



# Concordia

CHRISTIAN ACADEMY

*“Academic Excellence in a School  
Transformed by the Love of Christ”*

2017 - 2018

## Pre-K Handbook

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Dear Parents,

Thank you so much for choosing Concordia Christian Academy to partner with you in educating your child. We are committed to academic excellence in an atmosphere transformed by the love of Christ.

Your child's education, faith, and well-being are our top priorities. We understand that you know your child best and encourage you to play an active role in helping us serve your child.

We look forward to a successful year at CCA.

In the service of Christ,

CCA Board and Staff

## OUR MISSION

**Concordia Christian Academy's mission is to provide academic excellence in a school transformed by the love of Christ.**

+ + +

"It is a serious and important matter,  
in which Christ and all the world are mightily concerned,  
that we help and assist our youth.  
By helping the youth we shall be helping ourselves and all men."  
-Dr. Martin Luther

+ + +

### **A Christian Parent's Prayer**

Our Father,  
As You provide for me, let me provide for my child;  
As You have loved me, let me love my child;  
As You have taught me, let me teach my child,  
By Your Word, by Your Church, and above all  
By *Your* Child, Jesus Christ.  
In His name I pray.  
Amen.

## OUR STORY

The LCMS school system is the second largest parochial school system in the United States. Pilgrim Lutheran Church in Jonesboro and Zion Lutheran Church in Waldenburg, both belonging to the Lutheran Church Missouri Synod (LCMS), have made plans to establish a school since their beginnings.

In 1998, Pilgrim went through the process of a Genesis study, a program within the LCMS designed to assist congregations in determining the feasibility and readiness for starting a school. The study concluded that the Jonesboro area could easily support another Christian school, but recommended that it be a collaborative effort of Pilgrim and Zion congregations. The voters of each congregation approved a proposal for a school supported by both Pilgrim and Zion.

Concordia Christian Academy first began in the fall of 2000 with one teacher and five students. Since then we have experienced tremendous blessings and growth. One of our biggest visible blessings has been the wonderful facility built in 2003. Large classrooms with ample teaching and storage space have allowed teachers to create an inviting atmosphere for their students. Since that time we have been blessed with growth in numbers. Another blessing was meeting the goal of being accredited by the National Lutheran School Association in 2010. We were re-accredited in 2015. As always, we continue the process of self-study and improvement. In 2016, we enhanced our curriculum by adding a gifted and talented program for the elementary grades 2-4. We have a teaching staff of 6 full-time and 5 part-time, along with multiple support staff. We will continue to pray for God's blessing as we work to serve him in our school and community.

## OUR CORE VALUES

1. CCA will ***share the love of Christ*** by spreading the message of salvation to our students, families, and community.
2. CCA will ***provide academic excellence*** by teaching every child based on their individual learning styles, strengths, and needs using multi-sensory techniques and the best-proven teaching practices along with outstanding curriculum and resources.

## PHILOSOPHY OF EDUCATION

Concordia Christian Academy gives thanks to our Lord that we have a small part in the worldwide task of Christian Education. This task centers in nurturing young people in the faith for the formation of a Christian World View equipping them to lead productive lives of service and witness as God's light and salt. We rejoice that as a Lutheran School we convey the life giving and life-changing message of God's saving grace in Christ. We are grateful for our history that recognizes the importance of and excellence in education and the support and cooperation of congregations making such education a reality. The network of Lutheran Schools and Educators continues to be an asset in our work of serving children. At Concordia Christian Academy we do strive for academic excellence in a school transformed by the love of Christ. We do this by providing a safe and nurturing environment with small class size and teachers trained in multi-sensory teaching methods. We use an individualized approach to help our students build on their strengths while at the same time equipping them with tools to meet their challenges.

### **OUR BELIEFS**

Concordia Christian Academy is supported and governed by two congregations of the Lutheran Church – Missouri Synod: Zion Lutheran of Waldenburg, AR, and Pilgrim Lutheran of Jonesboro, AR. The congregations of the LCMS hold beliefs that are shared by many other Christian denominations, such as the following:

1. God created a perfect world, but man chose to sin. Because of this sin, we “all have sinned and fall short of the glory of God.” (Romans 3:23)
2. We are saved, or receive eternal life, by grace, through faith in our Lord, Jesus Christ. “For it is by grace you have been saved through faith, and this not from yourselves, it is the gift of God, not from works, so that no one can boast.” (Ephesians 2:8-9). That faith comes by hearing the Word of God.
3. The Bible is the true, inspired, and inerrant Word of God and there is no other sure foundation for faith and life.
4. There is one true God, eternally existent in three persons. God, the Father, created the world and continues to sustain it and us. God, the Son, came to earth, lived as a human, died on the cross for our sins, and rose from the dead, winning eternal victory over sin and Satan, and He will return again in power and glory. God, the Holy Spirit, works in our lives through the Word of God, and through the Sacraments of Baptism and Holy Communion, to create, sustain, and strengthen faith in Jesus Christ, in us, and to lead us and guide us to do the will of God in our daily lives.
5. Through faith in Christ we have the assurance of life with God in glory and fullness of life to be lived for Him right now. (John 10:10)

We know these things through God's Word, the Bible, which is the only sure foundation for faith and life. If you have questions about these or any of our beliefs, please speak to the principal or one of the pastors.

### **DAILY FAITH INSTRUCTION**

Daily instruction in the basics of Christianity is part of the curriculum of CCA. Students have 2 hours of faith instruction throughout the week. A member of the LCMS teaches these classes. These classes use a text from Concordia Publishing House. The lessons consist of basic Christian beliefs and Bible study. Students are also required to do weekly memory work.

### **WEEKLY CHAPEL SERVICE**

Every Wednesday we hold chapel from 8:15 – 8:45. Pastors from local Lutheran Church-Missouri Synod congregations will rotate leading the chapel services, which consist of music, a short message, and prayers. Each month, our children will learn to give back to the community through a sponsored mission project. We also take up a voluntary mission offering each week. We invite all family members, church members, and friends to join us for weekly chapel. Students are encouraged to dress nicely for chapel services on Wednesdays.

### **ADMINISTRATION**

Concordia Christian Academy, Inc. is a joint operation of Pilgrim Lutheran Church, Jonesboro and Zion Lutheran Church, Waldenburg. Final authority rests with the School Board. The board consists of the pastors of Pilgrim and Zion, elected members from each congregation, and the school principal.

### **SCHOOL BOARD ATTENDANCE**

School board meetings usually are public in that all constituents are welcome to attend and observe the proceedings. However, there are occasions when the board must deal with confidential and sensitive issues that will need to be discussed in executive session. School board meetings are scheduled monthly and the dates/times will be included in our newsletters. This board consists of the pastors of Pilgrim and Zion, various elected members of each congregation, the Principal, and one teacher representative.

### **TEACHING STAFF**

Our teachers are academically qualified, experienced, and dedicated Christians, and our academic standards demand excellence and achievement, emphasizing the core disciplines and humanities.

## **CURRICULUM**

CCA's curriculum is based on the Arkansas State Frameworks and "Integrating the Faith" curriculum published by Concordia Publishing House. The two were studied and combined to create a complete curriculum for Concordia Christian Academy.

The curriculum is reviewed weekly by teachers to help them meet the needs of their students. Teachers use the curriculum to plan lessons that will challenge and encourage students to reach their full potential. The curriculum is continually being revised and improved so it remains up to date and usable. Our curriculum is ever evolving, and is navigated using Atlas Curriculum Mapping

Current curriculum areas include language arts (reading, spelling, grammar, writing, and penmanship), math, science, and social studies. We also provide instruction in music.

A key strategy used in achieving our curriculum goals is using multisensory techniques specifically the Orton-Gillingham approach to literacy.

## **ADMISSION POLICY**

Concordia Christian Academy admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national and ethnic origin in administration of its policies, admissions, scholarship and loan programs and other school-administered programs. CCA does reserve the right to deny admission to students for reasons such as the inability to serve the child or if their admission hinders the ability for us to serve other students.

## **SPECIAL NEEDS STUDENTS**

Applications for students with special needs will be considered on a case-by-case basis. The administration will make decisions based on the ability to serve the student without disrupting the education of other students.

## **ENROLLMENT**

Enrollment is on a first-come, first-served basis. A registration fee of \$150 is required for all students. This fee is non-refundable except in the case of the school being unable to offer a class or grade.

### **Age Requirements:**

Preschool —Child must be 4 years old before date of enrollment as verified by an official birth certificate, and toilet trained.

Age of Child	Number of Staff	Number of Children
4	1	15

Enrollment at Concordia Christian Academy requires that parents understand, support and agree to the school’s mission, vision and philosophy as set forth in the handbook. It also requires that the child is able to respond positively to our educational environment. Failure to meet either of these requirements will prevent us from enrolling the child.

Parents are required to inform the school of any health concerns regarding their children. Health and immunization requirements and documentation will follow those of the Arkansas state health guidelines. Immunization records or an official state-approved waiver must be up to date and on file at our school.

## **TUITION**

In order to meet its obligations and objectives, Concordia Christian Academy must receive payment of tuition in a timely manner. Payment must be received by the 1<sup>st</sup> of each month. A delinquent charge of \$25 will be applied if tuition is not paid by the 10<sup>th</sup> of the month. Continued delinquency may result in a student’s suspension. Those who pay by the year are expected to do so on or before the first day of school. Electronic Funds Transfer is also available.

## **SCHOOL HOURS**

School hours are from 8:00 am through 3:15 pm daily. Students will be allowed in the school building at 7:30.

## **VISITORS**

**All** visitors must report to the school office to sign in upon arrival and out at the time of departure from the school campus. Visitor badges will be furnished at sign in.

## **AFTER SCHOOL CARE**

After school care is offered from 3:15 until 5:30 PM. The charge is \$12 per day per child. A \$10 late fee will be added to the daily charge if students are not picked up by 5:30. Students will receive a snack, participate in unique activities, and receive assistance with homework assignments. Electronic devices will not be used during Aftercare, unless authorized by the instructor. Any school sponsored club or activity occurring after school hours will not be subject to charge. Pilgrim Lutheran Church sponsors an event every Wednesday afternoon called "Life-Night". Students who choose to attend will participate in Christian-based activities and devotions. An after care fee will not be charged during "Life-Night" events.

### **PARKING LOT PROCEDURES**

A map will be provided with appropriate instructions for drop-off/pick-up. The parking spaces next to the school building are reserved for Preschool drop-off and pick-up. K-12<sup>th</sup> grade parents will need to utilize the church parking lot if they wish to walk their children in to school. From 8:00-3:30, please park by the church building unless you need to utilize the handicap parking spaces. Further instructions about parking will be included with the map. **CELL PHONES ARE NOT TO BE USED WHILE DRIVING ON SCHOOL GROUNDS.**

### **SCHOOL CLOSING**

Bad weather, especially during winter months, may cause the school to close. Closings will be reported to KAIT. Efforts will also be made to reach parents through MySchoolWorx and/or REMIND text message.

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

#### **Home Visits:**

Prior to the school year beginning or soon after, your child's teacher may schedule a short home visit. This is an informal opportunity for you to communicate any of your concerns regarding the upcoming school year or to ask any questions you may have of your child's teacher on a one-to-one basis.

#### **Report Cards:**

Report cards are issued to inform parents of the performance, progress, and needs of your child. The information, which these provide, is essential to cooperatively plan for your child's future achievement and guidance. Report cards for K-12<sup>th</sup> are issued electronically four times during the school year; however, paper copies will be made available upon request. A parent or guardian will need to sign the report card each time. Mid-term reports for children in Kindergarten through Twelfth grade are sent home in the middle of each quarter.

#### **Classroom Visits:**

Parents are invited and encouraged to visit classrooms. Parents who visit classrooms may also participate as resource people, with prior approval of the classroom teacher and the principal. They must also have a background check on

file. All guest speakers, visitors, or classroom participants must have prior approval of the principal or the appropriate teacher.

**Conferences:**

Parent-teacher conferences are scheduled for all students up to three times throughout the school year. Parents are notified about the appointment, and they are expected to participate in the conferences. At each conference the parent(s) and the teacher can make plans, share ideas, review the child's progress, and design a strategy that will enable the child to succeed in school.

Teachers are available throughout the year to talk with parents. Teachers may be contacted personally or through the office to arrange a time to meet with parents.

**Solving problems:**

If a parent perceives a problem of any kind with a classroom situation, the parent should first meet with the teacher to discuss the problem. The parent needs to indicate that somehow the child is experiencing adverse effects.

The principal is available to parents and students who, after having met with the child's teacher, feel that an additional conference is necessary. Parents are encouraged to go to the source of the problem in order to achieve a solution (see Matthew 18:15). In the event that the problem cannot be resolved, an appeal process is available. The School Board will be the final authority for any and all disputes.

**Written Communication:**

Teachers will distribute classroom newsletters on Mondays. These also will be posted on each teacher's page of the CCA website ([www.concordiachristianacademy.com](http://www.concordiachristianacademy.com)). Personal notes will be sent electronically via MySchoolWorx and/or sent home with the student as needed. The purpose is to keep parents informed of certain events or activities occurring at the school. MySchoolWorx will enhance the communication between parents and teachers through online messaging and complete access to their student's records. Electronic communication will also be available through Remind text messaging.

**BEHAVIOR MANAGEMENT**

Our objective is in accordance with Proverbs 22:6: "Train up a child in the way he should go, and when he is old, he will not depart from it."

We consider our school to be a precious gift from God. As such, we deem it a privilege to teach and learn in an environment where His Word is the source and norm for all our policies and regulations. The school, while the students are in its care, shall exercise such power of control, supervision, and decision-making, which it deems necessary in order to implement the objectives and philosophy of Concordia Christian Academy.

It is understood that when a child is enrolled in Concordia Christian Academy, the parents or guardians accept and agree that the child is expected to abide by the rules and standards, which have been adopted. If behavior becomes an issue, a mandatory conference will be scheduled.

The method of behavior management used is called “time-out”. This method offers a child a few moments (not exceeding one minute per age) away from their peers. If “time-out” is not effective, a behavior procedure will be put into place for the child, which should be signed by both teacher and parent.

### **CATEGORIES OF UNACCEPTABLE BEHAVIOR**

While not all-inclusive, the following categories of behavior shall constitute misconduct:

1. Refusal to cooperate with any teacher and/or adult supervisor.
2. Fighting or threatening students, staff, or faculty.
3. Willful disobedience of school rules including dress code.
4. Deliberate destruction, defacing, or misuse of property.
5. Indecent speech, vulgar language, and disrespectful language.
6. Bullying others.
7. Having possession of any illegal or dangerous items or substances, such as guns or knives.
8. Using electronic devices inappropriately or without teacher’s permission.

### **PLAYGROUND RULES**

1. No bullying, wrestling, or fighting allowed.
2. No throwing rocks, sand, dirt or sticks.
3. Stay in assigned area.
4. Follow directions of teachers.

### **PARENT GRIEVANCES**

All parent grievances affecting the student need to be first discussed with the student’s teacher. If a proper resolution is not achieved, the parent may then bring the grievance to the principal. Further appeal in exceptional circumstances may finally be made in writing to the School Board.

### **DRESS**

CCA does not require uniforms, but does require that students wear clothing appropriate to the learning environment and appropriate for the season.

The following guidelines apply:

1. Caps, hats, and sunglasses are for outside use only unless approved by the classroom teacher.
2. Students should not wear clothing that is immodest, disruptive, unsanitary, and unsafe

3. Costumes, masks, capes, etc., are not acceptable unless otherwise approved by the classroom teacher.
4. Any teacher who feels a particular article of clothing is not appropriate will have the authority to contact parents for a change of clothing.

### **SCHOOL SUPPLY FEE**

There will be a nonrefundable school supply fee of \$100 per student. This fee will cover all back- to-school supplies needed for classroom use. This is done for several reasons. It is our hope to save parents time and money. It also allows the teachers to keep a more organized room.

### **LUNCH**

Parents must provide a sack lunch for their children. As you pack your child's lunch, please keep in mind the importance of nutritious food to a successful academic career. Individual cartons of milk will be available for a fee of \$10.00 per month. Microwaves are available for children with the skills to operate them independently. Hot lunch will be available every Wednesday and Friday for a fee of \$5.00 each day. The weekly hot lunch fee must be paid BEFORE 3:00 pm Tuesday; otherwise, an alternative sack lunch will be provided. Any student with food allergies will be noted ahead of time, and accommodations will be made accordingly. An official hot lunch schedule will be given at the beginning of each month, and families are encouraged to pay ahead for the entire month.

### **CARE OF SCHOOL PROPERTY**

Students are expected to respect the school and all property associated with it. Parents will be responsible for any damage their children do to school property, including the use of school technology. Excessive wear or loss of books will result in an additional charge.

### **VOLUNTEERS**

As a private school with a limited budget, we welcome the help of volunteers. We realize the important role volunteers play for the success of CCA. We also have a responsibility to protect the students in our school. To best do this, we require volunteers to complete the proper background checks before working in our school. Please contact the office for information on this process. All volunteers will also be required to follow the dress code of the students.

#### *STAR Hours*

Volunteering is an important component of providing a quality Christian education. There are many opportunities throughout the year for parents to become actively involved. Each family is requested to contribute a minimum of 30 Shared Time and Resource (STAR) hours throughout the year. 10 of these hours must be dedicated to fundraising initiatives. We will use the 'Honor System' as a way to keep track of your hours. Each family receives an hour sheet and is expected to honestly record the hours worked at each event. Your sheet

will be collected at the end of each quarter. If you choose not to participate, you may pay \$300 per family to the general fund. Our goal is to increase volunteer participation, not to collect money. If you don't have time, your relatives or friends may work in your place and credit the hours to your account. Each family receiving financial aid must complete all 30 STAR hours in order to continue eligibility.

### **FUNDRAISING**

It is our goal at Concordia Christian Academy to provide academic excellence while also sharing the word of Christ to as many students and families in the community. Right now, we aim to keep our tuition costs low; however, this does not cover the full amount of educating your child. The true cost of operating a private school our size is around \$7,500 per student. With previous fundraising initiatives, we have been able to meet our financial need. This year, we are asking that every family contribute 10 of their 30 Star hours towards our fundraising initiatives. Opportunities to get involved will be available throughout the year. If you have any questions, or ideas for fundraising, see the Principal for more information.

### **EMERGENCY INFORMATION**

Unfortunately emergencies sometimes occur, and the school must maintain a file of emergency contacts for each student. This information should be provided upon registration and must be in the hands of your child's teacher before school begins. **PLEASE KEEP THIS INFORMATION CURRENT.** Inform your child's teacher and the school office immediately of any changes—especially concerning the person(s) you designate for transporting your child.

### **EMERGENCY SITUATIONS**

If a student becomes too ill to remain in class or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian for that student to be picked up. If a student becomes seriously ill or injured while at school and the parent/legal guardian cannot be contacted, the school will use their judgment concerning transportation to a medical facility. The school assumes no responsibility for treatment of the student.

### **SAFETY/HEALTH**

Students are required to be in good health, as certified by a physician, prior to admission to school. Health and immunization requirements and documentation will follow those of the Arkansas state health guidelines. Immunization records must be on file at our school.

In order to prevent the spread of any illness, a child must **not** come to school if the child:

- Has or has had a fever in the last 24 hours. A child who develops such a fever at school will not be admitted the next day.
- Is vomiting or has vomited in the last 12 hours.

- Has a rash (other than allergy-related).
- Has a red or sore throat.
- Has red, running, or swollen eyes (other than allergy-related).
- Has an illness requiring antibiotics, and has not yet been on the medication for a full 24 hours.
- Has diarrhea.
- Has live bugs or nits in their hair. (All students will be rechecked after returning to school)

\*\*If a student becomes too ill to remain in class and/or could be contagious to other students, the principal or designee will attempt to notify the student's parent or legal guardian for that student to be picked up.

## **MEDICATION POLICY**

Concordia Christian Academy believes that parents are primarily responsible for the administration of medication to their children. It recognizes that a designated staff member(s) appointed by the principal shall be entitled to administer medication when necessary and on an on-going basis according to the following regulations:

Non-prescription drugs shall not be administered to students at school, unless a medication release form is signed and parents provide the medication to the office.

There will be no medication with narcotics given to students or kept at school.

### **Regulations**

- Administration for the purpose of this policy means:
  - actual administration of the medication.
  - visual supervision and observation of the taking the medication.
  - safe storage and handling of medication.
  - recording the administration of the medication on the approved form.
- It is the responsibility of the parents/guardians to notify staff of all of the student's allergies. Staff members will be given a list of students that have life-threatening allergies.
- If a prescription has been discontinued or changed, it is the parent's responsibility to notify the school and pick up the medication.
- Upon receiving the prescription medication and signed release form, the medication will be stored in a secure school office. A parent/guardian must pick up any medication left over at the end of the school year. Any medication not picked up by the last day of school will be destroyed.
- Prescription drugs shall be administered to students under the following conditions:

- A Medication Release Form must be signed by the parent or guardian and will be kept in the office.
  - If a student is of age (as determined by a physician and parent) and is has been deemed competent to self-administer a medication, the parent/guardian should indicate that the student is competent to carry and self-administer their medication on the Medication Release Form.
  - It is highly recommended that each student at risk for anaphylactic reactions provide an up-to-date epi-pen to the classroom teacher.
  - The prescription drug must be packaged in the original container as supplied by a pharmacist. The package must be clearly labeled with the student's name, the name of the drug, specific directions for administration, prescribing physician's name, and expiration date.
- The school may supervise students during their blood sugar checks, record the findings, and also provide a secure storage area for the insulin and syringes as well as safe disposal for the used needles. There will be no blood sugar tests performed on non-diabetic students without a physician's written authorization. Staff members who have contact with diabetic students will be notified of the student's diabetes along with a list of signs, symptoms, and treatment of potential problems.
  - In emergency situations, the principal or designated individual is to use his/her judgment in authorizing accredited ambulance services to transport the student to the nearest medical facility.

## **IMPORTANT WAYS YOU CAN HELP YOUR CHILD**

Our belief and philosophy at Concordia Christian Academy is that all of us want the best possible education for your child. We all are part of a team that endeavors to help your child build a sure foundation for the future. There are many things that parents can do to be active in supporting the education of their children. We encourage you, as parents, to prayerfully consider these things during your child's education at Concordia Christian Academy. Suggested activities include:

- Regular worship and Sunday School Attendance
- Family Devotions
- Read to your child
- Teach your child to pray and pray with him/her
- Pray for the church and the school
- Set a good example at all times
- Give your child love and a feeling of security
- Encourage your children to take full responsibility for their actions and efforts
- Give your child duties and responsibilities at home appropriate to his/her age
- Show an interest in everything your child does
- Attend school-sponsored activities and programs
- Volunteer in the classrooms and help supervise field trips
- Support the teaching staff by encouraging trust and respect for the authority of the teachers
- Insure prompt arrival to and pick-up after school
- Fulfill your financial commitment to the school in a complete and timely manner
- Promptly return any forms sent home, particularly those relating to medical/dental
- Make sure your child gets at least 10 hour sleeps every night and gets a proper breakfast.
- Assist your child in completing their homework by the due date.

**CONCORDIA CHRISTIAN ACADEMY  
STUDENT HANDBOOK AGREEMENT TO ADHERENCE**

I, \_\_\_\_\_, parent/guardian, of \_\_\_\_\_ have  
*(parent or guardian's name)* *(name of student or students)*

read and understood the Concordia Christian Academy Student Handbook and will do my best to abide by the policies set forth in this document.

\_\_\_\_\_  
*(parent or guardian's signature)*

\_\_\_\_\_  
*(date)*

**CONCORDIA CHRISTIAN ACADEMY**

**PAYMENT AGREEMENT**

I, \_\_\_\_\_, parent/guardian, of \_\_\_\_\_ have  
*(parent or guardian's name)* *(name of student or students)*

read and agree to uphold the terms of the Financial Agreement form. I agree to fully compensate Concordia Christian Academy for the tuition and services rendered toward my student's education during the 2017-2018 school year.

\_\_\_\_\_  
*(parent or guardian's signature)*

\_\_\_\_\_  
*(date)*