager, teacher, or administration
- a written and signed note from the parent to the teacher
- talking personally with a scholar's teacher

The following are not acceptable forms of excusing a tardy or absent scholar:

- verbal excuse through a sibling or other scholar

## Definitions

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1. **Excused Absence:** Absences that are excused include the following:
  - a. Illness
  - b. Disabling injury
  - c. Funeral in the family
  - d. Medical or dental services that cannot be arranged outside of CLCA hours
  - e. Family vacations that must be taken during the course of the academic year. Teachers must be notified in advance and arrangements to complete work must be made by the teacher and parents or guardians of the scholar
  - f. Unexpected circumstances that make it impossible for the child to make it to class. However, if it is determined that the scholar need not have missed more than part of a day, that part will be considered unexcused.
2. **Unexcused Absences:** These are absences for which the qualifications under the previous description are not met. A scholar will also be marked unexcused if the teacher is not notified in an acceptable way (see below). These absences will be recorded by the teacher in the permanent attendance record as unexcused.
3. **Excused Tardiness:** A scholar will not be listed as tardy when absent if:
  - a. Unusual traffic conditions caused a delay (accidents, road closures, etc. –especially applies to those traveling long distances)
  - b. Unusual weather conditions caused a delay
  - c. A late bus
  - d. A unique extenuating circumstances as determined by the administration
4. **Unexcused Tardiness:** If the scholar is not in his/her seat at 8:05 AM or within a reasonable time (determined by homeroom teacher) following; he/she will be marked tardy. If there is no excuse provided by the parents or guardians, or an unacceptable excuse is provided, an unexcused tardy will be recorded.
5. **Truancy:** Wisconsin Statute 118.16 which defines a habitual truant as "a pupil who is absent without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which classes are held during an academic semester." **All scholars who are classified as being habitually truant are in violation of Wisconsin law, and as such the scholar, and his/her parent(s)/guardian(s), may be required to appear in court.**

Guidelines:

- a. A statement of the parent's or guardian's responsibility, under Wis. Stat. sec. 118.15(1)(a), to cause the child to attend school regularly.

- b. A statement that the parent, guardian, or child may request program or curriculum modifications for the child under Wis. Stat. sec. 118.15(1)(d).
- c. A request that the parent or guardian meet with the Dean to discuss the child's truancy. The notice shall include a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting shall be within five academic days after the date that the notice is sent, except with the consent of the child's parent or guardian the date for the meeting may be extended for an additional five academic days.
- d. A statement of the penalties, under Wis. Stat. sec. 118.15(5), that may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under Wis. Stat. sec. 118.15(1)(a) and 118.16(2) (cg). All classwork missed due to an absence is required to be completed. Scholars are given one day longer than the number of days absent to complete their assignments.

## Attendance Policy

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Regular attendance and a high level of achievement go hand-in-hand. Therefore, the following attendance policy has been set by the Board of Directors:

1. The name of any scholar that misses 25% of the days of instruction will be brought to the Administration along with a recommendation from the scholar's teacher for retention or advancement.
2. Except in extreme instances, any scholar missing more than 25% of the days of instruction may be retained in his/her present grade.
3. All appeals must be made in writing to the Board of Directors through the Administration.

## Vacations

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Vacations during the academic year are discouraged. Please try to schedule vacations during breaks. Parents/Guardians who are planning vacations during the academic year are requested to notify the teacher well before the date of the trip. The staff will make every effort to prepare the assignments that the scholar will miss. The due date for the make-up work will be determined by the classroom teacher. Some activities may have to be made up at a later time depending on their nature and the teacher's schedule. Excused absences mean that class work assignments missed will be made up by the scholar.

## Mental Health & Counseling Services

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The Christian Family Solutions will provide mental health services at the Berea Campus on Wednesdays for scholars that have consent.

Other CFS services offer direct help to families whose child(ren) are experiencing educational or behavioral problems either at home or in school. Consultation with teachers on such problems is also available as needed. Psycho-Educational Evaluation can also be completed when a child is suspected of having a learning disability, emotional problems, or being gifted or intellectually impaired. The purpose of the evaluation is to assist in understanding the child and planning a remedy of existing problems.

Other services include counseling unwed parents, adoption, and family service. The area of service referred to as family service includes marriage counseling, individual counseling, family counseling, and dealing with such issues as parent/child relationships, marital discord, delinquency, drug abuse, alcoholism, and depression.

## Financial Information

### Affording a Crown Education

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*“All parents should diligently strive to give as the Lord has blessed them, mindful of their Lord’s promise to supply all their needs” (Malachi 3:10).* CLCA understands and appreciates the financial commitment that families take on in deciding to send their scholar to CLCA. CLCA is committed to maintaining a Christ-centered education with excellence in every subject we teach, making the family’s educational experience affordable, regardless of their resources. In keeping with our mission and guiding principles, CLCA supports a tuition scholarship program to assist families whose financial resources cannot fully cover the cost of a Christ-centered education.

### Tuition

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The following table provides the tuition costs per each ministry level at Crown of Life Christian Academy:

Ministry Programming	Tuition
5K - 8	\$8,500
4K	\$2,250
2 -year-olds	2 half days — \$1,400 3 half days — \$2,080 5 half days — \$3,430
3-year-olds	2 full days — \$1,350 3 full days — \$2,000 5 full days — \$3,290
Before/Aftercare	\$4.75/hour

**Tuition and book fees do not** apply to scholars participating in the Wisconsin Parental Choice Program (WPCP) and Special Needs Scholarship Program (SNSP).

### Scholarship Aid & Determination

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The scholarship program is available to all families in grades 5K-8th grade. The need-based tuition scholarship can help defer the cost and all families are eligible to apply. There are built-in reductions for multiple children.

*Families applying for a scholarship for the 2024-2025 academic year may apply after January 31, 2024, and no later than May 31, 2024.*

The Scholarship Committee allocates funds after careful consideration of a family’s financial need and to the extent that scholarship funds are available. To be considered for financial aid, families are required to submit a copy of their most recent tax return as part of the admissions process. This ensures that our process for establishing financial need adheres to

nationally established standards of best practice. All financial information and scholarship totals are kept strictly confidential. Families are required to reapply each year for scholarship aid.

## Tuition Schedule

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The initial tuition payment will be due at the beginning of the academic year. Enrollment may be terminated if tuition payments are not received on time. Tuition invoicing and payments are managed through an online payment portal. Parents can log in to review invoices, while having access to their payment history. Payments can be made electronically in the system to CLCA. Contact the Administration with questions. **A 3% discount will be awarded for all tuition agreements that are paid in full prior to August 20.**

## Tuition Contract Pledge

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Families agree to pay all tuition and fees required in accordance with the financial policy of CLCA, including the following:

- Monthly payments are due in full
- Any remaining balance is subject to a \$50.00 late fee
- Families with accounts which have become more than 30 days past due will meet with a representative of CLCA

Families will be assessed a \$25.00 fee for any personal checks returned from the bank for insufficient funds. The family's account must be paid up-to-date in order to be considered for re-enrollment for the next academic year.

## Fees

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CLCA has a fee structure for additional available services: fine arts, extracurricular activities, and other services. The fee structure can be found on the annual auxiliary fee form that is distributed prior to the beginning of the academic year. Field trip fees will be assessed for any recreational field trip and transportation. Staff members will provide a permission slip which indicates the fee per recreational field trip. As a private school participating in the Wisconsin Parental Choice Program, we are assessing these fees in line with the state law requirements, see Wis. Stat. 118.60(3m)(am)1.a. and Wis. Stat. 118.60(3m)(am)1.b.

## Co-Curricular Activities

### Athletics

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CLCA offers an organized athletic program for scholars in grades 5-8. It is part of the Badgerland Athletic Conference (BLAC). The goal of the program is to develop scholars' athletic knowledge and skill. Teamwork, dedication, and Christian sportsmanship are stressed at all times. For more information refer to the **CLCA Athletic Handbook**.

### Athletic Program Philosophy

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The goal of our athletic program is to provide a wealth of opportunities and experiences as it pertains to athletics, while at the same time helping the children to develop Christian maturity, Christian sportsmanship, and an appreciation of their God-given abilities. Involvement in the athletic program provides opportunities to learn the benefits of responsible team play and cooperation. It provides a vehicle for learning mental and physical self-discipline, loyalty, personal pride, pride in

CLCA, respect for others, and the will to win. It proves that hard work and dedication produce wins not necessarily just in the win-loss column. Participants are encouraged to develop their God-given talents and abilities to their fullest.

## Athletic Eligibility Policy

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Scholars who wish to participate in co-curricular activities must demonstrate that these additional activities will not become a burden to them and not detract from their academic work. If a teacher and the parents/guardians determine that co-curricular activities are beginning to have an obviously detrimental effect on a scholar's work, then the parents and Academy together may decide to limit participation. **For more detailed information see the Athletic Handbook.**

## Activities

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Co-curricular activities at CLCA include the following:

- Forensics
- LLHS Visual Arts Fair
- LLHS Fine Arts Fair
- LLHS Math Meet
- Leadership Council

## Cancellation policy

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All co-curricular activities will also be canceled for that day if the academic day is canceled.

# Communications

## Communication Overview

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One of the most important responsibilities of the CLCA staff is to keep the lines of communication open with all involved. This is fundamental to creating a strong home-academy relationship.

Most problems between parents and staff are a result of a breakdown in communication from the classroom to the home. This may also be the consequence of poor or confusing messages. Therefore, we need to be professional in our communications.

## The Crown Chronicles: CLCA Newsletter

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The *Crown Chronicles*, CLCA's newsletter, will be distributed on Mondays. This newsletter will have information about the CLCA happenings, upcoming activities, and classroom news. A copy will be e-mailed to each home. Upon request, a hard copy will be distributed to the families that do not have internet accessibility.

## Orientation Night

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In August, prior to the start of the new academic year, parents/guardians are expected to meet for an Orientation Night. This event is meant to provide parents the opportunity for fellowship with the greater CLCA community,

hear of new policies and reinforce various policies, and classroom orientation sessions. Our Administration will be available for tuition management and other pertinent academy questions.

## CLCA Website

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CLCA operates a website where a wealth of information is presented on all the various educational programs and ministries of CLCA. The website is updated regularly and will include the most current information possible. The Family Handbook, academic year/athletic calendars, surveys and questionnaires, registration opportunities, and many more items are posted on our website at [Crown of Life Christian Academy](#)

## CLCA Family Google Calendar

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CLCA utilizes Google calendars to provide dates for scheduled events. This calendar can be accessed on the CLCA website or by sending an email to the office manager asking for the calendar to be shared in order to properly sync it to your preferred electronic device.

## Conferences

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Two parent/guardian-teacher consultations are scheduled during the 1st and 2nd quarters of the academic year. Early Childhood (2-year-old to 4K) has a separate conference schedule than the Berea Campus. For the Berea Campus, the 2nd Quarter P(G)/T Conference features scholar-led conferences as a way to motivate our scholars to proudly recognize their strengths and areas to improve upon. Parents/Guardians are also encouraged to consult with their child's teacher at any time during the year.

## Online Gradebook

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CLCA uses a web-based software program called PowerSchool, which allows parents and scholars to access assignments and grades by typing in their parent or scholar password. The website is: <http://wels.powerschool.com>. The necessary access information will be provided to families at the annual Orientation Night.

## Report Cards & Midterms

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Annual evaluation reports are distributed to each scholar to give the parents a formal report on their scholar's progress. Report Cards for 2 year olds - 4K are issued twice per year (1st & 3rd quarters), and 5K - 8th grade are issued quarterly. Midterm reports for grades 5th - 8th are distributed quarterly. It would be good for parents/guardians to sit down with their scholar (s) and review their progress and set goals for the next marking period. The staff will be happy to answer your questions about your scholar's achievement.

## Email

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Please feel free to contact CLCA directly via email at [info@crownoflifeacademy.org](mailto:info@crownoflifeacademy.org) with any questions or concerns. However, be aware that email sent or received using CLCA communication equipment may be monitored or read by people other than your intended recipient. In short, email may not be confidential.



## Teacher Availability

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Home-CLCA communication concerning each scholar's academic life is vital. Therefore, CLCA's teachers encourage parents to discuss any and all issues that may arise. A preferred time to sit down and give adequate time to discuss an issue is typically after class hours or at a time that is mutually agreeable. Teachers will be available after school until 3:30. Since teachers are greeting each scholar and are doing final preparations for the academic day, before class hours consultations are not recommended. Our teachers will provide other contact information on Orientation Night and in their Classroom Handbooks.

## Conflict Resolution

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CLCA is committed to a God-pleasing partnership between home and CLCA. If a disagreement arises, a resolution will be found in a God-pleasing way. Consider these encouragements from God's Word:

- **Ephesians 4:3-4**; *"Make every effort to keep the unity of the Spirit through the bond of peace. There is one body and one Spirit – just as you were called to one hope when you were called."*
- **1 Peter 3:8**; *"Finally, all of you, live in harmony with one another, be sympathetic, love as brothers, be compassionate and humble."*

In **Matthew 18:15-17**, our Savior *requires*, on the basis of Christian love, that parents and teachers speak with each other privately, and not to make their disagreements public. Christian love and courtesy should dictate how each party will deal with each other. Additionally, parents must be especially careful about speaking about a disagreement with a teacher in front of their child(ren). Remember, the Eighth Commandment (***You shall not give false testimony against your neighbor...We should fear and love God that we do not tell lies about our neighbor, betray him, or give him a bad name, but defend him, speak well of him, and take his words and actions in the kindest possible way***) protects one's good name whether an accusation is true or not.

By His Spirit, God empowers His people to approach each other humbly, peacefully, and harmoniously. In that spirit, God's people at CLCA have established a series of steps leading towards a God-pleasing conflict resolution.

In matters dealing with an individual:

1. Discuss the matter with the teacher or whoever was directly involved in the matter. More than one meeting may be needed for the issue to be understood and action to be taken.
2. If the conflict has not been resolved, then discuss the matter with the Dean along with whoever was previously involved in the matter. Again, more than one meeting may be needed. If the disagreement concerns the Dean, then the Board of Director Chairman can be contacted.
3. If the conflict has not been resolved, then discuss the matter with the pastor along with whoever was previously involved with the matter. Again, more than one meeting may be necessary.
4. If the issue has not been resolved, the matter can then be brought before the Administrative Committee for final resolution. Again, more than one meeting may be needed to draw a conclusion to the matter.
5. The Board of Directors is the governing body of CLCA, and their decision is the final word.

In matters dealing with CLCA policy and/or procedures:

1. Discuss the issue with the Dean.
2. If the issue has not been resolved, then bring the issue to the Administrative Committee for resolution.
3. The Board of Directors is the governing body of CLCA, and their decision is the final word.

Consider this final exhortation from 2 Corinthians 5:17, 18: ***“Therefore if anyone is in Christ, he is a new creation; the old has gone, the new has come! All this is from God, who reconciled us to himself in Christ and has given us the ministry of reconciliation.”***

Therefore, in all matters of conflict between fellow Christians, ultimately, we have the reassurance that Jesus can heal the conflict and bring resolution through the forgiveness of sins He won for us.

## Parents/Guardians

### Our Response to His Love

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*Grace, God’s Undeserved love, is the message of the Bible, “For God so loved the world that He gave His one and only Son that whoever believes in Him shall not perish but have eternal life” (John 3:16).* What have we done to deserve a gift like that? Nothing. In response to His love for us, we strive to love others as Christ loves us. Love is an *action* verb. 1 Corinthians defines love as being patient, kind, and persevering. As we interact with one another, we must strive to follow this model of God’s grace.

### Home & Academy Cooperation

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The Lord bound the home and academy together as a unit with identical aims when he said in *Deuteronomy 6:6-7*, ***“These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”*** Parents/Guardians must remain faithful in their responsibilities. Parents/Guardians and staff must join hands so that this work can be done efficiently and effectively preparing children to meet their Lord.

Throughout the year, situations may arise that cause parents to question operations. Any disagreement with policies or feelings of discontent should be dealt with according to our Lord’s directive in Matthew 18:15-18 and also in keeping with the spirit of the 8th Commandment. We encourage parents to bring their concerns to the teacher involved. If problems still persist, the matter may be brought to the Dean. Should the situation warrant further action, the Dean will notify the Board of Directors. When parents, scholars, teachers, and the Board of Directors work together, CLCA will be a fortress of Christian education and academic training that will give glory to God.

### Responsibilities of Parents/Guardians & Board of Directors

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Recognizing teachers as special gifts of God to his Kingdom, the Board of Directors and parents will:

- Receive them as servants of Jesus Christ for our children.
- Accord them the honor and love which we owe them as servants of Christ.
- Support their work among us with our prayers and personal assistance.
- See to the punctual and regular attendance of scholars.
- Aid them in maintaining Christian discipline.

### Worship & Bible Study

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Gathering around the Word of God on a regular basis is important for the spiritual growth of the whole family. Parents/Guardians are encouraged to set aside time each day for family devotion and prayer. Coming together as Christians in a church setting allows us to spur one another on in love and feed our souls with the Word. All families are encouraged to attend church on a regular basis. ***It is of utmost importance for parents to be active in God’s Word at***

**home and in church. Nothing supports Christian academic instruction more than seeing it used and modeled in the family circle.**

## Religious Resources

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[www.wels.net](http://www.wels.net) – The official website of the Wisconsin Evangelical Lutheran Synod. Devotions and spiritual resources are readily available

[www.nph.net](http://www.nph.net) – The WELS publishing house that provides spiritual printed materials

[www.kremerpublications.com](http://www.kremerpublications.com) - Another source for printed devotional and spiritual materials

[www.biblegateway.com](http://www.biblegateway.com) - online Bible

## Custody Policy

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CLCA must give full rights to both parents/guardians of a scholar, unless there is a court order or other legally binding document on file relating to divorce, separation, or custody that specifically revokes these rights. Special circumstances and court orders must be in the scholar's file in the office.

CLCA will willingly uphold and enforce any mandated court custody decisions.

Custodial parents/guardians are required to update the scholar information sheets and should be reviewed at orientation each year. Custodial parents are responsible for updating custody information as it changes and informing the academy who is permitted to pick up a scholar from CLCA during the day. This information will be shared with the Administration and the homeroom teacher.

CLCA will not allow itself to be directly involved in any custody disputes among families unless required to do so by law. Parents/Guardians that have specific custody concerns are asked to generate a schedule indicating scholar placement. A copy will also be kept on file in the main office.

If parental custody kidnapping is suspected, contact 911.

## Volunteer Policy and Guidelines & Opportunities

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Volunteers are a vital asset to the success of CLCA. Our teachers and staff appreciate the many volunteers throughout the years who have graciously given their time and talents to give scholars the best possible learning experience. ***"Each one should use whatever gift he has received to serve others, faithfully administering God's grace in its various forms"*** (1 Peter 4:10). The Administration, faculty, staff and the Board of Directors thank you in advance for your continued commitment and support.

## Definition of Volunteer

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A volunteer is defined as an individual performing services for CLCA who does not receive compensation for his/her services. The volunteer is any adult 18 or older.

## Purpose of a Volunteer

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- CLCA volunteers serve under the direction of the staff to meet the needs of the scholars.
- Supplement the work of classroom teachers, upon their request, under their supervision, and with the approval of the Academy administration.
- Provide assistance for staff in non-academic areas where scholar contact may or may not exist.

## How to Volunteer

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Simply contact the teacher or staff member in charge. If you are unsure who to speak with, notify the office about your interest and our team will direct you to the correct person.

## Volunteer Positions

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The following are positions that individuals can volunteer for:

- Chaperone
- Correcting assignments
- Helping scholars in the classroom
- Recess help
- Supervising and serving lunch
- Running the scoreboard or scorebook
- Cleaning
- Transporting scholars

## Volunteer Code of Ethics & Confidentiality

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***“If anyone speaks, he should do it as one speaking the very words of God. If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ”*** (1 Peter 4:11). Keeping 1 Peter in mind, there are certain rules all of us must follow when working in the Academy.

- Do not discuss individual scholars
- Do not compare scholars
- Never publicly discuss parents, scholars, teachers or other volunteers
- If you see confidential records of children in the classroom, staff room or office; under no circumstances should you repeat any of this information
- Be respectful of CLCA expectations when volunteering

## Volunteer Expectations

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- Follow the directions of the staff member at all times.
- Should you have a concern about a scholar, as a result of working with that scholar individually or in a group do not hesitate to bring your concern to the attention of the teacher.
- Do not hesitate to ask questions of the person in charge of an activity.
- The teachers and staff will depend on you to be present at your scheduled time. Their days are planned with your help in mind. If you find you will not be able to volunteer on a particular day, please notify the office as soon as possible.
- Should you be driving for a field trip using your personal vehicle, it is necessary that the children use their seatbelts. There must be one seatbelt for each child and adult in the vehicle. Before you begin operating your vehicle, remind the children of your rules concerning their behavior. Check with the office that your driving paperwork (vehicle insurance and driver’s license) is on file and up to date).
- Please understand that in academic settings, it is important to be able to give your full attention to the task at hand. There are some settings where it may not be appropriate to bring children with you when volunteering. The classroom is one of these settings. Please check with the teacher or staff member to discuss their expectations.

## What Volunteers Are Not Expected To Do

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- Administer Discipline - If you have concerns about anything you see in the classroom or on Academy grounds, speak to the coordinating staff member.
- Interrogate scholars or Investigate Problems - Please report any problems to coordinating staff member
- Administer Medications - Please refer any matter to the coordinating staff member.
- Clean up Bodily Fluids - Volunteers should not be involved in the clean-up of bodily fluids. In the case of a life-threatening situation, volunteers should first attempt to alert CLCA personnel. If it is necessary for them to take immediate action, they should exercise all reasonable precautionary measures. CLCA personnel should be notified as soon as possible.

## Volunteer Sign-In

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All visitors in the academy, including volunteers, are required to report to the office each time they visit during normal academic hours. May God bless the work that you do for us and for Him.

***"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things"*** (Philippians 4:8).

## Volunteer Opportunities

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There are many ways to get involved and assist CLCA's activities and learning. Volunteers can assist classroom teachers during the day, monitor before and after academic hours, help with recess and lunch duty, help with activities during the academic day (ie. coaching). Volunteers also serve as drivers and chaperones on field trips and sporting events.

## Getting Involved

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All volunteers must complete the Volunteer Policy. We want to be sure that all volunteers have a firm knowledge of policies and appropriate interactions with scholars at CLCA. All CLCA families will be required to re-sign our Volunteer Policy when changes are made. If you would like to help out at CLCA, please contact the office and we will provide a copy of our volunteer policy for you.

## Background Check Policy

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### Background Checks of Called Workers/Hired Staff/Volunteers

The following policy will be followed for all called workers, hired staff, and volunteers that interact with scholars at CLCA:

1. Background checks (State of Wisconsin Department of Justice -Criminal History Background Check) (Wisconsin Circuit Court Access) will be conducted by the Administrative Committee for all called workers, hired staff, and volunteers at the beginning of their employment and volunteering in any Academy capacity involving CLCA scholars.
2. The tools used to conduct background checks will be the State of Wisconsin Department of Justice -Criminal History Background Check; the Wisconsin Circuit Court Access web site; and the Wisconsin DOC Sex Offender Registry Site.

3. Funding for the necessary background checks will come from the academy's operating budget.
4. A review committee consisting of the Administrative Committee will evaluate any "red flag" items or questionable background check results. The review committee may enlist the assistance of others in the evaluation process for needed expertise (insurance, legal, etc.).
5. All background check results will be stored in a secure location and viewed only by the review committee or others as deemed necessary by the review committee (insurance, legal, etc.).
6. Any person who has been convicted of child abuse (either sexual abuse, physical abuse, neglect, or emotional abuse) will not be allowed to interact with or work with children or youth in any academy/church sponsored activity. If a person willing to work or volunteer is not on the cleared list, he/she should speak with the President and Dean about their standing or ask for an appropriate background check.

## Crown Community Organization

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The Crown Community is an essential organization of CLCA and is governed by an executive board. The Crown Community's purpose is to fully support CLCA through volunteer opportunities, assisting in communication between CLCA and our families, to involve all families in CLCA functions, and to provide financial support for items that the CLCA budget does not allow. Everything that we do fully benefits the whole CLCA family.

## Social Media Guidelines

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In today's connected world, CLCA recognizes the necessity for scholars to learn and build skills using technology. For that reason, CLCA provides scholars access to a variety of devices, use of network resources, and Internet connectivity. Responsible use of these technological tools will be taught and fostered among scholars. We encourage parents to be responsible with social media. It is every parent's responsibility to use social media in a positive and God-pleasing way. Parents/Guardians will be held accountable for content they post online. Remember that if you share information, you are responsible for it. Even if you did not take the picture, make a comment or write an article, you are held responsible for sharing the information.

Guidelines:

1. Use caution. Do not post or share the following:
  - a. Confidential or personal information about yourself or anyone else
  - b. Passwords or login information
  - c. Copyrighted items
  - d. Photos or videos without permission
2. Consider the Future. What you post online now will follow you forever.
3. Be honest, thoughtful, and respectful.
4. Avoid obscene or crude language, sexual comments, bullying (also known as cyberbullying), material related to alcohol, drugs or illegal behavior, discussions that are harmful to the reputation of others or the reputation of CLCA.
5. Have no expectation of privacy. CLCA has the right to review and inspect all forms of online communication.
6. Use privacy settings, but remember that even with the strictest privacy settings, your information can become public. Information that you delete is stored online indefinitely. Whatever you post online is public and permanent.

## Visitation by Parents/Guardians

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Parents/Guardians are invited to visit CLCA within appropriateness. We do ask that you call the staff member and the CLCA office at least one day in advance to notify the teacher of their intentions. If you choose to visit while it is in session, please check in with the CLCA office prior to entering.

## Transportation

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It is expected that the parents/guardians will provide transportation for their children. However, names will be shared so that carpools can be formed, when asked.

## Helpful Hints for Parents/Guardians

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How can parents help their scholar?

- By letting the Word of God be the guide in all phases of daily living
- By having regular family devotions and prayer
- By striving to set a Christian example for your child so he/she may have a pattern by which to live
- By refraining from being critical of CLCA procedures in the presence of your child
- By assisting your child in memory work
- By seeing to it that he/she is regular and prompt in attendance
- By discouraging your child from bringing distracting items to CLCA or anything that might present a danger in the classroom or on the playground
- By encouraging your child in doing classwork and other CLCA activities.

## Scholars

### Code of Conduct

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#### Discipline Philosophy

***“All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness” (1 Timothy 3:16).*** The word discipline in a Christian setting means to forge disciples of Christ. The main objective of the CLCA discipline philosophy is to forge disciples. The CLCA staff makes every effort to treat all scholars fairly according to God’s Word. On the other hand, all must realize that scholars owe implicit obedience to their teachers and staff members under the Fourth Commandment (***Honor your father and mother, that it may go with you and that you may enjoy long life on the earth...We should fear and love God that we do not dishonor or anger our parents and others in authority, but honor, serve, and obey them, and give them love and respect***). Scholars are expected to show respect to their teachers and all members of the staff at all times and in all situations.

All scholars attending CLCA must submit to wholesome discipline from the Word of God, ***“Children, obey your parents in the Lord, for this is right” (Ephesians 6:1)***. Scholars must also submit to reasonable discipline by the teacher or administration.

Our scholars will be taught to always be thankful that God has chosen them to be His own and to show their love for their Savior through proper Christian conduct. ***“This is love for God: to obey His commands” (1 John 5:3)***.



### **Discipline Principles: CLCA believes that...**

- every attempt should be made to maintain the dignity of both the adults and the scholars.
- scholars should be given the opportunity to make age-appropriate decisions and live with the results.
- misbehavior should be handled with logical consequences.
- there should be a logical connection between the behavior and the resulting consequences.
- misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.

### **Discipline Objectives: CLCA strives to provide an environment where...**

- scholars exhibit God-pleasing behavior and are taught to live their faith.
- teaching can take place.
- the scholar has the opportunity to learn.
- no scholar feels threatened physically or emotionally.
- scholars feel they are loved and important.
- positive behavior is encouraged, praised, and rewarded. At other times it becomes our duty to point out, admonish, and correct errors with Christian love and concern for the individual.

### **Expectations of Staff Members**

As workers, called by the Savior to proclaim the Gospel of salvation, to teach not only that Gospel but the secular curriculum as well, the teacher is expected to model as well as to enforce Christian discipline both in and out of the classroom. In so doing a proper balance of Law and Gospel, which accepts each scholar at his or her own level of sanctification, is used to allow the errant scholar to recognize his sin through admonitions. but also to be comforted by the blessed assurance that that sin is forgiven through the blood of the Savior. It is anticipated that these will lead to God-pleasing penitence to which the teacher will properly offer his or her personal forgiveness. The goal of this application of law and Gospel is for each scholar to increase in sanctification.

### **Expectations of Scholars**

The CLCA staff will assist scholars to...

- show Christian love to their peers, teachers, and all whom they come into contact.
- develop and demonstrate respectful, Christian attitudes toward all people.
- do all that they do to the glory of God.
- lead God-pleasing lives in all that they do.

## **Disciplinary Responses to Scholar Misconduct**

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### **Response**

The foundation of CLCA's response to our scholar's behavior is to utilize the Law & Gospel provided to us by our Heavenly Father for the purpose to correct, instruct, and show! Our staff strives to incorporate the appropriate use of the Law & Gospel's foundational principles to meet our discipline objectives. The individual classroom incorporates various strategies to correct misbehaviors and foster God-pleasing behaviors.

CLCA has implemented a Behavioral Management and Intervention System(s) to support the scholars, parents, and staff. These systems include steps to ensure the necessary support to correct misbehavior and foster God-pleasing actions. CLCA staff members will determine the development of the intervention plans. Our goal is to be inclusive with our families to ensure that the discipline system is known and supported within all parties: school, home, and administration.



At any given time for any given minor/major incident, CLCA will use options for discipline: Loss of privileges, academy community service, behavior plan/contract with parent involvement, legal action, referral to a counselor or support group, in-school / out-of-school suspension, expulsion as well as options listed at other levels of this policy.

In order to ensure that we offer every scholar the opportunity to enjoy the privilege of learning, CLCA has developed a policy on what is acceptable and unacceptable conduct. We have established and identified several discipline violations as minor and major offenses. Our system includes the process if accumulating minor and major offenses occur.

The Dean of CLCA will determine the course of action when a Major Offense has been demonstrated. The following sequence may be enacted by the administration as deemed necessary:

1. The first offense will result in a **written referral and detention**. A **disciplinarian plan** will be written and signed by all included parties.
2. The second offense will result in a **written referral and a suspension** and a **mandatory meeting with the parents at CLCA**.
3. The third offense will result in a **written referral and a suspension** (days to be determined by the Dean) and a mandatory meeting of the parents.
4. The fourth offense **will result in permanent expulsion** from the Academy, without appeal.
5. Any lifestyle or behavior that is deemed dangerous, disruptive, or destructive may result in expulsion or other disciplinary action that is determined by the Administrative Committee.

Suspension means no participation in extracurricular activities for that period of time. The Dean, in consultation with the classroom teacher, and if necessary, the Board of Directors will handle each scholar on an individual basis. All are urged to remember the obligation laid on them by God in the Eighth Commandment (***You shall not give false testimony against your neighbor...We should fear and love God that we do not tell lies about our neighbor, betray him, or give him a bad name, but defend him, speak well of him, and take his words and actions in the kindest possible way***) that makes it an offense to speak in a derogatory way about any other teachers, administrators, pastors, and board members.

## Termination of Enrollment

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The Administration Committee reserves the right to terminate the enrollment of a scholar, at any time it deems necessary, for the welfare of CLCA. The primary purpose of CLCA is clearly reflected in CLCA's philosophy that is found in this Handbook. Sometimes it may become apparent that a scholar **or parent/guardian** refuses to live in harmony with those around him/her and refuses to follow the principles of good Christian citizenship. It may then be in the best interest of the scholar and the Academy that he /she discontinue his/her studies at CLCA.

## Definition and Explanation of Terms

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**Detention:** Behavioral detentions are given by the teacher or Dean for scholar infractions of CLCA or classroom rules. Detentions are up to 45-minute periods and typically served after the academic day from 3:15-4:00 PM. Parents/Guardians will be notified of the reason for the detention along with the date and time when the detention will be served.

**Suspensions:** A suspension is the removal of the scholar from the classroom for a period of one to five days for disciplinary purposes. The Dean ordinarily implements suspensions or expulsions. However, staff members are authorized to suspend or expel a scholar in the absence of the Dean. The Dean will decide whether the suspension will be an in-school or out-of- school suspension.

**Expulsion:** Expulsion is defined as the removal of the scholar from CLCA’s enrollment. If the Dean feels that an expulsion is necessary, he will issue an indefinite out-of-school suspension until the Administrative Committee can meet and discuss the issue. The scholar’s parents will be invited to attend the first portion of the meeting to discuss the issue with the Administrative Committee. At the end of the meeting, after the Committee has had a chance to discuss the matter privately, the parent will be informed of the consequences.

**Probation:** A probation period is the time during the academic year dedicated to special positive attention for scholars who need help achieving the academic or behavioral standards expected at CLCA. The probation process is a team effort, led by a teacher and supported by scholars and parents. Other than “New scholar Probation”, other forms of probation may include academic probation and behavioral probation.

**New scholar probation:** The 1st Quarter is monitored and evaluated by the faculty to help them understand and achieve the academic and behavioral standards required. Meetings among scholars, parents and teachers may be held as needed to encourage progress. Based on the teacher’s recommendation, the CLCA Administrative Committee needs to decide on the scholar’s status and continued enrollment.

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## Appealing Procedures for a Suspension or Expulsion

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Appeals from parents/guardians will be dealt with only outside of the regular academic day within one week of the suspension or expulsion. Any questions must be first addressed to the teacher involved. In case a settlement is not brought about, then the matter is to be taken up with the Dean. A final step would be a verbal appeal written to the Committee. They hold the ultimate decision-making powers. The Administrative Committee reserves the right to notify the Dean of the decision immediately. The Dean will then notify the parents/guardians of the final decision within the next day of the final decision via phone, personal visit, e-mail, or letter.

All are urged to remember the obligation laid on them by God in the Eighth Commandment that makes it an offense to speak in a derogatory way about any other Christian-teachers, administrators, pastors, and board members.

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## Bus Service

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Families who live within the Fort Atkinson School District area receive free public transportation to and from CLCA on a daily basis. In order to receive bussing transportation a busing request must be completed and sent to our main office. Parents are able to retrieve this form upon request.

Our first concern is for the safety of all scholars on the bus. The bus driver is the adult in charge whenever the child is on the bus.

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## Harassment and Bullying

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**Purpose:** It is the goal of CLCA to maintain a safe learning and work environment. Scholars, staff, and the CLCA community are expected to conduct themselves in a respectful Christian manner. All forms of harassment, or bullying, are strictly prohibited. This kind of sinful behavior disrupts the Christian ministry at CLCA and causes harm to all those who are involved. The State of Wisconsin requires all schools to provide a safe, secure, and respectful learning environment for all scholars and teachers in school buildings and at school-sponsored events. The State of Wisconsin does not tolerate bullying and harassment behavior in schools or at school events. This policy addresses the bullying or harassment issue for CLCA.

CLCA strives to prevent this sin from taking place, but also recognizes that this sin will still occur, despite all the efforts of its faculty, staff, administration, and scholar body. When this sinful behavior does take place, CLCA will address it with the goal of eliminating it as quickly as possible.

**What is Bullying?** It is intentional, harmful, repetitive behavior initiated by one or more persons and directed toward another person(s). CLCA is primarily concerned about such acts that occur in or on CLCA property, on the bus, or during any CLCA event on or off campus. However, bullying behaviors that occur off-campus (e.g. at a private residence, on the internet, etc.) involving members of the CLCA community may also be the concern of CLCA and its administration if substantiated. Cooperation between parents and CLCA is important in these cases.

A person who demonstrates negative behavior may not always be a bully. It is the goal of CLCA to reduce/eliminate bullying by addressing these behaviors as they occur. "Bullying" includes but is not limited to...

- Physical: Pushing, hitting, shoving, biting, scratching, tripping, damaging or stealing property, making faces or rude gestures, initiating or forcing inappropriate touching, etc.
- Verbal: Name calling, put-downs, racist remarks, teasing, threats, spreading rumors, etc...
- Social: Ostracism or exclusion, alienating, etc.
- Indirect: Circulating or sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (paper, electronic, etc.), using other people to threaten, intimidate, or humiliate; encouraging others to violate the anti-bullying policy, etc.
- Psychological: Acts that instill a sense of fear or anxiety, etc.
- Electronic: Sending inappropriate or threatening messages (email, text, or others) (similar to "indirect bullying" above), creating or posting inappropriate, defamatory, or threatening information or pictures on websites.

Summary: Any act that insults or demeans an individual in such a way (even if meant in "good fun") as to cause distress, reluctance to attend CLCA functions, or behavioral problems.

**Prohibition:** CLCA will not tolerate or sanction any activity that jeopardizes the physical or emotional safety of its scholars, faculty, or staff. In connection with this, forms or rites of initiation are not sanctioned at CLCA. Harassment or bullying of scholars, faculty, or staff by phone, letter, electronic media, or other means will not be tolerated. Violent threats against any member of the CLCA family will be dealt with firmly and reasonably. Such a threat may result in suspension and/or expulsion.

**Reporting:** It is the responsibility of every member of the CLCA family to report bullying behaviors to the administration as soon as possible. A report could be verbal, written, or anonymous. Without reporting, the situation will not improve. A helpful report would include the "who, what, where, and when" of the incident, and not just third-party hearsay.

**Faculty and Staff:** Any member of the faculty or staff that witnesses a suspected bullying incident should address the matter immediately. The goal is to stop any form of bullying that is witnessed, and to determine if the behavior meets the criteria for bullying, or if the behavior is an isolated incident that can be resolved immediately (not every conflict constitutes bullying).

If the behavior meets the criteria for bullying, one ought to report it to the administration. One should also report any complaints that scholars or others provide, regarding bullying. Parents/Guardians and scholars who have knowledge of bullying should also report this information as soon as possible. If possible, report the bullying behavior to the teacher, coach, or adviser, who is overseeing the activity at which the behavior took place.

Scholars who feel that they have been or are becoming victims of bullying behaviors should notify the staff member or administration as soon as possible.

Before reporting, a scholar may attempt to stop the behavior without CLCA intervention by doing the following:

- Respond assertively (tell the harasser to stop, or walk away)
- Document the situation (writing down the date, time, location, witnesses, and the scholar's response to the situation.) Keep this documentation.
- If the harassment is severe, or if it does not stop after dealing with it assertively, report it to a trustworthy adult.
- If a scholar is afraid to speak to a teacher or adult alone, he/she should take a friend along. Protection from retaliation: If an individual retaliates in any way against a scholar or parent/guardian who reports bullying behavior, that individual will be subject to disciplinary measures as outlined in this policy.

**Responses to Bullying Behaviors:** CLCA recognizes that not all negative behaviors should be considered bullying or willful violation of this policy. Bullying behaviors will be addressed according to the procedures below.

Each substantiated bullying offense will be referred to a CLCA administrator for a disciplinary response:

- Offense #1: Meet with Dean to address the negative, sinful behavior
- Offense #2: Counseling session with the Dean
- Offense #3: Detention and counseling
- Offense #4: 1-day in-school suspension and counseling
- Offense #5: 3-day out-of-school suspension
- Offense #6: Scholars may be recommended for dismissal. CLCA reserves the right to bypass steps in the consequences as warranted by the offense, up to and including dismissal. An offense may necessitate the involvement of law enforcement or social services. Consequences only take effect after an incident has been thoroughly investigated and can be corroborated by multiple sources or eye witnesses.

**Prevention and Education Procedures:** A copy of this policy will be made available to any interested party if requested.

**For scholars:** Religion classes will annually discuss the sin of bullying and the Gospel motivation to stand up against this sin. The clear steps of scholar-reporting will also be discussed. Strong encouragement for scholars to “let their lights shine” in these circumstances will be shared.

**For faculty/staff:** Because adults must take the initiative in combating bullying, teachers and staff will receive regular education regarding this issue. A strong emphasis on faithful supervision of scholars in and out of the classroom will be a part of this.

**Conclusion:** May God bless CLCA scholars, staff, and the CLCA community with an attitude of Christian love and respect toward each other. May everyone recognize each other as blood-bought souls deeply loved by God, and treat each other in such a manner.

## Retaliation Prohibited

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We will not tolerate retaliation against a scholar or parent/guardian who brings a good faith report of discrimination or harassment. If you believe retaliation has occurred you should promptly notify the Dean. If this is not satisfactory, your concern should be brought to the Board of Directors. All scholars and parents are expected to be cooperative and forthright in responding to any report of discrimination or harassment.

## Repentance and Forgiveness

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When the scholar shows signs of repentance, our Christian discipline must never end with the application of the Law that needs to be followed with the sweet proclamation of the Gospel. The Gospel is the motivator of the child's Christian living. Forgiveness of the wrongdoing will be granted by all parties. Discipline then will become the responsibility of the child to his God of mercy, ***"How can I repay the Lord for all his goodness to me?" (Psalm 116:12).*** Then we can offer positive guidance to the child on the basis of Holy Scripture.

## Social Media Policy

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Social media should be used for social contacts, but NOT for bullying or harassment! Twitter, Facebook, Texting, Email, Blogs, Snapchat, YouTube Videos, Flickr, Tumblr and Foursquare to mention a few, are communication tools that should never be used to malign, make fun of, or publicly humiliate another person/scholar. If a scholar is disciplined for its misuse, there is a "No Retaliation Policy" that we will follow:

- Incidents of bullying or misuse of social media should be reported to a faculty or staff member.
- The person receiving the report will record details and share with the Dean.
- In serious cases, parents/guardians will be informed and may be asked to meet to discuss this matter concerning their child.
- If necessary and appropriate, local police will be consulted.
- If the bullying behavior does not stop immediately, the result may escalate to suspension or expulsion.

## Dress Code

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***"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body" (I Corinthians 6:19).***

The following dress code has been developed in accordance with CLCA's commitment to excellence. We, as an academy community, are committed to excellence in all areas of academic life. We have worked toward developing standards of dress that are conducive to a positive learning climate and reflect pride in our academy. Scholars will wear the dress code expectations at all times, unless directed otherwise. This dress code policy will apply to all scholars. Notification will be sent home with scholars for days when other clothing options may be worn.

As part of the CLCA Dress Code, scholars in 5K-8th grade are required to wear uniforms, as outlined in the [CLCA Uniform Guidelines and Expectations](#).

### Shoes:

- To ensure scholars are able to play freely and without injury at recess, tennis shoes, boots, or other closed-toe shoes are required. Closed-toe sandals with heel straps are allowed.
- Shoes must be in good condition, neat and clean; laces must be tied appropriately with non-marking soles.

- Lights, wheelies, high heels or platforms, clogs, crocs, slippers, open-backed shoes, and flip-flops are not permitted.

#### **Make-Up, Hair, Hats, and Jewelry:**

- Make-up is allowed in moderation for girls; however, heavy eye-shadow and dark lipstick are unacceptable.
- Hair/Hats: Hair must be neat, clean, well-groomed, and remain a natural hair color. Hairstyles must be kept in moderation. Hats and hoods are to be worn only outside. Hair accessories are to be of a conservative style and size.
- Jewelry may be worn in moderation.
- Excessive jewelry, dangle or hoop earrings, or earrings for boys are not allowed. Physical education classes and athletic competitions do not allow participants to wear jewelry of any kind.

#### **Items Never Permitted Under the Dress Code (even on Dress Down Days):**

- Clothing with sheer, lace or “see through” fabrics even if there is another garment underneath
- Excessively baggy and/or tight clothing including, but not limited to, skinny jeans, leggings (worn only as pants), lycra, spandex, yoga pants/tops
- Clothing showing the collar bone, stomach, shoulders, and/or back
- Clothing containing language and/or images that could be construed as offensive or inappropriate
- Clothing containing holes or frays
- Excessive jewelry, dangle or hoop earrings, or earrings for boys
- Flip-flops or shoes with high heels

CLCA embroidered logos and official CLCA plaid uniform options may be purchased from Lands' End. These may be ordered online at [School Uniform Store Girls/Boys | Lands' End](#). CLCA's School number is 900186594.

**Dress Code Reinforcement:** Parent/Guardian reinforcement of the dress code is critical in helping maintain the academy's image, culture, and an environment free of distractions for our staff and scholars. Should dress code questions arise, we encourage parents/guardians and/or scholars to talk with any teacher for clarification in advance of a child wearing questionable clothing. It is each parent's/guardian's responsibility to ensure that your scholar is dressed appropriately for each morning.

In the event a staff member feels the dress code has been violated, the process below will be followed:

- **First - Fourth Violation:** A written warning is given to the scholar and parents are notified of the violation which will require their acknowledgment/signature.
- **Fifth Violation & Beyond:** The scholar will receive a detention form when a parent is called and must come to the office and bring their child appropriate attire before the child may return to the classroom.

A record of dress code violations will be kept by CLCA staff for all violations that occur during the academic year.

It is very difficult to draft a dress code policy that encompasses all current and future fashion trends. As a result, the CLCA Administration Committee reserves the right to adjust the policy as needed. We understand no dress code policy will provide an answer to every potential choice faced by parents/guardians and scholars. Common sense, combined with a desire to glorify God, will hopefully result in good choices. When there are differences of opinion concerning school clothing, the judgment of the CLCA faculty and staff will be respected.

## Care of Academy Property

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Desks, books, classrooms, lockers, and other property are to be treated with respect and good stewardship. Unnecessary damage will require proper compensation by parents and scholars. This also applies to the playground. All property should be treated with proper respect.

## Communication Devices

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Scholars at CLCA will be allowed to bring communication devices to CLCA. All communication devices (ie: cell phones, smartwatches, wrist devices, etc) will remain OFF and put away until after instructional hours; unless, given usage for educational purposes directed by a CLCA representative. If a scholar violates the expectation, the communication device will be taken away and only returned to the parent/guardian. CLCA is not liable for any damage or loss of phones. Repeat violations will result in a logical consequence determined by the appropriate CLCA representative. Electronic communication devices may be allowed on field trips at the staff's discretion. If the device becomes a distraction, it will be taken and kept until contact is made with the parent. Any device that is activated, used, or displayed in a way that endangers (physically, emotionally, verbally) will be held, awaiting disciplinary action.

## Leaving Academy Grounds

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Scholars will **NOT** be allowed to leave CLCA grounds while they are under the supervision of a CLCA representative. A note from the parent/guardian, signed and dated, giving permission to their scholar is required for that scholar to leave CLCA grounds. Whenever such permission has been granted, the full responsibility then rests with the pupil and the parents/guardian.

## Network Usage

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Prior to Internet access, scholars will be provided appropriate instruction to develop skills necessary to access, analyze, and evaluate information obtained through the internet. Scholars are expected to use the internet only for the intended educational purpose and in accordance with CLCA Technology Usage Policy. Scholars found to misuse their internet access are subject to loss of privileges. Before internet access is provided to a scholar, the scholar and their parent/ guardian must sign and return the Technology Usage Policy, thereby agreeing to abide by the internet rules and guidelines established in the contract. Scholars will be monitored by an adult. There will be no technology usage after classroom hours except in cases where it is monitored by the teacher in the classroom.

## Technology: Acceptable Use Policy

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**Use of Google Accounts:** CLCA uses a variety of devices to aid and assist scholar learning. Each classroom has access to Chromebooks.

Each scholar has an individual Google Apps for Education account from grades 5K-8. This includes the use of the internet, Google Mail, Google Drive, and other Apps the account administrators add to aid learning. These accounts are owned, operated, and controlled by CLCA and Google Education. Scholar accounts are removed upon exit from CLCA.

Technology is a privilege, not a right. The guidelines below are provided to remind all technology users of their responsibilities. Computers and the internet provide access to computers and people all over the world. Much of the



information is educationally beneficial, and we believe in the importance of scholars making Christian choices regarding the type of material they access.

Internet use is to be safe and monitored. Safe internet use is practiced using the following guidelines:

- Scholars will use the internet to research specific information, not for browsing.
- A staff member must be present at all times while the internet is in use.
- Scholars are not to access inappropriate sites; if one comes up, the supervising staff member must be notified.
- Common courtesy and Christian values are to be observed.
- Copying commercial software is a violation of copyright laws.
- Use of the internet for commercial activity, financial gain, or illegal activity is not permitted.
- Protection of the scholar is an important concern. The academy follows strict guidelines to protect scholars' privacy.
- An initial password is set up by the Academy allowing parents or scholars access to change and create their own passwords. Each child's password is known to both the scholar and teacher. Parents should obtain the password and access their child's account.
- CLCA reserves the right to change a password whenever necessary to preserve the security and protection of the child and their account.
- This account may be used at home with parental guidance. Parents must supervise the child's use of the account at home so that the child uses the account appropriately. The account is for CLCA purposes only.
- CLCA will monitor each scholar's account periodically.

Email and Electronic Communication is allowed for CLCA-related uses. Email accounts are allowed through Google Apps for Education. Electronic mail and Google Chat can be useful for group work and the submission of assignments. Scholars are taught internet and email safety and are encouraged to use.

Note that electronic mail is not private. CLCA has access to all electronic mail communication. Parents are encouraged to check in with what the scholar is doing at home.

Any scholar using email or other electronic communication for inappropriate reasons will have it turned off. If electronic communication continues to be a problem, the scholar will lose access to their Google account.

Inappropriate use of the devices and the internet will result in a cancellation of that privilege. The faculty and/or Administrative Committee will determine what qualifies as "inappropriate use." Its decision is final.

## Use of the Telephone

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Use of the phone will be limited to emergencies (at the teacher's discretion). Parents/Guardians who wish to call their scholar at CLCA must try to call at the scheduled recess times. Our office staff is in the office from 7:45 AM-3:30 PM.

## Public Display of Affection

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No public display of affection is allowed by scholars in or on CLCA grounds. This includes kissing, hugging, hand holding, and inappropriate touching.

Consequences:

- First Time: The scholar will be given in-school-suspension for the rest of that day. A note will be sent home or a phone call made to the parents.



- Second Time: The scholar will be given an out-of-school suspension. Further occasions could result in expulsion.

## Health & Safety

### General Health and Safety

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The physical health of scholars is a concern for every school and family; therefore, in order to reduce the health risks that spread illness or disease. CLCA reserves the right to send home scholars that have shown symptoms of being ill like high temperature or fever that may put other scholars at risk due to continued sickness. During any illness, your child must remain fever-free for 24 hours before returning to CLCA. This is not to be done as a punishment to the scholar, but to ensure the general health of all scholars, families, and staff.

### Emergency Contact Information

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It is extremely important that CLCA always has the parent/guardian's accurate and up-to-date phone numbers. Before the academic year begins, emergency contact information must be completed, accurate and up-to-date. If your scholar becomes sick, is injured or is not at CLCA, we need to be able to contact you or a designated emergency contact person immediately to ensure your scholar's well-being and the health of the other scholar. The information must include at least two local telephone numbers of people who will be responsible and authorized to care for the child when the parent/guardian is not available. Your scholar will not be allowed to be taken home by any unauthorized adults.

### First Aid & CPR Certification

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CPR is a skill that can mean the difference between life and death. All CLCA faculty and staff are CPR and First Aid certified or have been trained to meet American Red Cross and American Heart Association recommendations. Knowledge obtained through these courses permits CLCA faculty and staff to be ready to handle emergencies due to sudden illness or injury to scholars.

### Medical Emergencies

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In the event of a medical emergency or accidental injury during the academic day, CLCA staff are obligated to notify the proper medical and emergency authorities, set aside an area where the injured scholar can be taken, and notify the scholar's parent/guardian or emergency contact identified on record. CLCA will abide by the recommendations of medical and emergency authorities and will assist, if requested, in the transportation of the injured scholar to a designated medical facility.

Medical histories and immunization records are to be filled out electronically by the parents/guardian each year during registration. scholars must have the immunizations required by the state for entrance into CLCA. These become a part of the scholar's permanent record. Parents/Guardians are asked to update the information at the beginning of each academic year.

## Immunizations

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In order to protect the health of our scholars, State Law, the Immunization Checkpoint Law [Section 140.05 (16)], of Wisconsin states that every scholar being admitted to a Wisconsin school for the first time must provide evidence of complete immunizations or choose one of three alternatives:

1. Personal conviction statement to exempt a child from immunization
2. Medical exemption signed by a physician
3. Religious exemption signed by his/her parents/guardians.

Grades K-12 are required by the State of Wisconsin to have the following immunizations:

1. 4 or 5 DTP/DT/TD (Diphtheria, Tetanus, Pertussis)
2. 3 - Hepatitis B
3. Tdap (Tetanus, Diphtheria and Pertussis / Whooping cough) Booster for children entering grades 7
4. 4 or 5 Polio
5. 2 MMR (Measles, Mumps, Rubella)
6. 2 Varicella (Chicken Pox)
7. Second dose required for children entering K, 6, and 12

The parent/guardian of a scholar must present written evidence of required immunizations within thirty (30) days of admission.

## Dispensing Medication

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Prescription medication and over-the-counter medications will be administered only by CLCA employees with proper training in accordance with Medical Act 160.

Medications are given to scholars in the academy setting to continue or maintain a medical therapy which promotes health, prevents disease, relieves symptoms of illness or aids in diagnosis.

CLCA shall administer medication in accordance with Wisconsin State Statutes 118.29, 118.291, and Wisconsin Administrative Code PI 8.01 (2) (g). Administration of nonprescription medication requires the written instruction and consent of the scholar's parent or guardian. Substances which are not FDA approved (i.e. natural products, food supplements), will require the written instructions of a practitioner and written consent from the scholar's parent or guardian. Scholars with asthma may possess and self-administer a metered dose or dry powder inhaler with the written approval of the scholar's physician and parent or guardian. CLCA also requires that any prescription medication have written instructions of a practitioner. At this time, CLCA employees cannot administer medication to a scholar by any means other than oral ingestion. Permission forms are available in the office or on our website.

## Life Threatening Allergies

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All scholars with food allergies requiring emergency medications must have a Food Allergy & Anaphylaxis Emergency Care Plan (UW Health and Meriter give these plans with annual visits) provided by the physician and on file at CLCA. All emergency medications must be provided on the first day of the academic year. There is no way to safeguard scholars with allergies from all risk. CLCA has adopted an allergen-safe environment. This does not mean an allergy-free environment; however, it means the environment is made as safe as possible from food allergens. Properly planning and organizing procedures for scholars with any life threatening food allergy is essential. Faculty and staff are educated accordingly with the goal of preventing and responding to a food allergy emergency.

We use the terminology allergen safe because there is no way to guarantee an allergen free environment. We have several children with severe allergies. Scholars with life threatening allergies have to learn to care for themselves within a world that is not allergen free as well.

## Vision and Hearing Screenings

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A Jefferson County Public nurse or other alternative nurse resources assist with vision and hearing testing at our academy each year. Vision screenings are administered in 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grades. Hearing tests are conducted in kindergarten and 1<sup>st</sup> grade. It is also recommended that you contact your physician or health professional if you suspect your child is having a vision or hearing problem.

**WI Statute 118.135 (2001)** requires each school board and each charter school to request each pupil entering kindergarten to provide evidence that the pupil has had his or her eyes examined by a [licensed] optometrist or evaluated by a [licensed] physician. This statute also encourages, but does not require, physicians and optometrists to provide free examinations for those in financial need.

## Communicable Disease

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CLCA should be notified about communicable diseases that scholars have so that we can contact health officials if necessary. Watch for unusual health situations and bring them to the administration's attention. All vaccinations should be kept up to date in the scholar files.

Responsibility for the general health of each scholar rests with his/her parents/guardians. Written permission forms must accompany any scholar who is to receive medication during academic hours.

**Common Diseases:** Each listing includes the time period from exposure to the first sign of illness, followed by direction concerning the exclusion of the child from CLCA. For those diseases marked with an asterisk (\*), the child will be readmitted to CLCA upon receipt of a written certificate from a physician. Use this list as a guideline for days absent from the most common communicable diseases.

- **Chickenpox (\*)**: 10-21 days; to be excluded for at least seven days upon onset of skin eruptions and all blisters have crusted over.
- **Conjunctivitis (\*)** (Pink Eye): to be excluded until there is no discharge from the eye or crust on eyelid, and the eye appears normal.
- **Fever**: To be excluded until the fever of 100.4<sup>o</sup> F or greater has subsided for 24 hours without the use of fever-reducing medication.
- **Impetigo, Scabies, Ringworm (\*)**: To be excluded upon recognition of disease; until treatment begins.
- **Influenza**: 1-3 days; to be excluded until the fever has subsided for 24 hours without the use of fever-reducing medication.
- **Measles (\*)**: (Rubeola) 7 – 14 days; to be excluded for four days from the day of rash onset.
- **Pertussis (\*)**: (Whooping Cough): 7-21 days; to be excluded until completion of five days of antibiotic therapy.
- **Rubella (\*)**: (German Measles) 14 – 21 days; to be excluded for seven days from the day of rash onset.
- **Streptococcal**: (Strep Throat) 1-3 days; to be excluded for 24 hours from time antibiotic treatment began.
- **Vomiting**: If a child is vomiting, the parents will be asked to pick up the scholar. If your scholar has thrown up within the past 24 hours, please keep your scholar home.

## Head Lice Policy

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Because head lice are spread by close contact, it is especially important to have a policy regarding managing this problem in our academy setting.

The points outlined below describe the policy at CLCA:

1. Hygiene classes should emphasize preventative measures such as not sharing hats, pillows, towels, brushes, scarves, combs, etc
2. Staff should be aware of the signs and symptoms of head lice infestation.
  - a. Feeling of something moving in the hair
  - b. Itching (caused by allergic reaction to the bite)
  - c. Irritability
  - d. Sores on the head are caused by scratching which can become infected
3. A scholar suspected of having head lice should be checked carefully by a designated member of the staff or someone at the local health department or the child's physician.
4. A scholar with a confirmed infestation of head lice may not return to CLCA until treated. This should be confirmed by inspection by a designated person on staff.
5. Classroom treatment should include
  - a. Washing clothing the infested person wore or used during the days before treatment (using the hot water cycle and high heat drying).
  - b. Dry-cleaning clothing that is not washable or storing clothing, stuffed animals, comforters, etc. In a sealed plastic bag for two weeks. Head lice do not live long if they fall off a person and cannot feed. Do not use fumigant sprays.

All scholars will be checked whenever it is deemed necessary.

Any scholar identified with head lice will be required to leave as soon as is reasonable that day. A parent/guardian or another responsible adult must pick up the scholar. The scholar will be allowed to return to CLCA the following day as long as he/she has been treated for head lice and no lice or eggs remain alive on their person or clothing.

## Abused or Neglected Scholars

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Wisconsin Statutes require any member of the teaching or administrative staff having reasonable cause to suspect that a scholar seen in the course of professional duties has been physically or emotionally abused or neglected shall immediately report the suspected abuse or neglect to the Jefferson County Department of Social Services/Police Department and to the Dean. Such personnel shall also report having reason to believe that a scholar has been threatened with an injury and that abuse of the scholar will occur. All CLCA staff members are mandatory reporters (required by Wisconsin Children's Code 48.981) to immediately report to the local authorities any information they have that a child has been, is being, or will be neglected, or physically or sexually abused, or that a child has been or is being threatened with neglect or physical or sexual abuse.

## Safety Procedures

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Emergency safety drills include, but are not limited to, fires, natural disasters, active shooter, and bomb threats. Drills are held throughout the academic year to acquaint the staff and scholars with the process to be followed in the event of an emergency. When there is a safety drill, all visitors are expected to leave the building.

## Playground Supervision

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Supervision is provided when scholars are on the playground during regularly scheduled class hours. This does not include before and after class hours. Scholars are expected to report problems immediately to the teacher in charge.

## Cold Weather

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If the temperature is below 10 degrees (20 degrees for preschool classes) with or without wind chill, the scholars will not be sent outside for recess. They will also not be sent out during rain. At all other times, the scholars are expected to be prepared to go out for recess. Please make sure that they are dressed appropriately each day. A note must be sent to your scholar's teacher if your scholar is to stay inside because of illness.

## Smoking and Other Tobacco Materials

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Possession: Scholars shall be prohibited from possession of tobacco products, lighters, and matches or from smoking in or on the Academy grounds. Any behavior of this type will result in immediate disciplinary action by our academy.

## Alcohol and Controlled Substances

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The use, possession, or sale of any drugs, alcohol, controlled substances, and drugs that resemble controlled substances while on academy property or at academy functions or on buses are strictly forbidden. Consequences for these actions will result in the scholar being sent to the Dean. The scholar will be removed from contact with other scholars. The parent/guardian will be immediately contacted and be asked to come and get the scholar as soon as possible. The scholar will be immediately suspended from CLCA for three days. The police may be contacted depending on the circumstances of the offense. Should the behavior continue, counseling will be required. If the situation is serious or the scholar is uncooperative, expulsion would be recommended.

## Weapons

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While we will always continue to work with scholars and families, it is necessary that we keep the safety and welfare of all scholars of CLCA in the forefront.

- While on academy property, scholars will not possess knives of any kind including pocket knives, any type of gun (play or real) or any other object that might cause injury or bodily harm.
- Possession of any type of gun (play or real) will result in an automatic suspension and notification of proper authorities. A second offense will result in expulsion.
- Possession of a dangerous object or the use of the same will result in a suspension. A second offense will result in expulsion.
- In all instances, the parents will be required to set up a conference with the teacher, Dean, scholar, before the child will be allowed back to CLCA.

In all cases the Board of Directors and appropriate community authorities will become involved. The Dean is responsible for contacting local authorities and dealing with any media attention.

## Chemical Usage and Storage

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CLCA does not use dangerous elements or chemicals (i.e. sulfur, sulfuric acid, aluminum chloride) in classroom instruction. Under special circumstances, with trained specialists, experiments involving such products may be used.

All products are to depart with the presenter. During special science classes involving experiments, proper use of gloves, eye goggles and torso coverings will be provided as procedures dictate. Cleaning products, bleach, and household pesticides within the building are stored in the locked janitor's closet. Teachers and office personnel have keyed access.

## Parental Drivers

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### **WI child seat or booster seat requirements for transporting children 4-8 years old and older:**

1. Scholars must be in a car seat until they reach age 4 and 40 pounds, and in a booster seat until they reach age 8, more than 80 pounds in weight, or more than 4 ft. 9 in. tall.
2. Tiered structure applies:
  - Less than 1-year-old, or less than 20 lbs. must be in a rear-facing child seat in the back seat (if so equipped)
  - If at least 1-year-old and 20 pounds, but less than four years old or less than 40 pounds, must be in a forward- or rear-facing child seat in the back seat (if so equipped)
  - Age 4 to age 8, and between 40-80 lbs., and no more than 4 ft. 9 in. must be in a forward- or rear-facing child seat in the back seat (if so equipped) or a booster seat.

## Parking Lot Procedures

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### **Berea Campus Morning Parking Lot Procedures**

- Enter on Berea Drive using the main entryway.
- For safety, there can be absolutely no passing in the parking lot.
- The traffic coordinator will keep the flow of traffic moving to ensure the safest best drop off.
- The first cars will now be unloading by the main entrance and the line of cars behind may also unload and scholars may walk to the door using the sidewalk.
- All vehicles must come to a stop while unloading.
- **Please be patient with other drivers and make safety a top priority.**

### **Berea Campus Dismissal Parking Lot Procedures**

- Enter on Berea Drive using the main entryway.
- For safety, there can be absolutely no passing in the parking lot and talking on cell phones.
- All vehicles must come to a stop while loading.
- Any driver who wishes to leave a vehicle while delivering or picking up a scholar must park in a designated parking space with the car's ignition turned off, so as not to obstruct other vehicles.
- **Please remember that if your child is not excused please park or make the loop.**
- **Please be patient with other drivers and make safety a top priority.**

### **Bethany & House Campus Morning Parking Lot Procedures**

- Enter on Roosevelt Ave. using the southern entryway.
- For safety, there can be absolutely no passing in the parking lot.
- All parents must park and escort their scholar to the building.
- For safety reasons, scholars are not to be dropped off in the driveway.

- **Please be patient with other drivers and make safety a top priority**

### **Bethany & House Campus Dismissal Parking Lot Procedures**

- Enter on Roosevelt Ave. using the southern entryway.
- For safety, there can be absolutely no passing in the parking lot and talking on cell phones.
- All parents must park and check-out their scholar.
- **Please be patient with other drivers and make safety a top priority.**

## Security & Access

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CLCA maintains a closed campus on all campuses. For the well-being of our scholars and the entire CLCA community, guests are expected to be buzzed in to gain entrance. All guests are expected to sign in at the office. An unknown guest will be required to wear a visitor badge. Upon departure, our guest is asked to sign out. All scholars are required to remain on CLCA property. Scholars are required to have written permission from their parents whenever they leave the grounds.

## End of the Day Dismissal

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### **Berea Campus**

- Scholars will be dismissed from their classrooms at 3:15.
- Parents/Guardians may enter the building to pick-up their scholar at the end of the day.
- A CLCA representative will ensure the supervision of the transition of each scholar is safely done.
- The traffic flow pattern will materialize in a large U shape pattern.
- A CLCA representative will dismiss scholars based on the order of the vehicles.
- All bus riders will be dismissed early to avoid major traffic.

### **Bethany & House Campuses**

- All parents/guardians must check-out their scholar after every visit.
- Staff members will supervise the dismissal to ensure that a safe transition has occurred.

## Academy Information

### Non-Profit Status

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Crown of Life Christian Academy is a member of the Wisconsin Evangelical Lutheran Synod. As a member of the WELS, Crown of Life Christian Academy qualifies as a 501 (c) (3) tax-exempt organization under the WELS umbrella in Group 1173. Formal verification of the non-profit status is kept on file in the office and is available for viewing.

## Administrative Office Staff

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An administrative staff member occupies the main office located at the Berea Campus on Monday through Friday from 7:45 AM to 3:30 PM. It is requested that, if possible, messages and other communications be left with the Office Manager during that time so as not to disrupt the normal classroom routine.

## Late Start Days

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CLCA will be incorporating late start days to allow for staff In-Service and department meetings. Each year, the late start days will be included on the annual academic calendar. For the 24-25 academic year, the **Late Start** days are scheduled for: **September 11th, November 20th, February 12th, and April 9th.**

### For the Berea Campus

1. Before Care: 7:00 AM
2. Start Time: 10:00 AM (Doors open at 9:45)
3. Registration for wrap-around care on late start days is vital for our care providers to ensure proper planning and supervision.

### For the ECE Campus (House & Bethany)

1. There will be no preschool on late start days, but the wrap-around care will be available beginning at 7:00 AM.
2. Registration for wrap-around care on late start days is vital for our care providers to ensure proper planning and supervision.

## Extended Care Program

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CLCA recognizes that schedules vary greatly from family to family and that work schedules do not always coincide with the academic day. We offer extended care both before and after our regular academic hours.

### Before Care

Before Care for all campuses opens at 7:00 A.M. every day that CLCA is in session. Scholars are welcome to bring breakfast with them if needed and are supervised in a multi-age setting.

### After Care

- Bethany & House Buildings: After Care begins at 11:15 A.M - 5 P.M.. After Care consists of free play, lunch, story time, and nap time.
- After Care on the Berea Campus begins at 3:25-5:00 P.M. with snack time. Supervised homework and free play fill the majority of the time. While we do supervise homework, it is the responsibility of the scholar and parents to confirm that homework is completed each day. Scholars who participate in extracurricular activities are also welcome to come to After Care once their practice or meeting has finished.

### Cost

\$4.75 per hour, charged to the minute. Billing will appear on bi-monthly statements. Late pick-up fee is \$1.00 per minute, assessed for scholars picked up after 5:00 PM.



## Gifts and Donations

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CLCA purchases the necessary items needed for instruction through its operating budget. Those who wish to give a cash gift to CLCA may do so by contacting the Administration.

## Lunch Program

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CLCA will be offering a hot lunch option for the entire scholar body. This option is a well-balanced meal prepared by a professional chef. The meals will be very high quality and great tasting. All lunch and milk schedules and payments are to be submitted to the office. The cost of the hot lunch is determined by the lunch provider and will be disseminated by CLCA as needed. Microwaves and refrigerators will be available for the preschool scholars. Scholars in K-8th grade will store their lunches in the classroom.

## Playground Equipment

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CLCA will supply the necessary equipment needed for recess, playtime, and physical education. For the safety of the scholars and their equipment, no toys or other equipment (skateboards, electronic games, etc.) should be brought from home.

## Bus Service

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Parents can check eligibility and request service at our academy office. Scholars are expected to behave on the bus. Any behavioral forms received from the bus company will be sent home to the parents. The bus drivers can discharge the children only at authorized addresses.

## Emergency Closing

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In the event of bad weather, please listen to radio stations WTMJ (620AM), WFAW (940AM), WSJY (107FM), and local TV stations for announcements. For other announcement updates check your email, the CLCA Facebook page, or the Emergency CLCA Text. CLCA is included with the Fort Atkinson Schools for these special announcements. CLCA's name will not be mentioned separately. In other words, when the public schools close because of inclement weather, then CLCA will be closed.

## Lost and Found

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CLCA will not be responsible for valuables or money brought to CLCA by scholars. Stray items found on the academy grounds will be placed in Lost and Found. Unclaimed articles may be given to charity.

## Individual and Class Pictures

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Every fall and possibly spring, individual and class and extra-curricular pictures are taken by a professional photographer. Parents have the option of purchasing these pictures through the selected vendor.

## Closing Statement

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Being able to offer a Christ-centered education for scholars at Crown of Life Christian Academy is a special blessing from the hand of our gracious God. Those blessings include a partnership where parents and the ministry team of CLCA work together under the cross of Christ serving the lambs entrusted to our care with the unerring truths of God's Word.

This academic year's theme- "Completely" (***based on Proverbs 3:5***). Throughout this academic year, we will focus on the completeness of Jesus! Knowing that we are completely saved through God's grace and Jesus' redemptive work, we completely trust God's Will for us. We will focus on these words to instill comfort and strength in our staff, students, and families as we look to faithfully witness to our community and beyond as Christian servants motivated by Jesus' love.

Your servant in Christ,

A handwritten signature in black ink that reads "Matthew Oppermann". The signature is written in a cursive style with a large, prominent initial "M".

Mr. Matthew Oppermann

Dean of Crown of Life Christian Academy