

2025-2026 Handbook

CONCORDIA
CLASSICAL ACADEMY



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Welcome to Concordia Classical Academy!

We are delighted that you are joining us.

At Concordia Classical Academy, in partnership with families, we strive to help students grow in the grace and knowledge of our Lord Jesus Christ as they grow in body, mind, and spirit with truth, goodness, and beauty.



Staff Directory

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Concordia Classical Academy Handbook

TABLE OF CONTENTS

Atmosphere
Attendance Policy
Before and After Care
Communication
Celebrations
Chapel
Choirs
Devotional Life in the Classroom
Discipline
Dress Code/Uniforms
Entrance Age and Immunization Requirements
Extra-curricular Activities
Field Trips
Harassment
Homework
Library
Lost and Found
Lunch and Lunchroom
Medication Guidelines
Mid-Year Admissions Policy
Neglect/Abuse Accountability
Non-Discrimination Policy
Parent Teacher Conferences
Physical and Sexual Misconduct Policy
Promotion (Grade Level Advancement)
Registration Procedures
Tuition
Safety Drills
School Closings
Sickness and Injuries
Student Records
Technology and Electronic Device Acceptable Use Policy
Testing
Transportation
Vandalism Policy
Visiting Classrooms
Volunteers
Worship
Zero Tolerance Policy

Atmosphere

Concordia Classical Academy (CCA) strives to achieve an atmosphere of Christ-like love and consideration with a personalized educational setting. We welcome new students to make them feel part of our family. We desire to treat others as we would want to be treated as we love God and our neighbor (Matthew 22:37). The students are expected to treat staff, volunteers, and fellow students with respect.

Attendance Policy

Regular attendance is important for your child's education as schoolwork is planned with daily attendance in mind. Tardiness or irregular attendance can cause a child to get behind, become discouraged, and not do as well as he/she can and should do in school.

Please notify the school office and your child's teacher when your child is absent from school before 8:10 am. At that time, let us know the reason for the absence, including illness symptoms, how long you expect your child to be absent (if known), and how assignments can be picked up.

A student is given a partial absence if gone more than 60 minutes of the school day. A tardy is defined as arrival in the classroom after 8:10 am, but before 9:10 am. *Students riding the bus may be exempt.

If a student has more than 12 days of absence during a semester, class credit may not be received and CCA reserves the right to determine student retainment. Three tardies equals one absence.

If you plan on being gone for an extended period, prior arrangements must be made with the headmaster and teacher. Your child is responsible for any missed assignments.

Before and After Care

We are committed to providing quality, Christ-centered care to all children. After-school care is offered at a rate of \$6.00 per hour, billed in 15-minute increments.

Families who may need before or after-school care whether regularly or only once or twice during the school year are asked to complete the **Before and After School Care Form** in advance.

Before care is available from **7:20 AM until 8:00 AM**, when students are dismissed to their classrooms.

After-school care runs from **2:45 PM to 5:00 PM**. A small snack is included during after-care. Any student not picked up by **2:50 PM** will automatically be signed into after-care. If you anticipate a late pickup, please contact the school or your child's teacher, and email bcac@ccamankato.education.

Please note:

- For all drop off and pickups of before/after care, please use the side door by the cafeteria
- Pickups after **5:00 PM** will incur an additional charge of **\$0.50 per minute**.
- If the before/after care balance exceeds \$200, this service will not be available for the student until the account becomes current.

Communication

Communication between staff and parents/guardians will be done through email and the Class Dojo app.

All questions or concerns regarding your child will first be directed to your child's teacher. A period of 24 hours is given before a reply is considered late. If the question or concern is not answered to your satisfaction, the issue then is brought to the attention of the headmaster or academic dean, depending upon the nature of the issue at hand. If the issue is not resolved, it is then brought to the communications contact on the CCA school board. The headmaster will have contact information when needed.

Celebrations

Celebrations are held at the discretion of the classroom teacher. Birthdays may be celebrated with special treats for the class. Parents are asked to speak with their child's teacher as to convenient times and snacks for such events.

Unless a blanket invitation is being extended to the entire class, private party invitations should be distributed outside of school.

Chapel

God's Word is central to our work and mission at CCA. Chapel services are held each day, as our community worships together. Students are encouraged to bring a chapel offering each week. Chapel offerings have been dedicated by quarter/semester following a general pattern supporting missions that are local, statewide, nationwide, and worldwide. We announce these in chapel and put them in the newsletter.

Choirs

CCA choirs will participate in worship outside of chapel regularly. Student participation is expected as part of the child's music grade. A schedule is provided in advance, so families can plan accordingly. If your child is unable to participate, please provide a written excuse in advance.

Devotional Life in the Classroom

School days at CCA start in the chapel Monday through Thursday and end with prayer and devotion daily in the classroom. Fridays we will start with prayer and devotion in the classroom and end in the school day in the chapel. Students will ask for God's blessing on their meal and thank Him for it in prayer.

Common Table Prayer:

Come, Lord Jesus, be our Guest; let Thy gifts to us be blessed.

Oh, give thanks unto the Lord, for He is good, and His mercy endures forever. Amen.

Discipline

Discipline at CCA is based on Christian principles following the *Love and Logic* model. We expect a oneness of spirit in the hearts of parents, children, and teachers. This does not mean that problems will not arise, but that we share a common basis from which to resolve problems.

Our goal is self-discipline, and we begin even at an early age to help a child be aware of his or her own responsibility for his or her own behavior. We believe that simple basic rules with a positive attitude and approach make this possible. Teachers will use age-appropriate discipline techniques. If a specific problem of discipline arises, the teacher will communicate with the parents, arranging a meeting if necessary to discuss and resolve the problems. The parents may also initiate discussion.

The school reserves the right to expel any child who does not try to live up to Christian virtues. As put forth in Matthew 18, infraction of any rules will be handled in 4 steps:

- a. The teacher and the pupil.
- b. The teacher, the pupil, and the parents.
- c. The teacher, the headmaster, the pupil, and the parents.
- d. Referral for counseling or to the School Board for possible expulsion.

If after a personal conference, the parent feels the problem has not been resolved, the parent can present the matter to the chairman of the School Board in a private conference.

Parents are encouraged to keep concerns within their immediate household while following the established lines of Christian communication. Any legitimate concerns will be received with all due consideration so that a satisfactory solution may be reached.

Dress Code/Uniforms

The Student Uniform Policy is found on Appendix A.

Entrance Age and Immunization Requirements

A child must be 5 years old before September 1, to start the kindergarten program. No immunizations are required.

Extra-Curricular Activities

CCA offers some after-school activities. We do, however, maintain that after-school activities hold secondary importance in the making of disciples for Christ.

We encourage all students to take advantage of the extra-curricular activities available. However, if a student is not fulfilling his/her academic requirements by maintaining a "C" in all subjects or not exhibiting a positive Christian attitude, he/she will be refused participation in those activities.

Field Trips

Field trips offer students meaningful learning experiences beyond the classroom. A limited number of trips will be scheduled throughout the year. To participate in any off-campus activity, families must complete a *Liability and Transportation Release Form* at the beginning of the school year. Parent chaperones will be required for most trips and must complete a background check prior to participating. All students are expected to wear a school-logo shirt on field trips.

Harassment

Students require a safe environment for learning. Harassment prevents students from fully enjoying the educational and fellowship benefits that are part of our program. There is zero

tolerance for harassment (improper conduct of a sexual, physical, or verbal nature which creates a hostile environment) of another student.

Homework

There is not always sufficient time in the school day for a child to do all the required work. The amount of work that a child will have to do at home will depend upon the ability of the child and how well he/she makes use of the available time during the school day. If you have a concern about the amount of schoolwork your child brings home, please discuss this with the teacher.

Library

We are pleased to offer students the opportunity to check out books from the CCA library and we are eager to encourage a love of reading.

Lost and Found

Found articles are placed in the “Lost and Found” bin between the two front doors. If you are missing items, please check the bin to claim your lost items. If articles are not claimed in a reasonable amount of time or if any articles are left at the end of the year, they will be donated.

Lunch and Lunchroom

Lunch may be ordered through the FACTS system at a cost of **\$3.00 per meal**. When available, additional entrées may be purchased for \$1.25. Lunches should be **prepaid monthly** by submitting payment to the school office. The monthly lunch menu is available on the FACTS Family Portal, and printed copies are also available in the school office.

Students are welcome to bring a cold lunch from home. Acceptable beverages include water or milk. Milk will be available to all students. Please note:

- Microwave use by students is not permitted.
- Students are expected to eat lunch in a peaceful and respectful manner.

Medication Guidelines

Whenever possible, parents/guardians should make arrangements for medications to be administered at home. However, if a student’s health requires medication during school hours, the following guidelines must be followed:

- **Prescription Medications:** All prescription medications must be provided in the original container, clearly labeled by the pharmacy or physician with the student’s name, medication name, dosage, and prescribing physician's name.
- **Long-Term Medications:** A signed statement from both the physician and the parent/guardian is required for any medication to be administered over an extended period.
- **Short-Term Medications:** A signed statement from the parent/guardian is required for short-term use.
- **Medication Delivery:** A responsible adult must deliver all medications, including EpiPens, directly to the school office.
- **Storage and Administration:** All medications will be stored in a locked cabinet and administered in the school office.
- **Self-Administered Medications:** A written request from the parent/guardian must accompany any medication a student will self-administer. Asthma inhalers are to be

treated as all other medications and must be kept in a safe location unless written permission is provided for the student to carry the inhaler. In such cases, the student is required to inform a teacher each time the inhaler is used so it can be properly documented.

Mid-Year Admissions Policy

The headmaster and academic dean will meet with new students and families, coming mid-year, prior to admission to determine if CCA is an appropriate fit. All new students will be assessed to determine proper placement within our academic program.

Neglect/Abuse Accountability

All faculty and staff at CCA are designated mandatory reporters. As such, they are legally required to report any suspected cases of child abuse or neglect to the appropriate authorities, such as law enforcement or child welfare agencies.

Staff members may be held legally liable if they fail to report a situation that is later determined by the proper authorities to involve abuse or neglect. The obligation to report is not optional and does not require confirmation of abuse, only reasonable suspicion.

Non-Discrimination Policy

CCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate based on race, color, or national and ethnic origin in the administration of its educational policies, admission policies, scholarship programs, and all other school-administered programs. This policy is carried out in principle and practice at CCA.

Parent Teacher Conferences

At CCA, we value strong partnerships between home and school, recognizing that open and ongoing communication is essential to serving the best interests of each child. To support this, formal report cards are issued at the end of each academic quarter. Parent-teacher conferences are scheduled and noted on the school calendar, providing an opportunity for parents and teachers to discuss student progress. Report cards are distributed prior to these conferences.

Parents/guardians who wish to schedule additional meetings with a teacher are encouraged to do so. Conferences are not limited to scheduled times, both parents and teachers are welcome to initiate contact whenever concerns arise. If you notice a potential issue or have questions about your child's progress, please reach out to the teacher to arrange a meeting.

Physical and Sexual Misconduct Policy

Physical and sexual misconduct is contrary to Christian virtues and is prohibited. Anyone employed by or voluntarily assisting CCA are subject to background checks and must comply with applicable federal, state, and local laws regarding incidents of actual or suspected physical and sexual misconduct. Any suspected physical and sexual misconduct must be reported to Nicollet County Human Services.

Promotion (Grade Level Advancement)

Students who have shown satisfactory progress during the school year will be promoted to the next grade level. If after careful study, it may be determined that a child would benefit from an additional year at the current grade level. All areas of child development are taken into consideration including social and emotional growth, academic achievement, and physical development before a decision is made. The parents will be informed and included in these decisions.

Registration Procedures

New students apply online, complete an enrollment packet, and sign a Continuous Enrollment Agreement (CE). Current students have reserved seats in each subsequent school year and will thus be continuously enrolled. Your Continuous Enrollment Agreement with Concordia Classical Academy is a multi-year commitment. Although most families' intent is for their student(s) to stay at CCA through 8th grade, we understand this may not occur for a few families. Therefore, there is an option to notify us of your intention not to return and be released from your Continuous Enrollment Contract.

Each year, the opportunity to be released without financial obligation for future years is January 31. If opt-out of continuous enrollment is not received by January 31, a \$300 fee will be charged. The headmaster has the right to revoke the CE contract, parents will be notified well in advance if this is the case.

Tuition

Tuition for the 2025-2026 school year is \$4,200 per student. There are new student and multi-family discounts available. Tuition agreements are legally binding, and families agree to pay stated tuition each year. Families may pay in full or through nine monthly payments, September through May. If two consecutive payments are missed, the student may be unenrolled.

Safety Drills

Safety drills will be conducted throughout the year.

School Closings

In the event of inclement weather, school may be delayed, dismissed early, or closed for the day. Families will be notified through the FACTS Family Portal system.

As a general rule, **if District 77 closes due to weather conditions, CCA will also close.** Please monitor local news sources and check the FACTS portal for official announcements.

In the event of an early dismissal due to weather, students will remain safely at school until parents are contacted, and appropriate arrangements are made for pickup.

Sickness and Injuries

The school office maintains emergency information regarding names, addresses, and phone numbers for parents and will report student illnesses or accidents to parents as soon as possible. If possible, report to the teacher and the school office of any exposure to communicable diseases. Please notify the school office and the teacher when your child will be absent.

Children must be symptom-free (without medication) or on antibiotics for 24 hours before returning to school. Symptoms include but are not limited to, vomiting, diarrhea, fever, pink eye, contagious rash, and lice or nits in hair. Students leaving school due to illness must stay home for 24 hours before returning to school.

Student Records

The school office maintains records of students' report cards and attendance. Parents may have access to their child's school records upon request. Parents must give their written consent before school records are released to a third party.

Technology and Electronic Device Acceptable Use Policy

Technology use is a privilege. Students maintain that privilege by complying with the user guidelines. Technology is a gift from God. Like any other gift, it is up to us to use the gift wisely to glorify God and advance His Kingdom. We pray that God will bless our efforts to enhance our students' educational experience through technology. Families and students agree with the following school technology guidelines.

School Technology Guidelines:

1. Personal information will not be published. This includes telephone numbers addresses or other information about any person.
2. Student use of the internet will be supervised by a teacher or other authorized adult. This means the adult is present in the room.
3. Students will use the technology only as instructed by the teacher. Students may not attempt to gain any unauthorized access to resources, programs, or online sites.
4. Students are to maintain settings. These settings (such as background, icons, screen savers, etc.) may not be altered.
5. Students will not install or download any programs.
6. Social Media sites are not to be used.

The use of personal electronic devices, including phones, watches, and tablets, is not allowed in the building. These items must be turned off during the school day and before and aftercare. Any usage during the school day or before and after-care will result in the confiscation of the device. Devices will be returned to the parent only. A phone is available in the office should a student need to contact a parent.

Along with parent notification, consequences for violations of the *Technology Acceptable Use Policy* may include, but are not limited to:

- a. Withholding technology use privileges.
- b. Detention or in-school suspension
- c. Removal from extra-curricular activities

Testing

Standardized testing will regularly occur throughout the school year. The results from these tests will be shared with parents.

Transportation

Public School District 77 busing is available for students living in this district. Parents wishing to utilize district busing need to inform District 77. Riding the bus is a privilege, not a right. All bus rules should be observed. If a student repeatedly misbehaves on the bus, the privilege may be revoked.

Non-district transportation: All non-District 77 parents are responsible for arranging transportation to and from school. Carpools and district subsidies are possibilities to pursue. Most school districts have reimbursements for transporting your own children to a school outside their district. You may contact your school district's administration office at Central Reservation, 10 Civic Center Plaza for more information and guidelines concerning this.

On the days that CCA might be in session and the public school is closed, parents will be expected to provide transportation to and from school. If special arrangements are needed, please contact the school.

Vandalism Policy

Students are expected to respect and care for all school, congregational, and personal property. Deliberate marking, marring, or destruction of any property is considered misuse of the resources and blessings God has entrusted to us. Such behavior is not acceptable and will result in appropriate consequences. The school reserves the right to collect damages in cases where property is intentionally damaged or destroyed. This policy will be strictly enforced.

Students must also handle textbooks, workbooks, and all school property with care. Fines or replacement costs will be assessed for lost, damaged, or abused items.

Visiting Classrooms

Parents are welcome and encouraged to visit the school at any time. If you plan to visit a classroom, please notify the teacher in advance. This courtesy helps ensure that your visit does not disrupt instructional time or classroom activities. Advance notice allows the teacher to plan accordingly and provide a meaningful visit experience.

Volunteers

There are several areas where parents and friends of the school can directly play a part in the total education program of CCA. We encourage you to consider assisting in these volunteer programs if your interest and time allow your participation. All volunteers will require a completed background check through *MinistrySafe*.

Individual families are required to participate in two volunteer events each school year.

The list of such opportunities is provided by the CCA Parent Teacher Organization (PTO). Compliance with this requirement will also be recorded by the PTO, in partnership with the school office. Families who do not complete two volunteer events may have scholarships revoked, and lose other opportunities for activities, including but not limited to field trips, sporting teams, drama, and clubs.

Worship

Parents are strongly encouraged to attend church and Sunday school regularly as part of nurturing their child's spiritual growth. As a school family, we believe that consistent participation in worship and Christian education strengthens both faith and community. If your family does not currently have a church home, we warmly invite you to join us for worship at **Good Shepherd Lutheran Church** and to share in the blessings of the Gospel with us.

Classroom teachers will record students' church attendance as part of their spiritual development.

Zero Tolerance Policy

Weapons: Bringing a dangerous weapon onto school property is a serious violation of school policy and a felony under Minnesota law. Students are strictly prohibited from possessing any weapon at any time while on school grounds, during school events, or in any school-related setting. Any student who wishes to bring a tool or object that could potentially be classified as a weapon (e.g., for a class project or demonstration) must receive prior approval from school administration.

Violations of this policy may result in immediate suspension or expulsion and will be referred to law enforcement authorities. The safety of all students, staff, and visitors is of utmost importance and will be strictly upheld.

Smoking or Vaping: Smoking, vaping, or the possession of any tobacco, nicotine, or vaping products is strictly prohibited on school property and at any time a student is under the supervision of the school (including off-campus events and activities). Any student found violating this policy will be subject to immediate suspension, and parents/guardians will be notified. Repeat offenses may result in further disciplinary action and referral to local law enforcement.

Drugs and Alcohol: Any student using or possessing alcohol or drugs or offering to sell alcohol or drugs on school property will be suspended for up to 10 days and could be subjected to an evaluation by a chemical health counselor before they are readmitted to school. Notification will also be given to local law enforcement agencies. Any student having subsequent drug or alcohol-related violations will be expelled at the discretion of the school board.

Our school is committed to maintaining a healthy and safe environment for all students and staff.

APPENDIX A

Concordia Classical Academy Handbook Student Uniform Policy

Our uniform policy is driven by a desire to create good order and promote a respectful learning environment, honoring God at all times, without distraction to the educational process.

All students must have...	ALL STUDENTS
Polo shirt <u>or</u> White button-down shirt <u>or</u> Any CCA logo shirt	<ul style="list-style-type: none"> • Polo shirts in maroon, black, white, or gray (solid colors, with or without CCA logo, no brand-name logos displayed) • Button-down (Oxford-style) shirts in white only • Any CCA logo t-shirt or sweatshirt (any day) • Short-sleeve t-shirt must have a CCA logo • Long-sleeve t-shirt may be CCA logo or a plain solid color: maroon, black, white, or gray • Shirts must be tucked in
Dress pants or shorts	<ul style="list-style-type: none"> • Black, gray, or khaki (Shorts are allowed weather permitting and must be finger length or longer) • No sweatpants allowed. Leggings only allowed under skirts and jumpers • Black, gray, or khaki shorts or leggings may be worn underneath compliant skirts/jumpers/dresses
Belt & Shoes	<ul style="list-style-type: none"> • Black belt (solid) for all pants/shorts/skirts with belt loops for 3rd-8th grade • Shoes must be closed-toed at all times. No Crocs
Sweaters (optional)	<ul style="list-style-type: none"> • Sweater vest, pullover, or cardigan in maroon, black, gray • Turtlenecks/thermal undershirts may be worn under a uniform-compliant shirt (black, gray, white)
FRIDAYS: Casual spirit day	<ul style="list-style-type: none"> • Jeans and any CCA shirt may be worn (No torn or ripped jeans)
FIELD TRIP UNIFORM	All students must wear a maroon CCA logo polo shirt on field trips unless otherwise noted.
ATHLETIC UNIFORM: Field Day, sports/after school activities, other days as designated	<ul style="list-style-type: none"> • Black and white with CCA logo items (t-shirt, polo, long-sleeve, ¼ zip pullover athletic shorts) • No sweatpants
	continued

Specifications for BOYS	BOYS
Hair and accessories	<ul style="list-style-type: none"> • Hair must be combed or brushed and not obstruct the face and eyes. • Natural hair colors only • Ties (black, maroon, or CCA uniform plaid) may be worn with white button-down shirts.
Specifications for GIRLS	GIRLS
Skirts, jumpers/dresses, and capri pants	<ul style="list-style-type: none"> • Black, gray, khaki, maroon, or CCA uniform plaid • Must be at least finger length or longer • Must have shorts, tights/leggings worn underneath
Tights/leggings	<ul style="list-style-type: none"> • Solid white, gray, black, tan, and maroon tights or leggings may be worn under skirts or jumpers
Hair and accessories	<ul style="list-style-type: none"> • Natural hair colors only, simple/small hair ties/bows only • Hair must be combed or brushed and not obstruct the face and eyes.

Uniform compliance:

The classroom teachers and the headmaster reserve the right to privately question student dress and call the parent to bring appropriate clothing if necessary. If you have questions regarding specific items, please contact the school.

Where to buy uniform items:

- Families are welcome to purchase items in compliance with the above policy from *any retail establishment*.
- Many places, including Amazon, Kohl's, Walmart, Target, Old Navy, The Children's Place, Land's End, and others, carry items in compliance with the above policy. Please reach out with any questions.
- CCA Uniform Swap - feel free to take advantage of our uniform swap during registration nights through the first day of school. This is a fantastic opportunity to turn in your

Uniform items with CCA logos may be purchased from French Toast at <https://www.frenchtoast.com/schoolbox/schools/concordia-classical-academy-selection-QS613VH> or from Fully Promoted for spiritwear.

Both French Toast and Fully Promoted listings are site-specific to our school and have all pre-approved items.



CONCORDIA CLASSICAL ACADEMY

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Handbook Agreement Form

Name of student(s):

I agree that I have read, understood, and will abide by these policies of
Concordia Classical Academy.

Parent(s) / Guardian(s) Acknowledgement:

Name: (please print)	
Signature:	Date:
Name: (please print)	
Signature:	Date:

** Please return this page to the school office by the first day of school. **