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STATEMENT OF FAITH

1. Statement of Christian Faith

We believe, teach, and confess that the canonical books of the Bible, the Old and New Testaments, are the only verbally inspired and only infallible, authoritative, inerrant Word of God, fully sufficient for all of faith and life

We accept without reservation the confessional writings of The Evangelical Lutheran Church, as found in The Book of Concord 1580, as the true and unadulterated statement and exposition of the Word of God.

Our beliefs are further detailed in the Concordia Lutheran Church Constitution and Bylaws, especially Constitution Article 3.0, Confessional Standard.

2. Mission Statement

Our mission is to provide academic excellence through a classical Lutheran Education in a Christ-centered environment and develop lifelong learners, biblically sound critical thinkers, and community leaders that serve with humility, gratitude, and grace.

3. Philosophy

Concordia Lutheran Church offers a school based on a classical education approach with emphasis on the centrality of Jesus Christ in every subject. Our school is a place where God's Word and the Christian faith are related to all subjects to nurture within each child a love and enthusiasm for learning and the discipline to accomplish it.

WHO WE ARE

4. School Administration

Concordia Lutheran Academy is owned and operated by Concordia Lutheran Church. The Concordia Board of Education is responsible to the congregation for the operation and maintenance of the school. The Board establishes all policies and guidelines regarding the administration of the school.

5. Concordia's Board of Education

The Board of Education governs all of the educational services of the academy.

The 2023 Board members are:

Kayleigh Little - Chair
Tamara Krohn - Secretary
Stephanie Prochaska

Joy Woolley
Jennifer DeGerengel
DeAnna Coulter

6. Classical Curriculum

Concordia Lutheran Academy is a classical school providing quality education in academic subjects from a Christian viewpoint of the world.

The classical curriculum is teacher directed, and employs the model of the ancient Greek Trivium. (And Quadrivium) — Grammar Stage, Logic Stage, Rhetoric Stage:

Grammar - knowledge, memorization; **Logic** - understanding, questioning

Rhetoric - application, creativity; **Quadrivium** - Mathematics, Music, Geometry, Astronomy

Classical Lutheran Education can simply be described as the 6 chief parts (of Lutheran Catechesis - The Ten Commandments, The Apostle's Creed, The Lord's Prayer, Baptism, Confession and Absolution, and The Lord's Supper) - and the 7 liberal arts (grammar, dialectic (logic), rhetoric, aesthetics (music), empirics (astronomy), mathematics, and geometry).

We believe this curriculum will provide students with the tools for learning and generate within them a love and enthusiasm for learning and the discipline to accomplish it. Educational resources are used by the teachers to facilitate the classical model of educating students.

7. Organization Affiliation

Concordia Lutheran Academy is a part of the ministry of Concordia Lutheran Church and is one of over 1,800 Lutheran Church - Missouri Synod (LCMS) schools, serving more than 200,000 students nationwide.

8. Worship/Bible Study Opportunities

In addition to our academy, Concordia Lutheran Church also provides:

- Worship
 - Sundays - 8:00 & 10:30 a.m.; Wednesdays in Advent and Lent - 7:00 p.m.
- Sunday School
 - Sundays - 9:30 a.m.
- Adult Bible Study
 - Sundays - 9:30 a.m.; Mondays - 6:30 p.m.; Tuesdays - 10:00 a.m.
- Catechism instruction - grades 7 and up.
 - There is also a class for adults desiring to become members of the congregation.
- Youth on Wednesday! SPARKlers - Kindergarten through 5th grade - Wednesdays from 3:30-5:00 p.m. - YOW! meal for all youth 5:00-5:30 p.m.

9. Staff

All teachers, to the extent possible, are members of The Lutheran Church-Missouri Synod and all teachers accept our Statement of Faith.

10. Chapel

Our Lord is the Lord who serves. He serves us through His holy Word and Sacraments. Through these means, He comes among us to deliver His forgiveness and salvation, freeing us from our sins and strengthening us for service to one another and the world. God's Word is for our life, daily. As with our Preschool, so that our children may grow in God's Word, prayer, and worship of Him, CLA will have 15-20 minute Chapel services 3 times a week; one time with each of the Preschool Classes. Chapel will normally be on Mondays and Tuesdays at 9:00am and Wednesdays at 1:00pm. Parents and family members are welcome to attend.

ENROLLMENT

11. Admission

Parents seeking to enroll children at Concordia Lutheran Academy must register their child by completing the necessary paperwork. The book fee must be paid to complete registration and reserve your child's spot.

Students must be five years old by September 1st to be enrolled in Kindergarten.

Concordia Lutheran Academy offers a classical Christian education. Children from all backgrounds are welcome; however, **we are not staffed to serve children with challenging behavioral problems or severe learning disabilities.**

Concordia Lutheran Academy reserves the right to place students in the appropriate instructional level as determined by standardized tests, previous records, and any additional placement tests of ability and achievement, not solely upon the age of the student.

Enrollment is not limited to Lutherans, but matters of faith and life will be taught exclusively in accord with the Scriptures and The Book of Concord 1580. Due to limited class size, members of Concordia Lutheran Church receive first priority for registration. Families and students of Concordia Lutheran Preschool and Academy will receive the next opportunity to register. Enrollment will then be open to the general public on a first-come-first registered basis.

In addition to the above, the following admission requirements also apply:

1. All first time applicants to Concordia Lutheran Academy will be required to submit the following items within the first month of starting school:
 - a. All previous school transcripts, disciplinary files, special classroom adaptations (such as, but not limited to: 504 plan, I.E.P., special education accommodations), and teacher notes.
 - b. All vaccination records or a valid, notarized vaccination exemption form.
2. As each student's academic performance and social behavior are observed, if Concordia Lutheran Academy is unable to meet the student's academic needs and/or the student's behavior is disruptive and unacceptable to the classroom environment, Concordia Lutheran Academy may remove the student from enrollment.

3. All first time applicants who enroll at Concordia Lutheran Academy will take whatever entry level assessments the teacher(s) and staff feel are necessary to adequately place the student in the appropriate classes.
4. All first time applicants who enroll at Concordia Lutheran Academy will have a meeting with: the student applicant, the student applicant's parents, the anticipated teacher, Pastor, and whomever else is deemed necessary to be involved.
5. All first time applicants who enroll at Concordia Lutheran Academy *after the school year has commenced*, will also be expected to complete whatever work is necessary to get caught up to Concordia's scope and sequence.

12. Non-Discrimination Policy

Concordia Lutheran Academy admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

13. Registration & Tuition Payments

The registration fee is non-refundable.

Tuition is due at the beginning of each month and should be paid to the church office or returned in the tuition envelope by the 15th of the month. Any check returned by the bank must be reimbursed at cost.

Monthly tuition payments are to be paid from September through May - 9 payments. If other financial arrangements are needed, please speak to the church office.

14. Parent Agreement

All parents must return a signed Parent Agreement to the teacher after reading this handbook. This is the final page of this handbook.

CALENDAR & SCHOOL HOURS

15. Calendar

The academic calendar is updated and published each year.

16. School Hours

Doors will be open at 7:45 a.m. Classes start at 8:00 a.m. Classes are dismissed at 3:00 p.m. Students need to be picked up by 3:15 p.m.

A reminder will be sent notifying parents of early dismissal when these occur.

Parents are welcome in the classroom. We request your visit be scheduled in advance with the teacher.

When taking your child out during the school day, notify the teacher or church office before showing up to take your child out of class.

BEHAVIOR GUIDELINES

17. Attendance Guidelines

Regular and punctual attendance is necessary for the benefit of your child. If your child will be absent please call the church office (309-944-3993) before 8:00 a.m. Please leave a message if no one answers. **This is also for the security of your child. See Attendance Policy on Page 10.**

18. School Conduct

Behave Responsibly

Students will be responsible for their behavior.

Respect Authority

Students will honor and obey pastors, teachers, parents, and others in authority.

Respect Others

Students will show care and concern for the safety and space of others.

Respect Self

Students will use good health and safety habits.

Students will set a Christian example in word and deed.

Respect School Environment

Students will show proper care for the property of the church and school.

The consequences for breaking the rules are:

1. Warning.
2. Note home to parents.
3. Phone call to the parents.
4. Suspension for the remainder of the day. Student and parents must meet with the teacher and Pastor before returning to class. In addition, bullying, cheating, fighting, disrespect of authority, lying or stealing could result in immediate suspension.

19. Dress Code

Appearance - Clothing will be clean and neat at all times.

School Uniform Policy - The school uniform consists of navy, black or khaki pants, shorts, skirts, or jumpers. Shorts must be worn under skirts or jumpers. Students may wear any solid colored, collared (polo) shirt or dress. Shorts need to be at fingertips (when arms are extended) or longer. Pants must not be worn low nor allow underwear or the buttocks to be exposed. Articles of clothing will not have holes in them. Sweaters worn in the classroom should be solid colored with no words or pictures. Sweaters may not have a hood. Shoes appropriate to run in are required, sandals must have a heel strap, and no flip flops will be allowed. The uniform is to be worn everyday unless specified.

Non-Uniform Day Dress Code Policy - Shorts need to be at fingertips (when arms are extended) or longer; pants must not be worn low nor allow underwear or the buttocks to be exposed; articles of clothing will not have holes in them; leggings must be worn with long enough tops to cover the buttocks; strapless blouses are not permitted; shirts with vulgar or derogatory items will not be permitted; exposure of bare midriffs is not permitted; shoes appropriate to run in are required, sandals must have a heel strap, and no flip flops will be allowed.

Concordia Lutheran Academy reserves the right to amend, modify, interpret, and enforce the Dress Code with notice.

20. Homework

When homework is required, it will be coordinated by the teacher with the students. All homework must be completed at the assigned time.

Parents are an important part of a child's education, and your interest and involvement in supervising homework is vital.

21. Lunches and Lunchroom Guidelines

Lunches are to be brought in a lunch box or sack lunch. There will be no heating of food nor is refrigeration available. Please include ice packs for cold lunches if needed. Hot entrees may be brought in an insulated container.

22. Birthdays and Parties

Birthdays and Baptism birthdays will be recognized in our classrooms. If your child wishes to share a treat with their class, we will set aside a time to enjoy it.

Invitations to private birthday parties are not to be distributed at school. Please mail your invitations.

23. Snacks

A daily, morning snack time will be had. Children may bring one snack for this time. Fruit, veggies, cheese, whole grain crackers, granola bars, etc. are examples of the healthy snacks that children may bring.

24. Grievance Guidelines

First, speak to the person with whom you have a concern in order to be reconciled; if reconciliation is not achieved, then speak with the following persons/Board in the following order:

- the Parent
- the Teacher
- the Pastor
- the Board of Education

ACADEMICS

25. Grading Scale

Grade K and up

90% - 100% As

80% - 89% Bs

70% - 79% Cs

60% - 69% Ds

under 60% F

26. Report Cards and Conferences

Report cards are issued each quarter, beginning with Kindergarten.

Regular Parent/Teacher conferences are conducted twice a year, after the First and Third Quarters.

Parents or teachers may schedule additional conferences as needed.

Records will be released upon full payment of tuition and fees.

27. Retention Policy

In the event that a student may need to be retained, this will be determined on the basis of consistent grades at 69% or lower. If a parent in consultation with the teacher determines that due to the maturation concerns of the child another year in the same grade would be beneficial, then the child may also be retained.

SAFETY

28. Safety: Fire, Dangerous Weather, Evacuation and Lockdown Drills

These drills are conducted throughout the year.

See Safety Manual

29. Health Regulations & Medications

The State of Illinois Health form is to be filled out before the day your child starts school.

Daily medications will not be administered unless accompanied by a written request from a physician and signed by a parent. Medications must be in the original containers. Any medications which a student might use need to be checked in with the teacher. Normal first aid procedure will be followed for bumps, bruises, and scrapes.

In order to promote wellness in our classrooms, please keep your child home if they are sick, vomiting, running a fever (100.4 or above), or have severe coughing. 24 hours symptom free, without medication, from an illness is needed in order to return to class. If anyone in your household has tested positive for COVID, please keep your student home until the student has tested negative.

30. Volunteers

If anyone would like to volunteer for the academy, please contact the church office to begin appropriate paperwork.

31. School Open & Close

There is no outdoor supervision before school and after school. Therefore, parents are responsible for their children until the doors are opened. Children are not permitted to play on the playground or equipment without parental supervision. The school is not responsible for any injury, behavior, or discipline problems that may occur before the start of school or after school.

Doors will be open at 7:45 a.m. Students need to be picked up by 3:15 p.m.

Unless a decision is made by the teacher or there is inclement weather, students will be going outdoors when the weather is above 40 degrees. Please dress or supply the clothing needed for the changing weather.

32. Closings

School Cancellation/Closing - we will follow the public announcements of the School District 228 when inclement weather closes the school.

CONTACT INFORMATION

33. Contacting the School or Church

If you need to get in touch with the school or your child's teacher, please meet with the teacher or call the church office at 309-944-3993. Direct contact numbers:

Church Staff

Rev. Stephen Mueller - (989) 928-6603 (cell)

School Staff

Mrs. Marilyn Brondos - (708) 341-4782 (cell)

CLA Attendance Policy

In the Large Catechism, Fourth Commandment and Meaning, Luther states, "Where a father is unable alone to educate his child, he uses a schoolmaster to teach the child. "Concordia's Board of Education and academy staff recognize and uphold that learning is a discipline which, among other things, requires a student to regularly attend school so they might learn from those teachers who have been placed over them. This regular interaction with fellow classmates and teachers and instruction from teachers in the classroom is vital to education and learning. There is, across all grade levels, a direct correlation between attendance and academic success.

All activities are planned assuming that all class members will be present. If parents know in advance that their child will be absent (vacation, visit of guest, etc.), please let the teacher know in writing as soon as your plans have been made.

If illness occurs, a phone call to the church office or teacher would be sufficient.

If a child contracts a communicable disease such as strep throat, chicken pox, etc., parents should call the church office or teacher that day. The school may need to inform other classmates of your child's illness.

If a student is absent without parent notification, the Teacher and/or Teacher's Aide will contact the parent(s) on the day of the absence(s).

*Homework: If a student is absent for any reason it is the student's responsibility, either before their absence or upon their return to school, to find out what homework, tests, quizzes, or other assignments they missed while absent. All missed assignments must be completed within two days of the student's return to school unless other arrangements are made with the teacher.

Concordia Tardy Policy

1. School doors at Concordia will open at 7:45 am each morning.
2. Students are expected to be at school by 8:00 am.
3. Students who arrive at school after 8:00 am will be considered tardy. Each tardy offense will result in a tardy slip being sent home with the student. This tardy slip must be signed by a parent or guardian and returned the next school day.

Concordia Lutheran Academy - Classical Lutheran Education

Parent Agreement

Parents are asked to adhere to the following standards, so that a harmonious and joint effort between school and home is possible.

As a parent of a student at Concordia Lutheran Academy:

I have read the School Handbook and agree to support and uphold it at all times.

Signature of Parent: _____ Date: _____

Parental Consent - Promotional Publications

As a parent of a student at Concordia Lutheran Academy:

I give Concordia Lutheran Academy my consent to use a photograph or video of my child for Promotional Publications.

Signature of Parent: _____ Date: _____