2026-2027

Student & Family Handbook

2nd through 8th Grade

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.

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Welcome to Crown of Life Christian Academy

Dear Families,
It is my sincere joy to welcome you and your children to Crown of Life Christian Academy for the **2026–2027** school year! Our academy exists to serve our community through the proclamation of God's Word, the pursuit of academic excellence, and the establishment of meaningful relationships with each student and family. At CLCA, we cherish the truth that children are a trust from God. That is why **every day begins and ends with His Word**. Our caring, qualified teachers integrate faith into every subject through Bible stories, devotions, memory work, and practical applications. In all they do, they model a life rooted in Christ and create opportunities for service.

We are guided by the priority **Savior, School, Self**—putting Christ first in all things, striving for excellence in our academic pursuits, and then caring for ourselves and one another in humility and love. This framework shapes holistic growth: social, emotional, mental, and physical. We also recognize the vital partnership with families—your involvement is not just welcome; it is essential to our shared mission.

This handbook is designed to help you see how CLCA lives out these commitments—academically, spiritually, and relationally. I encourage you to read it together with your children so we can foster unity and clarity throughout the year.

In Christ's Service,
Sarah Moore
Principal – Crown of Life Christian Academy

Mission

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)**

Our Philosophy of Education

A Christ-Centered Academy Built on Savior. School. Self.

SAVIOR: We believe that knowing Jesus Christ as Lord and Savior is the foundation of life.
Our highest calling is to nurture each child's relationship with their Savior through God's Word, worship, prayer, and service. His love shapes how we teach, lead, and grow together.

SCHOOL: We believe that learning is a gift from God and that excellence honors Him.
Our school provides a rigorous academic experience rooted in truth, where students are challenged to think critically, love learning, and pursue wisdom under the guidance of caring Christian educators.

SELF: We believe that every child is uniquely created in God's image—with purpose, potential, and value. We intentionally foster spiritual, emotional, physical, and social growth so that students can joyfully serve others, lead with integrity, and live confidently as redeemed children of God.

Core Values

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 backs. 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 must love one another. By this everyone will know that you are my disciples." (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)

Vision Statement

Crown of Life Christian Academy is a Christ-centered school dedicated to excellence, rooted in God's Word and built on our core values: **Savior. School. Self.**

Our vision is to provide a safe, nurturing, and academically rigorous environment where faith shapes learning, character is formed through service, and students grow in their God-given potential. Together, our leadership, faculty, and staff strive to walk with Christ, serve with compassion, foster strong relationships, and equip scholars to live boldly as lifelong learners and faithful disciples of Jesus. 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)**

Locations of Ministry

MINISTRY	2nd-8th grade	Early Childhood: 2-years, 3-year-olds, 4K & 5K, 1
Campus Name	Berea Campus	Bethany Campus
Address	535 Berea Drive	404 Roosevelt St.
Hours of Operation	8:05a - 3:15p Doors open at 7:55a	8:05a - 11:15a (2, 3, 4's) | 8:05-3:15p (5K,1) Doors open at 7:55a
Hours of Extended Care	Before: 7:00a - 7:55a After: 3:15p - 5:00p	Before: 7:00a - 7:55a After: 11:15a - 5:00p (2, 3, 4's) | 3:15p - 5:00p (5K,1)

Tradition of Excellence

Crown of Life Christian Academy is part of the Wisconsin Evangelical Lutheran Synod (WELS), one of the largest private school systems in the United States. The WELS has a rich tradition of academic excellence in its preschool through Grade 12 school system. The WELS has operated highly regarded schools across the United States, the Caribbean, and elsewhere in the world for over 165 years. Currently, WELS churches and associations operate 403 early childhood centers, 313 elementary schools, and 25 high schools across the nation. The Wisconsin Synod has provided excellent instructors to these schools by training its own teachers since 1884. It is gratifying to report that, on average, students attending WELS schools annually outperform their peers by a considerable margin on national achievement tests. We humbly thank God for His blessings upon our schools.

Covenantal Beliefs/Religious Foundation

Our **Religious Foundation** document presents the biblical beliefs that form the covenantal foundation of Crown of Life Christian Academy. We ask all parents and scholars to carefully read and agree to support these teachings, which guide everything we do at CLCA.

View the document on the Parent Portal here: Religious Foundation. Agreement with these beliefs is expected of all CLCA families and is part of the enrollment commitment through the handbook and TADS agreement.

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 individuals who comprise the CLCA Administration are non-voting advisory members.

The Board of Directors, in cooperation with the Administration, works for the advancement of God's Kingdom and the 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

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 by 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 26, 2026 – 6:00 P.M. and January 25, 2027– 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.

Admission Policies

Non-Discrimination

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

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 and School Accountability Report

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

School Accountability Report: CLCA's complete, detailed School Accountability Report, published by the Wisconsin Department of Public Instruction (DPI), is available here: 2025-26 DPI Choice Student Report Card. It is also posted on our Parents page.

Enrollment Guidelines

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 warrants it. This would be done in full consultation with the child's parents.
- CLCA participates in the Wisconsin Parental Choice Program (WPCP) and Special Needs Scholarship Program (SNSP). 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 capabilities 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

1. **Take a tour:** Schedule a tour with our Admissions Team to start the admissions process. Schedule a tour at 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 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.

Continual updates of immunizations will be required while attending CLCA. Your child's immunization record will be evaluated regularly 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

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. When a family transfers to another school, their account balance must be zero in order for Crown of Life Christian Academy to forward final transcripts to their next school.

Grade Placement

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

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

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

Application Appeal Process

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

1. **Step #1:** The parents should contact, in person, the WPCP/SNSP Administrator to inquire about 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 CLCA.
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 the appropriate action needed to resolve the conflict.

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

Due Process

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. 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 Principal.
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 the administration
    b. Presentation by parents/guardians
    c. Questions by committee members
    d. Private deliberation by committee
    e. Decision of the committee.
5. The Principal 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 decisions of this committee.

Scholar Records

Satisfactory scholastic, health, and immunization records required by law in the state of Wisconsin are required from all prospective scholars. Upon enrollment, the administration will 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

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

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

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

Scholar	*Any person who attends or has attended CLCA*
Eligible scholar	*A scholar or former scholar who has reached the age of 18 or is attending a postsecondary school*

Parent	*Either the 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*
Educational Records	*Any record (in handwriting, print, tapes, film, or other medium) maintained by CLCA that is directly related to a scholar, except:*

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

Parents will be notified of their FERPA rights annually via the CLCA Family Handbook distributed before the beginning of each academic year.

Procedure to Inspect Educational Records

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

Providing Copies

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 Principal, teachers, support staff members, pastors, current members of the Board of Directors of CLCA, local School District special services personnel, the 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

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

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.

Financial Information

Affording a Crown Education

"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

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

Ministry Programming	Tuition
5K - 8	$9,100
4K	$2,400
2 -year-olds	2 half days — $1,500 3 half days — $2,200 5 half days — $3,650
3-year-olds	2 full days — $1,460 3 full days — $2,150 5 full days — $3,500
Before/Aftercare	$5.00/per 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

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 2026-2027 academic year may apply after January 31, 2026, and no later than May 31, 2026.

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

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 before August 20.**

Tuition Contract Pledge

Families agree to pay all tuition and fees required in accordance with the financial policy of CLCA. In the event that payments are not received according to the tuition agreement, or other agreed upon payment arrangements, the following guidelines will be adhered to:

- Families with accounts that have become more than 30 days past due will meet with a representative of CLCA
- Families are responsible for all late and NSF (non-sufficient funds) fees.
- Academic or school records will not be released until all tuition and other financial obligations are met.
- All tuition balances must be paid by the end of June of the respective academic year. **Students may not start the next academic year if the prior year's tuition is not paid in full, unless authorized by the business office.**
- Any other past due financial obligations incurred by students during the academic year may be added to the tuition agreement (e.g. extracurricular participation, extended care, textbooks, etc.).
- Any delinquent tuition accounts or other past due financial obligations may be placed with a collection agency. If necessary, these accounts will incur an additional 30% fee of the balance being collected in order to cover collection expenses.
- Families who are not current with tuition agreements at any time during the school year, may be asked to find other academic accommodations for their children.
- Families will be assessed a $50.00 fee for any personal checks returned from the bank for insufficient funds. The family's account must be up-to-date in order to be considered for re-enrollment for the next 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 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."** 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

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 praying 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, 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. Ensure that their scholar will meet his/her 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.

Objectives

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 bodies. **"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.

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. The following are some of the areas that touch the lives of our scholars regularly:

- 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., Athletics, Forensics)
- Positive academy climate
- Academy and community (e.g., public performances)

Religious Instruction

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

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 YOUNG ADULTS** 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.
- **CREATORS & INNOVATORS** 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.
- **YOUTH WITH AN 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."**

Academic Integrity

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 the facts and evidence of academic dishonesty are established.

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 & 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:** 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 for all students to thrive.

Required Books

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 3 – 8: "NIV 11 Bible"

Progress Reports & Report Cards

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 in the middle of each quarter to the scholars in grades 5-8. These Midterm Reports also serve as academic eligibility checks for our athletes.

Grading & Scale System

CLCA uses a 4.0 grading scale. Scholars in grades 1–8 receive letter grades in most subjects, though some areas may use alternative grading based on developmental appropriateness. Grades reflect not just academic performance, but growth in relation to each scholar's ability, effort, and understanding. Daily homework, class participation, quality of written work, and test results are all considered in determining grades.

Lower Elementary & Standards-Based Scale:

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

100%	A+	85%-84%	C+	Proficient	Prof	Proficient
99%-96%	A	83%-80%	C	Demonstrating	Dem	Demonstrating
95%-94%	A-	79%-78%	C-	Beginning	Dev	Developing
93%-92%	B+	77%-76%	D+	Awareness	Aware	
91%-88%	B	75%-72%	D	Not Evaluate	NE	
87%-86%	B-	71%-70% < 69%	D- F			

Standardized Assessments

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.

Honor Roll

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:

- **HIGHEST HONORS:** 3.80 and higher GPA - 4.0 earners will be recognized.
- **HIGH HONORS:** 3.5 - 3.79 GPA
- **HONORS:** 3.2 - 3.49 GPA

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. Administration will approve all

graduates and determine the valedictorian and salutatorian. Administration will consider holistic criteria (academic, performance, behaviors, etc.) when determining the class achievements.

Promotion/Retention Policy

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 coursework for his/her grade level. Successful completion of core coursework is defined as the following:

   i. 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).

   ii. 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 about 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 administration 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.

Special Education: Special Needs Referral Process

At the heart of meeting the mission of CLCA is the need to provide an inclusive educational environment and adhere 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 to ensure that 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, 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 the School District of Fort Atkinson (SDFA) for an evaluation. Parent contact will be made to advise the next step in the process. The Student Services Director 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 SDFA. SDFA will assign the appropriate professionals to complete the evaluation process.

Homework Policy

Homework is a valuable part of the educational experience - an extension and enrichment of the material taught in the classroom. It is the link between one lesson and the next. Students can expect to have 10 minutes of homework a night per grade starting in Kindergarten. (For example, a fourth-grade child may have 50 minutes of homework.) The benefits of homework can be summarized as follows. Homework does the following:

- Reinforces skills taught previously in the classroom
- Prepares students for new information
- Promotes creative thinking and independent research
- Communicates with parents about the ongoing classroom learning
- Instills a sense of responsibility and personal accountability
- Helps to develop productive study habits and self-discipline.

Parents should help their child set aside a quiet place and regular time for study each evening. Additionally, parents are encouraged to monitor their child's homework. Scheduling a quiet reading time and limiting screen

time will also help to improve overall school performance. Parents should contact the teacher with specific homework concerns.

Assignment Notebook

CLCA will supply assignment notebooks for all scholars in grades 4 - 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 them present in the classroom for three consecutive academic days.

Singing in Worship Services

The children learn and rehearse songs of praise in school. We encourage our scholars to participate in singing in church services throughout the year. This is a way for our scholars to praise God and say thank you to our supporting congregations.

Field Trips

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.

Student Experience & Field Trip Fees

CLCA charges additional fees for services such as fine arts, extracurriculars, and student experiences, as outlined in the annual auxiliary fee form shared before the school year begins. A student experience fee, paid at the start of the year, covers most field trips. If a trip exceeds this fee, families will be notified of any extra cost. To streamline permission, CLCA uses a universal field trip consent form through TADS, signed once annually. All fees are assessed in compliance with state law, including Wis. Stat. 118.60(3m)(am)1.a. and 1.b.

Attendance

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 is never the same as if the scholar had heard the material explained in person by 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

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 the academic day begins.** 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**

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.** 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 reason for arriving late.

Late Work Policy (Berea Campus – Middle School)

Policy

At Crown of Life Christian Academy, we recognize that scholars occasionally need additional time to complete assignments due to illness, family circumstances, or other factors. Late work will generally be accepted with the goal of supporting learning and mastery rather than penalizing students for circumstances beyond their control. However, timely completion of work remains an important part of developing responsibility, time management, and academic habits.

Guidelines

The middle school team will establish and communicate clear, consistent procedures for late work in each class. These guidelines will be shared with all middle school scholars and their families at the beginning of the school year (and as needed throughout the year).

Acceptable and Unacceptable Forms of Excusing

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

- **Excused Absence:** Absences that are excused include the following:
    - Illness
    - Disabling injury
    - Funeral in the family
    - Medical or dental services that cannot be arranged outside of CLCA hours

- 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
- 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.

- **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.
- **Excused Tardiness:** A scholar will not be listed as tardy when absent if:
  - Unusual traffic conditions caused a delay (accidents, road closures, etc. –especially applies to those traveling long distances)
  - Unusual weather conditions caused a delay
  - A late bus
  - A unique extenuating circumstance as determined by the administration
- **Unexcused Tardiness:** If the scholar is not in his/her seat at 8:05 AM or within a reasonable time (determined by the 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.
- **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 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.
  - 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).
  - A request that the parent or guardian meet with the Principal 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.

- 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

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 who 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

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

Crown of Life Christian Academy is blessed to partner with Bret Skaer, a licensed mental health specialist, who provides on-site support to our students and staff. Bret works independently with CLCA and is available two days a week at the Berea campus (Mondays and Wednesdays).For families seeking **individual counseling services** for their children, Mr. Skaer is able to provide those services **without any additional insurance billing or out-of-pocket cost.**If you are interested in learning more or accessing services, please contact the school office for referral information or to initiate a conversation.

Co-Curricular Activities

Athletics

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 skills. Teamwork, dedication, and Christian sportsmanship are stressed at all times. For more information, refer to the **CLCA Athletic Handbook**.

Athletic Program Philosophy

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

Scholars participating in co-curricular activities must demonstrate that these commitments do not hinder their academic performance. If a teacher or administrator determines that participation is negatively affecting a scholar's academic progress, the academy may limit or suspend the scholar's involvement in these activities. Parents/guardians will be informed of such decisions. For more information, refer to the Athletic Handbook.

Activities

Co-curricular activities at CLCA include the following:

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

Cancellation policy

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

Communications

Communication Overview

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

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 emailed to each home. Upon request, a hard copy will be distributed to the families who do not have internet access.

Orientation Night

In August, before 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

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

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

Two parent/guardian-teacher conferences are scheduled during the 1st and 2nd quarters at the Berea Campus. The 2nd Quarter conference is scholar-led, providing scholars an opportunity to reflect on their strengths and areas for growth. Parents/guardians are also encouraged to reach out to their child's teacher at any point throughout the school year for additional communication or support.

Online Gradebook

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

Annual evaluation reports are distributed to each scholar to give the parents a formal report on their scholar's progress and 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

Please feel free to contact CLCA directly via email at info@crownoflifeacademy.org with any questions or concerns. However, be aware that emails 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

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 3:45**. 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

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***, based on 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 the 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 so 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."** This commandment 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 Principal along with whoever was previously involved in the matter. Again, more than one meeting may be needed. If the disagreement concerns the Principal, then the Board of Directors 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 Administration 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 its decision is the final word.

In matters dealing with CLCA policy and/or procedures:

1. Discuss the issue with the Principal.
2. If the issue has not been resolved, then bring the issue to the Administration Committee for resolution.
3. The Board of Directors is the governing body of CLCA, and its 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

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

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. As adults, it is our duty to emulate the core values of CLCA in our demeanor and discussions. We encourage parents to bring their concerns to the teacher involved. If problems still persist, the matter may be brought to the Administration. Should the situation warrant further action, the Administration 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

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

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

- www.wels.net – The official website of the Wisconsin Evangelical Lutheran Synod. Devotions and spiritual resources are readily available
- www.nph.net – The WELS publishing house that provides spiritual printed materials
- www.kremerpublications.com - Another source for printed devotional and spiritual materials
- Time of Grace Ministry- online source for devotions, journal options, sermons and more.

Custody Policy

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 these 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 who 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.

Getting Involved

Volunteers play a vital role in supporting the mission and daily operations of Crown of Life Christian Academy. Anyone interested in volunteering—whether in the classroom, on field trips, or in other support roles—should contact the CLCA administration. All volunteers are required to review and complete our **Volunteer Policy**, available on the CLCA Parent Portal. This ensures that every volunteer understands our expectations and maintains appropriate interactions with scholars. New families and volunteers will receive this form upon onboarding, and all CLCA families will be asked to re-sign the policy when updates occur. **In addition, background checks for all called workers, hired staff, and volunteers are conducted annually in alignment with our safety protocols.**

Background Check Policy

Background Checks of Called Workers/Hired Staff/Volunteers

The following policy will be followed for all called workers, hired staff, and volunteers who 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 Administration 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 website; 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 Administration 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 Administration about their standing or ask for an appropriate background check.

Act 89 Compliance

Wisconsin Act 89: Volunteer Compliance & Boundary Agreement

As part of CLCA's unwavering commitment to student safety and compliance with **Wisconsin Act 89**, all volunteers acting in an official capacity are required to understand, agree to, and abide by our school's strict student communication and boundary policies.

1. Appropriate Communications and Boundaries Policy

In accordance with state law, volunteers must maintain professional boundaries with students at all times.

Platforms: All digital communication with students must go through school-approved channels. Volunteers may not contact students via personal cell phone numbers, personal social media accounts, or unapproved messaging apps.

Content: All interactions and communications (verbal, written, and digital) must remain strictly professional, age-appropriate, and directly related to school activities or volunteer duties.

Reporting: Volunteers are strictly required to immediately report any suspected grooming behaviors, boundary violations, or inappropriate interactions to the school administration.

2. Optional But Highly Encouraged Training

While state law strictly mandates annual grooming prevention training for paid employees, CLCA strongly encourages our volunteer community to review these materials to help protect our students.

Please review the free, web-based training modules provided by the state:

👉 **Review the Wisconsin DPI Grooming and Boundary Training**

Once the training is complete please give a copy of the certificate to the main office to keep on file.

Crown Community Organization

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.

Visitation by Parents/Guardians

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

Transportation

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.

Scholars: Code of Conduct & Discipline Philosophy

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

At CLCA, discipline is rooted in our mission to forge disciples of Christ. Our goal is not simply to correct behavior but to nurture hearts and minds aligned with God's Word. Discipline at CLCA reflects a balance of Law and Gospel—calling out sin and offering the comfort of forgiveness in Christ.

Biblical Foundation

Scholars are expected to respect and obey all staff, recognizing their God-given authority (4th Commandment). As Scripture instructs, **"Children, obey your parents in the Lord, for this is right." (Ephesians 6:1)** Proper Christian conduct is a response to God's love: **"This is love for God: to obey His commands." (1 John 5:3)**

Core Discipline Principles

CLCA believes that:

- Every effort should preserve the dignity of both scholars and adults.
- Scholars should be given age-appropriate choices and be accountable for them.
- Misbehavior should result in logical, relevant consequences.
- Corrections should focus on problem-solving, not punishment.
- Discipline is a tool for learning, not a personal attack.

Objectives of Christian Discipline

CLCA strives to create a school environment where:

- Scholars demonstrate God-pleasing behavior and live out their faith.
- Classrooms are safe, respectful, and focused on learning.
- Each scholar feels loved, valued, and emotionally secure.
- Positive behavior is taught, praised, and encouraged.
- Missteps are addressed with love, correction, and grace.

Expectations of Staff

CLCA teachers and staff, called to share both the Gospel and academic content, are expected to:

- Model Christian discipline in and out of the classroom.
- Apply Law and Gospel with care—admonishing sin and assuring forgiveness.
- Recognize each scholar's spiritual journey and guide them toward growth in sanctification.

Expectations of Scholars

CLCA staff will guide scholars to:

- Show Christian love and kindness to peers, teachers, and others.
- Demonstrate respectful, Christ-centered attitudes.
- Honor God in words, actions, and work.
- Seek to lead God-pleasing lives at all times.

Public Display of Affection (PDA)

CLCA prohibits public displays of affection on school grounds, including:

- Kissing
- Hugging
- Hand-holding
- Any inappropriate physical contact

Consequences for PDA

- First Offense: In-school suspension for the remainder of the day; parents will be notified.
- Second Offense: Out-of-school suspension.
- Further Offenses: May result in expulsion.

Harassment and Bullying Policy

Crown of Life Christian Academy (CLCA) is committed to providing a safe, respectful, and Christ-centered learning environment for all scholars. Harassment and bullying of any kind are strictly prohibited and will not be tolerated.

Definition

Bullying is defined as intentional, harmful, and repeated behavior directed at an individual where there is a real or perceived imbalance of power. It may be physical, verbal, social, psychological, or electronic in nature. Harassment includes any unwanted conduct that demeans, threatens, or offends another person based on race, religion, national origin, gender, disability, or other protected class.

Reporting Procedures

Any scholar, parent, or staff member who experiences or witnesses bullying or harassment is encouraged to report it to a teacher, staff member, or CLCA Administration. Reports may be made verbally, in writing, or anonymously. All reports will be investigated promptly and confidentially to the extent possible.

Response

All confirmed incidents will be addressed appropriately, using disciplinary measures consistent with our Christian values and behavioral expectations. Consequences may include loss of privileges, suspension, or expulsion.

Retaliation Prohibited

CLCA strictly prohibits retaliation against any individual who makes a good-faith report of bullying or harassment. Any retaliatory behavior will result in disciplinary action.

Christian Approach

CLCA addresses misconduct using both Law and Gospel, always aiming to guide scholars toward repentance, forgiveness, and growth in Christian character. Our goal is reconciliation and restoration, following Christ's example of grace and truth.

Dress Code & Uniform Policy (Grades 4K–8)

At CLCA, we honor God in all we do, including how we present ourselves. In support of a focused academic environment and Christian identity, all 4K–8th grade scholars are expected to follow the CLCA dress code and uniform guidelines.

"Do you not know that your body is a temple of the Holy Spirit? Therefore, honor God with your body." (1 Corinthians 6:19-20)

Uniform Expectations

Scholars in 4K–8th grade must wear approved uniforms as outlined in the CLCA Uniform Guidelines (Lands' End school code: 900186594). Uniforms must be neat, clean, and properly fitted.

- Socks and hair accessories (hair ties, bows, etc.) must reflect CLCA school colors: navy, white, black grey, or khaki.

Footwear

- Closed-toe uniform color approved shoes with non-marking soles are required.
- Shoes must be neat and clean; laces must be tied properly.
- Permitted: Tennis shoes, boots, or closed-toe sandals with a back strap.
- NEVER permitted: Flip-flops, slippers, slides, Crocs, clogs, high heels/platforms, or "wheelie" shoes.

Personal Appearance

- **Hair** must be neat, clean, of natural colors (no extreme dyes), and conservatively styled. Hats and hoods may only be worn outdoors.
- **Make-up** is allowed in moderation; excessive eye shadow or dark lipstick is not permitted.
- **Jewelry** should be minimal and appropriate for school. Boys may not wear earrings. Large or dangling earrings are not permitted. All jewelry must be removed for physical education classes and athletic events. Facial piercings are not allowed for any students.

Not Permitted at Any Time (Including Dress Down Days)

- Sheer or lace garments, even if layered
- Tight or baggy clothing (e.g., leggings as pants, skinny jeans, spandex, yoga wear)
- Exposed midriffs, shoulders, collarbones, or backs
- Clothing with holes, frays, or inappropriate content
- Excessive jewelry or off-policy accessories
- Flip-flops or heels

Dress Code Enforcement

Parents/Guardians play a key role in upholding CLCA's dress code. We encourage you to clarify any uncertainties with staff before a child wears questionable attire.

Violation process:

- **1st–4th Offense:** Written warning and parent notification requiring acknowledgment.
- **5th Offense & Beyond:** Parents must bring appropriate clothing; the scholar receives detention. Continued non-compliance may result in further disciplinary action.

Dress code records are maintained by the staff. Final decisions on appropriate attire rest with CLCA administration. The policy may be revised to adapt to changing trends while remaining rooted in Christian values and common sense.

Technology & Communication Policy

At Crown of Life Christian Academy (CLCA), we believe technology is a valuable tool for learning and development. Scholars are provided access to devices, internet resources, and school-managed Google

accounts to support their educational growth. With this privilege comes the expectation of responsible, God-pleasing use.

1.Cell Phones and Communication Devices

Cell phones brought to school should be turned in to the child's teacher before the school day begins and will be sent home when the child leaves for the day. In the event a student's cell phone is seen or rings during the school day, it will be confiscated and given to the parents. If it happens a second time it will be confiscated and given to the administration. On the third offense, the cell phone will be confiscated and held indefinitely by the administration until a parent/teacher/administration meeting can take place; at which time a decision about the cell phone and student will be made. Students are not permitted to wear smartwatches, fit bits, or use any technological devices that communicate as a cell phone.

2. Internet & Network Usage

Before accessing the internet, scholars receive instruction on digital citizenship and responsible online behavior. Internet access is intended for educational use only and must align with the CLCA Technology Usage Policy, signed annually by both scholar and parent.

- Scholars will be supervised when using the internet.
- Browsing is limited to teacher-approved content.
- Inappropriate websites must be reported immediately.
- Technology use after hours is permitted only with teacher supervision.

Misuse of internet access may result in loss of privileges or other disciplinary action.

3. Google Accounts & Devices

CLCA provides scholars in 5K–8th grade with individual Google Workspace for Education accounts to support classroom learning.

- Each account includes access to Google Drive, Gmail, and other educational apps.
- Accounts are school property and are deactivated upon the scholar's exit.
- All account activity is subject to monitoring by CLCA staff.
- Scholars and parents share responsibility for the secure and appropriate use of accounts.
- Passwords must be known by both teacher and scholar; parents are encouraged to access their child's account regularly.

Inappropriate use of devices, accounts, or the internet will result in loss of privileges. Final decisions regarding misuse will be made by the administration.

4. Social Media Use

Social media must be used in a way that upholds Christian values. This includes—but is not limited to—Facebook, Snapchat, Instagram, YouTube, TikTok, blogs, and messaging platforms.

- Do not post confidential information, inappropriate content, or images/videos without consent.
- Avoid crude language, sexual content, bullying, or material harmful to others or CLCA's reputation.

- Remember: What you post online is permanent—even if deleted.
- CLCA reserves the right to review any online content that affects the school community.

Reports of social media misuse or cyberbullying will be investigated and may result in suspension or expulsion. CLCA enforces a No Retaliation Policy for those who report misconduct.

5. Use of School Telephones

Scholars may use the school phone for emergencies only, at the discretion of their teacher. Parents wishing to contact their child during the school day should try calling during recess or lunch. The school office is open from 7:45 AM to 3:30 PM

Care of Academy Property

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

Leaving Academy Grounds

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/guardians.

Health & Safety

General Health and Safety

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 who 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

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

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

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/guardians 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

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.

Table 144.03-A

Required Immunizations for the 2026-27 School Year and the Following School Years

Age/Grade	Required Immunizations (Number of Doses)								
2 years through 4 years	4 DTP/DTaP/DT		3 Polio	1 MMR	1 Var	3 Hep B	3 Hib	3 PCV	
Kindergarten through grade 6	4 DTP/DTaP/DT		4 Polio	2 MMR	2 Var	3 Hep B			
Grade 7 through grade 11	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B			1 Mening
Grade 12	4 DTP/DTaP/DT	1 Tdap	4 Polio	2 MMR	2 Var	3 Hep B			2 Mening

Dispensing Medication

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 that 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 from 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

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 risks. 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

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 1st, 3rd, 5th, and 7th grades. Hearing tests are conducted in kindergarten and 1st 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 that each pupil entering kindergarten 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

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's 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 directions 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 the eyelid, and the eye appears normal.
- **Fever:** To be excluded until the fever of 100.4° 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 the 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

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. A feeling of something moving in the hair

b. Itching (caused by an 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 infected 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.

Child Protection & Safety Policies (Acts 57, 88, and 89)

Crown of Life Christian Academy is deeply committed to the safety and well-being of every student. We fully comply with all Wisconsin child protection laws, including the recent **2025 Wisconsin Acts 57, 88, and 89**.

Key Elements of Our Policy:

- All CLCA staff are **mandatory reporters**. Any staff member who has reasonable cause to suspect child abuse, neglect, or grooming must immediately report it to Jefferson County Human Services or law enforcement, as well as to the Principal.
- **Professional Boundaries & Grooming Prevention (Act 88 & 89):** CLCA maintains strict professional boundaries. Staff members are prohibited from private social media contact, personal messaging, or any grooming-type behavior with current students. All communication between staff and students must occur through official school channels.
- **Parent Notification (Act 57):** If the school has reasonable cause to suspect sexual misconduct by a staff member or volunteer involving a student, we will notify the parent/guardian of the alleged victim by 5:00 p.m. the same day (or by noon the next day) unless law enforcement directs otherwise.
- All staff and volunteers receive **annual training** on these policies and procedures.

We take student safety very seriously and appreciate the partnership of our families in maintaining a safe, Christ-centered environment. Full copies of our updated Child Protection and Mandatory Reporting policies are available in the school office upon request.

Safety Procedures

Emergency safety drills include, but are not limited to, fires, natural disasters, active shooters, 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

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

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

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

The use, possession, or sale of any drugs, alcohol, controlled substances, or drugs that resemble controlled substances while on academy property or at academy functions or on buses is strictly forbidden. Consequences for these actions will result in the scholar being sent to the Principal. The scholar will be removed from contact with other scholars. The parent/guardian will be immediately contacted and 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

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 to the 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, the Principal, and the 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 Principal is responsible for contacting local authorities and dealing with any media attention.

Chemical Usage and Storage

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 be delivered by 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 key access.

Academy Information

Non-Profit Status

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

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.

Early Release Days

CLCA will be incorporating early release days to allow for staff In-Service and department meetings. Each year, the early release days will be included on the annual academic calendar.

Parental Drivers & Child Passenger Safety

CLCA requires all drivers to follow Wisconsin's child safety seat laws:

- **Ages 4–8, 40–80 lbs, and under 4'9":** Must be in a booster seat or child seat in the back.

- **Over 8 years, 80 lbs, or 4'9":** May use a regular seatbelt.

Drivers must comply with all safety guidelines when transporting scholars to school or on field trips.

Parking Lot Procedures — Berea Campus

Morning Drop-Off:

- Enter via Berea Drive.
- No passing is allowed in the parking lot.
- A traffic coordinator will assist with the flow.
- Scholars may exit their vehicles along the sidewalk starting at the front entrance.
- All vehicles must be fully stopped before scholars exit.
- Patience and caution are expected of all drivers.

Afternoon Pick-Up:

- Enter via Berea Drive.
- No passing or use of cell phones while driving.
- Cars must stop completely before scholars load.
- If exiting your vehicle, park in a designated spot and turn off the ignition.
- If your child is not ready for dismissal, please loop around or park.

Security & Access

CLCA operates a closed campus. All guests must be buzzed in, sign in at the office, and wear a visitor badge. Scholars must remain on campus unless written parental permission is provided. Guest sign-out is required upon departure.

Video Surveillance

Crown of Life Christian Academy uses video surveillance in school buildings and on school grounds to promote the safety and security of students, staff, and visitors. Cameras are located in common areas where there is no reasonable expectation of privacy. Video recordings are the property of the school and may be reviewed for safety, disciplinary, or legal purposes. Questions may be directed to the school office.

End-of-Day Dismissal — Berea Campus

- Scholars are dismissed at 3:15 PM from their classrooms.
- Parents/Guardians may enter the building to pick up scholars.
- A CLCA representative will supervise all transitions and manage traffic in a U-shaped pattern.
- Bus riders will be dismissed early to avoid congestion.

Before & After Care — Berea Campus

- **Before Care:** Opens at 7:00 AM daily. Scholars may bring breakfast and will be supervised in a multi-age setting.
- **After Care:** Runs from 3:25–5:00 PM. Includes snack time, supervised homework, and free play. Scholars in extracurriculars may join afterward.
- **Early Release Days:** School will be dismissed at noon with no lunch provided on those days. CLCA will communicate with families if aftercare will be provided on these days.

Cost: $5/hour, billed to the minute. A $1/minute late fee applies for pick-up after 5:00 PM.

Lunch Program

CLCA offers a catered hot lunch option at the Berea Campus through Cuoco Pazzo Creations. Scholars in Grades 2–8 must pre-order hot lunch and milk through the designated app. Payments and schedules are managed through the office. A microwave is available for warming food, but use is limited—scholars are encouraged not to rely on it daily.

Playground Equipment

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

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

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. 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

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.