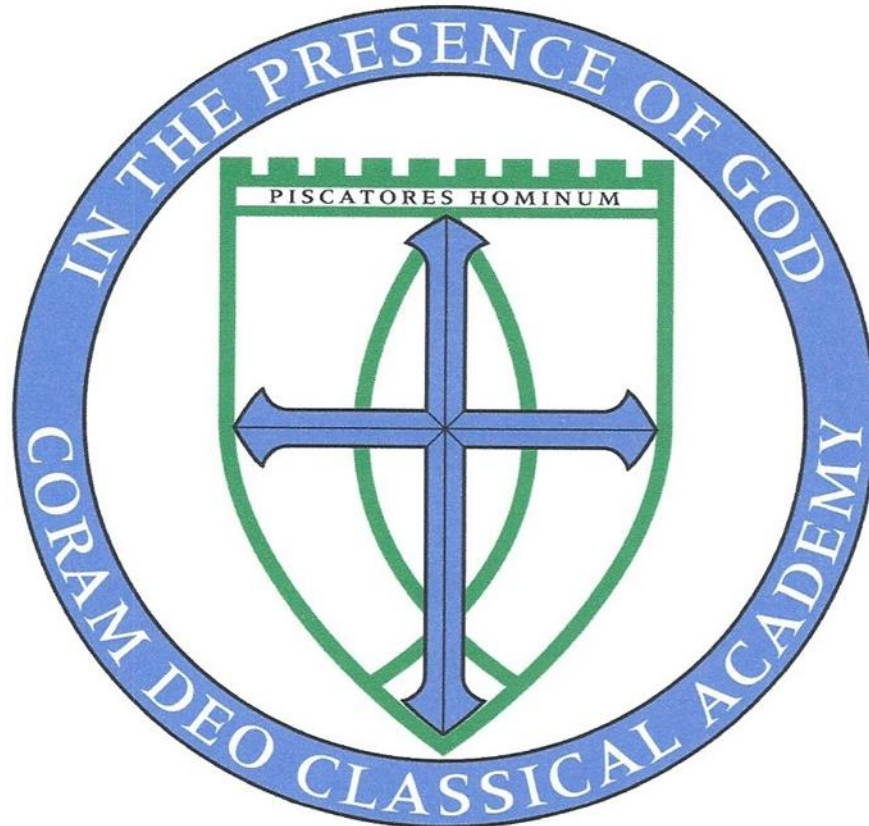


# *In the presence of God, Coram Deo Classical Academy*

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## **Family Handbook**

*"You have made known to me the path of life,  
you will fill me with joy in your presence."  
Psalm 16:11a*

# *In the presence of God, Coram Deo Classical Academy*

## **Family Handbook**

### **Section I: Overview of Coram Deo**

[The Classical Education Method](#)

[Why Latin?](#)

[Mission Statement](#)

[Values and Vision](#)

[Statement of Faith](#)

### **Section II: Policies of Coram Deo**

1. [Application Process](#)
2. [School Hours/Closings](#)
3. [Arrival](#)
4. [Absences/Tardies](#)
5. [Dismissals](#)
6. [Health Record Keeping and Illness](#)
7. [Medication Policy](#)
8. [Field Trips](#)
9. [Food/Drink Policy](#)
10. [Parent Involvement](#)
  - Parents' Responsibility for Education
  - Parent-Teacher Conferences
11. [Dealing with Conflict](#)
12. [Birthdays](#)
13. [Money/Valuables/Electronics](#)
14. [School Book Policy](#)
15. [Tuition](#)
16. [School Rules](#)
17. [Disciplinary Procedure](#)
18. [Uniforms/Dress Code](#)
19. [Report Cards/Promotion](#)
20. [Homework](#)

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## Section I: Overview of *Coram Deo*

### The Classical Education Method

At *Coram Deo*, we seek to restore and employ the time-proven method of the Trivium in educating our students. Centuries old, the Trivium is a three-phased model that corresponds to the natural stages and potential in child development classical model which for generations has produced extraordinary men and women in achievement and thought.

The *first stage* of the Trivium is **grammar** (approximately grades K -6) which capitalizes on the natural curiosity of the elementary student. The fundamental elements of each field of study are emphasized in order to build a framework for acquiring future knowledge. Learning occurs mostly through memorization and imitation. Questions of who, what, where, and when are the focus.

The *second stage* is **logic** (approximately grades 7 - 9) where students begin to systemize, interpret and, draw inferences from the facts learned during the grammar stage, thereby bringing the grammar of the discipline into ordered relationships. This coincides with the period of development when they begin to question, to challenge and to test what they are learning. The goal is to equip students with the thinking skills necessary to recognize sound arguments and ideas, and to detect and correct fallacious ones through the use of formal and informal logic.

The *third stage* is **rhetoric** (approximately grades 10 - 12) where students are taught to use the grammar and logic of the subjects they study in order to clearly, eloquently and persuasively communicate what and how they think. Students at this stage are being prepared as leaders who are able to speak the truth to each subject.

At all stages this model incorporates many of the classical methods of educating young people in mathematics, the sciences, the arts and English. The classical literature of the Western world and language such as Latin and (eventually) Greek, are infused with history and Bible studies inviting the students into a deep historical perspective. Each subject is taught rigorously with the purpose of mastery, understanding and usefulness, so that each student feels confident in using what he has been taught and enjoys it. The goal of the Trivium is educated students who are able to think thoroughly, maturely, and biblically.

Recommended reading for all *Coram Deo* parents: *The Lost Tools of Learning* by Dorothy Sayers

### Why Latin?

Considering the sheer number of years and amount of quality schools wherein the teaching of Latin was an integral part of any good academic training, the instruction in Latin at *Coram Deo Classical Academy* should need no explanation or defense. However, like many traditional particular of good education lost in the name of “modern” or “progressive” education, Latin’s advantages have been neglected and forgotten by a couple of generations. Latin was regularly taught even in American high schools as late as the 1940s. It was considered necessary to a fundamental understanding of English, the history and writings of Western Civilization, and the understanding of Romance languages.

*Coram Deo* teaches Latin, therefore, for three major reasons. The first reason is that Latin grammar is foundational to all future classical studies. It is the key that unlocks the reading of the great works of Western Civilization to the Logic years. The inflected nature of Latin also serves as a foundation for understanding inflected languages (most languages are more highly inflected than English). Additionally,

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the study of Latin grammar instills in the student a precision of mind that will be critical to all of their studies in Grammar and Logic school. The second reason is that Latin is not a “dead language”, but rather a language that lives on in almost all major western languages, including English. Training in Latin not only gives the student a better understanding of the roots of English vocabulary, it also lays the foundation for learning other Latin-based languages. Latin is also still used in many fields of study (e.g., medicine, law and theology). And lastly, learning the grammar of Latin reinforces the student's understanding of the reasons for, and the use of, the parts of speech being taught in our traditional English class work; e.g., plurals, nouns, verbs, prepositions, direct objects, tenses, etc.

## Mission Statement

*Coram Deo Classical Academy* exists to minister to families and the community by providing Christ-centered instruction based on Scripture as absolute truth and the Classical teaching method; by building the character of our students in obedience, self-discipline, wisdom, and joy; and by mentoring students in accountability and restoration of relationships, to produce uncompromising Christian leaders for an ungodly world.

### Core Values:

- **Christian Worldview**  
Students are taught to view all of life through the lens of Scriptural truth by daily prayer, Bible reading, discussion, and application. Subjects such as Literature are used to understand the impact of sin on history and mankind, and, more importantly, the impact of Christ and his redemptive work.
- **Classical Method**  
Students are taught according to age-appropriate stages of development, progressing from memorization of information, to reasoning about concepts, to eloquent communication of truth. The Classical Method uses proven methods and subject matter that have produced life-long learners for thousands of years.
- **Work Ethic**  
Students are trained to willingly give their best to the Lord through diligent and rigorous work, preparing their hearts and minds for the lifetime of work God has prepared for them.
- **Family Atmosphere**  
Students are taught to honor and serve one another through small classes, daily interaction with students of all ages, and one-on-one teacher mentoring. Students' families are encouraged to partner with *Coram Deo* in service and community, together finding joy in the body of Christ.

## Values and Vision

**GOD'S TRUTH** - We believe that God is absolute truth and the source of all truth. We believe in the complete sovereignty of God and the infallibility of his Word. We at *Coram Deo* seek to instruct students based on God's Word, which reveals His will, His character and His truth. We aim to instill a Christian worldview so that students may know that everything falls under God's dominion, guided by His truth. In

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this manner, we intend for students to be capable of evaluating their entire range of experience in the light of scriptures, doing so with eagerness, gratitude, and joyful submission to God.

**PERSONAL EXCELLENCE** - We value excellence, development and health of the whole person. We at *Coram Deo* expect that staff, graduates and, eventually, students will be models of Christians who love truth, recognize beauty, live virtuously, think logically, write incisively, speak persuasively, and are physically fit. We believe that high expectations and hard work lead to self-discipline, understanding, and true positive self-esteem. There is joy in hard labor and the accomplishment that it brings. We believe that each individual, being created in the image of God, is of supreme worth and is created for the purpose of glorifying God. We wish for students to realize their value based on God's standards and purpose.

**PARTNERS IN COMMUNITY** - We seek to partner with Christian families and churches in bringing up children in the nurture and admonition of the Lord, providing both training and example. We at *Coram Deo* believe that God ultimately holds parents responsible for the education of their children. We desire to cultivate in our parents a sense of responsibility, not only for their child's education but for the school itself, so that they become involved in its activities and its success, growing with the school themselves. We believe that *Coram Deo* holds a sacred trust to educate future generations in partnership with the home, the church and the Holy Spirit. We expect the children who attend the school to be a blessing to the community, both present and future, as they are schooled in knowledge, character, and spirit.

**SERVANT LEADERS** - We aim to prepare our students to be servant leaders in the world around them, having a true heart for the lost and the downtrodden. To that aim, we at *Coram Deo* intend to make our school available to students of a wide socioeconomic and cultural background, creating a future leadership of wide diversity. We intend that students be equipped with the moral strength, the spiritual discernment, and the academic integrity to impact society through responsible living and dynamic leadership. We desire that they truly be Christ's feet and hands to the community, the country, the world.

## Statement of Faith

**GOD** - We believe in one God, the sovereign Creator, Sustainer and Governor of all things, infinitely perfect and eternally existing in three Persons: Father, Son, and Holy Spirit. He is omnipotent, omnipresent, and omniscient. The God we serve is holy, righteous, most loving, gracious, abundant in goodness and truth, and full of mercy in forgiving sin. Genesis 1:1, Matthew 28:19, Isaiah 40:10-31; 43:3 & 46:4, 1 Peter 1:2, Jeremiah 10:10 & 32:17, Psalm 139, Job 21:22, 1 John 4:16

**JESUS CHRIST** - We believe in the complete deity and full humanity of Jesus Christ, his virgin birth, his sinless life, his miracles, his substitutionary atonement on the cross, his bodily resurrection, and his ascension to the right hand of the Father. Colossians 2:9, Matthew 1:22-23, Luke 1:35, Hebrews. 4:15 & 7:26, John 2:11, Acts 2:22, Romans 5:8-11, 1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9, John 11:25 & 20:27-28, Romans 1:4, 1 Corinthians 15:4, Mark 16:19, Colossians 3:1

**HOLY SPIRIT** - We believe that the Holy Spirit has come to glorify Jesus Christ and to apply the saving work of Jesus Christ to our hearts. He convicts us of sin and draws us to the Savior. Indwelling our

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hearts, He gives new life to us, empowers and imparts gifts to us for service. He instructs and guides us into all truth and seals us for the day of redemption.

John 14:26, Galatians 4:6, 1 Corinthians 2:12-13

**BIBLE** - We believe the 66 books of the Bible to be the inspired, inerrant, and only authoritative Word of God and the final authority for faith and practice.

2 Timothy 3:16, 2 Peter 1:21

**NATURE OF MAN** - We believe in the biblical account of creation and that man is created in the image of God. We believe that because of Adam's sin all mankind is born in a state of sin and, by nature, spiritually dead and relationally separated from God. For the salvation of such lost and sinful men, regeneration by the invincible power of the Holy Spirit is absolutely necessary.

Romans 5:12,19 & 3:23, Titus 3:5, Ezekiel 36:26-27, Genesis 1-2, 3:6-24

**SALVATION** - Our salvation is wholly dependent upon the work of God's free grace through faith alone, not a result of any of our works; yet faith without works is dead. Only such as are born of the Holy Spirit and receive Jesus Christ become children of God and heirs of eternal life.

Ephesians 2:8-9; James 2:17; John 3:5, 16-19, 36; 5:24 & 10:27-30; Romans 3:22; 5:8-9 & 8:35-39; Titus 3:5; Hebrews 10:38-39; 1 Peter 1:5

**SECOND COMING** - We believe that Jesus Christ will come again to the earth – personally, visibly and bodily – to judge the living and the dead, and to consummate history and the eternal plan of God.

Matthew 24:29-31, Acts 1:11, 1 Thessalonians. 4:16-17, Revelation 19:11-16

**RESURRECTION** - We believe in the resurrection both of the believer and of the unbeliever – the believer unto the resurrection of everlasting life and the unbeliever unto the everlasting damnation.

John 5:28-29, Romans 8:11, 1 Corinthians 15, Revelation 20:12-15

**SPIRITUAL UNITY** - We believe the true Church is the property of Christ and is composed of all Christians who, through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit, are united together in the body of Christ in loving fellowship, regardless of denominational affiliation.

Galatians 3:26-28, John 17:6-23, 1 Corinthians 12:12-27

**OUR COMMISSION** - We believe that the Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and to make disciples of all nations. In this He calls us to a life of self-denying love and obedient service.

Matthew 28:19-20, Acts 1:8

*Soli Deo gloria! To God alone be the glory!*

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## Section II: Policies of *Coram Deo*

### 1. APPLICATION PROCESS

The Admission Process begins when you contact our school. After reviewing our website interested parents may call or e-mail us with any question. It is also possible to schedule a meeting with the Head Master to see if *Coram Deo* is right for you. After that, the admissions process consists of:

- Submission of the Application with Questionnaire(s) and the \$50 testing fee (waived for 1st graders).
- Scheduling the Placement Test.
- Scheduling the first Family Interview.
- Submitting the Registration Form with the \$100 fee to hold the student's place.
- Scheduling the second Family Interview.

Registration and application forms may be obtained in the school office or online.

Placement tests are given to all new students entering *Coram Deo* Classical Academy. Contact the school for testing dates.

### 2. SCHOOL HOURS/CLOSINGS

School begins at 8:30 a.m. and ends at 3:45 p.m. Lunch is scheduled from 12:00 noon to 12:45 p.m. This schedule is subject to change. Any changes will be communicated by letter from the Headmaster. For details about Days in Session, Holidays or Early Dismissal, please refer to the annual *Coram Deo* Calendar.

In the event that Brownsville Independent School District (BISD) schools close due to inclement weather, *Coram Deo* will also be closed. Radio and TV stations usually broadcast these closings by 7:00 a. m.

### 3. ARRIVAL

Arrival time is between 8:10 a.m. and 8:25 a.m. If a student arrives before 8:10 a.m., he/she must be accompanied by an adult, and they must wait together until 8:10 a.m. Teachers will be in their classroom to welcome students from 8:10 a.m. until Morning Praise at 8:25 a.m. Students proceed directly to class following Morning Praise, which ends at 8:30, ready to work immediately. Parents of small children are advised to watch their child(ren) enter the building.

### 4. ABSENCES/TARDIES

Regular school attendance is necessary to a child's progress in school. Children are dependent on parents for arriving at school on time. Please be punctual. This sets a good example for your child and demonstrates to your child the importance of education in your family schedule. A student will be considered tardy when arrival to the classroom is between 8:31 and 11:00 a.m. A student is considered absent if they do not attend, or if they arrive after 11:00 a.m. or leave before 1:00 p.m.

Because we stress the importance of regular attendance, we have set the following Guidelines:

- If a student is absent, parent\*(see last page) must give the reason for absence by note, phone call, or text.

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- Excused absences/tardies include the following reasons: personal illness, death in the family, family emergency, or absences approved in advance.
- When students are absent, parents must contact the school by 9:00 a.m. Daily work assignments and books will then be prepared for parents to pick up at the school office by 4:00 p.m. for excused absences only. Participation in live or recorded classes may be made available. This will reduce the negative results of absences. Students are responsible for returning missed work within the time frame set by the teacher(s). Work may not be made up for unexcused absences or tardies, resulting in a zero for the work missed.
- Before making family travel plans that will result in student absences since students can rarely be absent without a negative effect on their progress, please consider these guidelines:
  - Asking the teacher(s) to help a student catch up on missed work creates an unfair burden.
  - If a family trip is planned, please notify the school office and the teacher(s) well in advance. The teacher(s) will save all work missed in class. Parents are responsible for ensuring that all class work and homework is completed by the student within the time frame set by the teacher.
  - A record of attendance for each student will be kept. The total number of days absent and present will be recorded on the student's report card. More than five days absent per semester is generally considered excessive.
  - When a student has been late three times during a quarter, a call will be made from the Headmaster to the parents. Parents will be expected to remedy the situation. In severe, repetitive cases of lateness, *Coram Deo* reserves the right to, and may, suspend, expel or refuse re-admittance to a habitually late/absent student.

## 5. DISMISSALS

All students will be waiting in the pick-up zone, within minutes of dismissal time. Parents should wait in the parking lot until students are dismissed. Be respectful of class time: do not approach the classrooms before students are dismissed.

Parents arriving late (after 4:00 p.m.) because of an emergency must notify the school. All students need to be off the premises by 4:00 p.m. unless arrangements have been made. Parents who are frequently late without making arrangements will be approached by the Headmaster.

Any deviations from your child's regular means of transportation should be communicated to his/her teacher in writing. This is for the safety of all our students. If your child is going to be picked up by another person, you must notify your child's teacher.

Without written or verbal permission, a student will not be released to an individual NOT on that student's Permission to Pick-Up form until a staff person calls the student's legal guardian for confirmation.

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## 6. HEALTH RECORD KEEPING AND ILLNESS

All students attending *Coram Deo* Classical Academy must have on record with the school office either a current immunization record or an exemption statement according to Texas law, before entering school in the fall. Standard immunization forms may be obtained from the family doctor, and a copy given to the school office.

*Coram Deo* also requires parents to fill out an Emergency Contact/Medical Information form. This form provides *Coram Deo* administration with information that would be necessary in case of an accident, or medical emergency at school. Students may be denied attendance if these forms have not been completely filled out and submitted to the school.

**Sick Child Policy:** The following illness policies will be strictly enforced for the health, well-being and safety of all concerned.

Should children become ill at school we will do our best to make them comfortable but please keep in mind that we are not staffed to care for ill children in our classrooms or in the office. We thank you, in advance, for allowing your child to stay home and rest when they are ill.

### **Illness**

Colds, flu and other contagious diseases are a serious issue in a school environment because they can spread so rapidly. Parents are asked to keep children home when they show symptoms of illness. If the child is ill, please text the school before 9:00am to report the absence. If your child exhibits any active symptoms of illness, he/she will not be admitted to the school, both for the child's own comfort and to minimize the spread of illness to other children in the school.

**\*\*COVID 19 Requirements:** According to CDC guidelines, students and staff must remain at home if they experience COVID-19 symptoms, have been diagnosed or exposed to someone who has been diagnosed with COVID-19. Symptoms include: Fever or chills, Cough, Shortness of breath, Difficulty breathing, Fatigue, Body aches, Headache, Sore throat, New loss of taste or smell, Congestion or runny nose, Nausea or vomiting, Diarrhea.

**\*\*Back-up Plan for Absences:** Since students with symptoms will not be permitted to remain at school, parents are advised to have a back-up plan ready (1) to not send their sick child to school, (2) for their child to be at home or with another caretaker until able to return to school.

**\*\* In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.**

**\*\* If your child has been out of school due to illness, we ask that you consider whether he or she is well enough to be outdoors before you send him or her back to school.**

The following tips are to help you decide if your child should be kept home from school:

How does your child feel? Variations from normal behavior are the best indicators of illness. You know your child best; trust your instincts.

- **Fever.** If your child has a fever at night, he/she must not attend school the next morning. Temperatures are lower in the morning and a fever may occur again in the afternoon. You are required to wait 24 hours after the fever breaks before sending your child back to school.
- **Upset stomach.** If your child vomits during the night, do not send him/her to school the next day. You are required to wait 24 hours after a child vomits before sending your child back to school.

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- **Diarrhea.** Loose and frequent stools have many causes. Do not send a child to school until bowel movements are normal.
- **Cold.** Be sure a child knows how to handle tissues for coughing, sneezing and nose blowing, and practice good hand washing techniques. Your child may go to school as long as he or she does not have a fever or discomfort. If symptoms are severe (e.g., persistent cough or severe runny nose with thick mucus that will consistently interrupt their work or rest time), please keep your child at home so he/she may rest and recover.
- **Earache.** Never ignore an earache. Contact your physician and keep your child at home.
- **Strep Throat.** A strep infection requires a doctor's visit and medication. Strep can lead to a more serious illness if not properly treated. The child must be on medication at least 24 hours before returning to school.
- **Contagious Condition.** Head lice, scabies, impetigo, chicken pox, strep throat, measles, rubella, mumps, whooping cough, meningitis and some forms of conjunctivitis (pink eye) are contagious and must be properly treated and no longer contagious before your child may attend school. Please notify the school if your child has a contagious condition so that other parents can be alerted.

## 7. MEDICATION POLICY

All medication taken during school hours must be under the supervision of the persons delegated by the Headmaster. Emergency medication, such as asthma inhalers and medications for severe allergic reactions can be carried by the student with written orders from the health care provider and written permission from the parent. The school and state/ federal laws require proper labeling of all medications. All medication, prescription and/or over-the-counter, must be in the original container with the original unaltered label. Information on the container must include the name of the drug, dosage, means of administration and the time interval of the dose. In addition, the prescription drug must include the student's name and the name of the licensed health care provider. The parent must authorize the school in writing to administer the medication. The school will maintain a written health information record from parents on each student at *Coram Deo Classical Academy*.

## 8. FIELD TRIPS

Not all learning takes place in the classroom. Field trips are an important part of our educational program. They not only enrich our curriculum, but also involve parents in the teaching and learning process beyond our campus. There is often an additional cost to the student for field trips and to any adult volunteers as well.

Each class may participate in a number of field trips each year. Faculty members and parent volunteers supervise these excursions. Volunteer parents in private cars provide our transportation unless special group transportation has been arranged by the school. In order to keep your child safe and our drivers accountable, all drivers must sign and adhere to our Volunteer Driver Guidelines. Parents are asked to sign a **Field Trip Permission form** for each field trip, and a **Liability Release form** at the beginning of the school year to be placed in each student's file.

## 9. FOOD & DRINK POLICY

**Daily Lunch and Water.** Parents are requested to provide a water bottle and a lunch for their student. There is no provision at the school to supplement or purchase lunches. Lunches may be reheated in the microwave in order to provide healthier lunch options for your student. In order to be respectful of all who wish to reheat food, do not send items that will require more than one minute to reheat. We at *Coram Deo*

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are committed to honoring God with our bodies as well as our minds. For this reason, we encourage you to send a nutritious lunch and beverage for your child. Please do not send soft drinks or candy.

In order to remain healthy, especially on hot days, students must drink water regularly. There is no provision at the school for cups or a water fountain, although student water bottles may be refilled from the cooler at no cost.

**Snacks:** Students are NOT allowed to chew gum on campus. Food is NOT permitted during class unless, with the teacher's approval, a snack is available for the whole class, as a treat. Students are expected to clean up after themselves.

## 10. PARENT INVOLVEMENT

**Parents' Responsibility for Education:** Enrolling their children in school does not release parents from their responsibility for the child's education. *Coram Deo* assists parents in their life-long duty of instruction by means of the educational philosophy known as "in loco parentis." "In loco parentis" is Latin for "in the place of the parents." Scripturally, the responsibility for educating children belongs to the family. Two of the most pertinent examples are:

"Hear, O Israel: the LORD our God, the LORD is one! You shall love the lord your God with all your heart, with all your soul, and with all your strength. And these words I command you today shall be in your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up."

Deuteronomy 6:4-7

"And you fathers, do not provoke your children to wrath, but bring them up in the nurture and admonition of the Lord."

Ephesians 6:4

At *Coram Deo*, we see our authority as a delegated authority. God has given children to the parents. He has given parents the responsibility of raising children and the authority to do that task. Families that bring children to *Coram Deo* have chosen to delegate part of the task of educating their children to the teachers and administrators at *Coram Deo*.

**Academics:** In order for students to succeed academically, parental guidance and interaction is needed on a daily basis. Parents should make time to help students to manage homework assignments and to take responsibility for keeping up with regular study. This regular diligence on the part of both parent and student will train the student in the self-discipline and responsibility that they will need to succeed, not only as students, but as adults. To this end, students and parents must sign a Homework Agreement form as a commitment.

**Communications:** The Weekly Friday Folders communicate TO you, but they may also be used BY you to return communication to the teacher. Progress reports, permission slips, special memos are sent in the Friday Folder, so make a practice of looking through the folder when your child brings it home. Conferences will be scheduled as needed by the teacher, or at your request. Report Cards come home four (4) times a year as noted on the School Calendar.

## 11. DEALING WITH CONFLICT

Disagreements and disputes occur, both among children and adults. As parents who serve as instructors and examples of godliness to our children, we must model Biblical methods of dispute resolution and train our

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children to do the same. Unfortunately, many of us adults were never taught properly either. We think this issue important enough to include in the family handbook in order to foster godliness within our school, in relationships with families, and at home.

There are two types of conflict resolution according to Scripture. Both means of dealing with problems are based on showing love to others and not holding on to resentment.

**“Love covers it.”** Proverbs 17:9 “He who covers over an offense promotes love, but whoever repeats the matter separates close friends.”

This passage reminds us to let go of small offenses, reminding us that hurt feelings on our part do not mean sin on the other’s part. Reacting based on hurt feelings is selfish and can also lead to another sin, gossip, which is destructive

**“Love confronts it.”** Matthew 18:15-17 “If your brother sins against you, go show him his fault, just between the two of you... But if he will not listen, take one or two others along... If he refuses to listen to them, tell it to the church...”

This passage instructs us first to confront the offending party personally. Only if that does not work should a witness be called into the meeting. If that is unsuccessful, the dispute should be brought before the authority of the organization for a final ruling.

Both of these processes have but one goal: restoration of the relationship between Christian brothers. Students at *Coram Deo* will be instructed in these processes of resolving conflict. *Coram Deo* staff and parents are also expected to follow this Biblical model when dealing with each other.

## 12. BIRTHDAYS

You may want to provide a treat for the school on your child’s birthday during lunch. If so, please notify your child’s Teacher in advance. The parent is solely responsible for set-up and complete cleanup.

## 13. MONEY/ VALUABLES /ELECTRONICS AT SCHOOL

Students should not bring money or valuable items to school. If money is needed for a field trip or other special event, a note will be sent home to inform the parents.

Any money for students in Grades 1-6 should be sent in an envelope labeled with the student's name and given to the teacher. *Coram Deo* Classical Academy cannot be held responsible for lost money or valuables. Electronic, hand-held games are NOT allowed on campus.

**Cell Phone Policy.** Students who bring a cell phone or other/similar communication device to school will be required to keep it in their backpack throughout the day. All rings and alarms should be turned off. Students will only be allowed to access devices based on extenuating circumstances and with teacher permission. In general, students and parents should expect that students will NOT be accessing devices during the day. There will be negative consequences for student cell phone use without permission. If there is a family emergency, contact the teacher and not the student directly.

## 14. SCHOOL BOOK POLICY

Textbooks will be signed for at the beginning of the year. This will be administered by teachers in the classroom. A form listing the name of the textbook and its condition will be signed by the student and the

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teacher and made part of the student's file. These textbooks must be kept covered at all times. Additional Literature books will be provided for student use throughout the year. In the event that a book is lost, damaged or mistreated, it must be replaced immediately at the student's expense. Examples of mistreatment to books include, but are not limited to, covers bent back, bent or torn pages, markings in or on the books, stains or water damage, or damage occurring from improper book use.

## 15. TUITION

Tuition is due on the **first working day of each month**. A late fee will be added to all accounts not received by the 4th of each month: \$15/week, starting on the 5th.

If tuition is not paid by the 1st of the following month (1 month late), the family will be contacted about a payment plan. If the overdue payment (including late fees) is not received within 2 weeks, by the 15th of the following month (45 days late), OR the payment plan is not adhered to, the student may not be permitted to attend class and grades will be withheld until payment is received. Also, if tuition is habitually a month late or more, additional board action may be required.

## 16. SCHOOL RULES

*Coram Deo* Classical Academy has four school rules. They are summarized in the acronym **READ**:

- **R** Respect authority.
- **E** Esteem others.
- **A** Admit to wrongdoing.
- **D** Do your best in all things.

**Respect Authority:** There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience of directives and school rules is expected. Students are expected to actively participate in all classes. Heads on desk, talking without permission and off-task behaviors are signs of inattentiveness and will be addressed by the teacher.

**Esteem others:** Considerate conversation and taking turns is expected. Students will maintain a clean work area and clean up after themselves. Distracting other students with silly comments, outbursts, or antics is inconsiderate and will not be tolerated. Students are to act with the highest regard for the property of others, of the school, and of the building. As a rule, all facilities should be left in better condition than when we arrive. Romantic relationships and displays of romantic affection are prohibited. Dangerous weapons are not allowed on school property.

**Admit to wrongdoing:** Students are to confess wrongdoing to the offended party, whether that is a student, teacher, or the whole class. After confession a student is to ask forgiveness from the wronged party as well as from God.

**Do your best in all things:** Students are to be listening attentively to instructions and completing assignments thoroughly. Students should use time wisely, working diligently and with focus during the entire time. Students should have neat and orderly work, keep track of assignments and turn them in on time.

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## 17. DISCIPLINARY PROCEDURE

Discipline is for the purpose of training us to live lives that are pleasing to God. For this reason, we hold students to high standards of respect, godly behavior and self-control. The Bible calls for restitution, apologies (public and private), swift/meaningful punishment, and restoration of fellowship, with no lingering attitudes.

“No discipline seems pleasant at the time, but painful. Later on, however produces a harvest of righteousness and peace for those who have been trained by it.”

Hebrews 12:11

**Misbehavior.** Five basic behaviors will automatically necessitate immediate discipline from the teacher or administration.

These are:

- Disrespect
- Dishonesty
- Rebellion/Disobedience
- Fighting
- Obscene language

**Continuing Misbehavior:** If for any of the above or other reasons a student receives disciplinary action from the teacher or administration, the following will be observed:

- Parents will be contacted when repeated or serious violations occur. The parents' assistance and support will be sought to avert further problems.
- If the behavior continues after parental notification, a meeting with the parents will be required.
- If resolution to behavior is not achieved by parental meeting, a two-day suspension may be required for the student.
- If further intervention is required by the Headmaster, the matter will be forwarded to the School Board for determination as to whether the student should be expelled from the school. The student may also be denied readmission.

**Serious Misconduct:** If a student commits an act that has, or may have, serious consequences, the administration may set aside the office-visit process set forth above and impose immediate suspension of the student. Board review of the matter shall then take place as soon as possible. Should the Board determine that extended suspension, or expulsion, is warranted, the student shall be further suspended or expelled as determined by the School Board. Examples of acts that have or may have, serious consequences include: endangering the lives or physical well-being of other students or staff members, gross violence, vandalism to the school facilities, violations of civil law, serious issues of integrity (cheating, plagiarism, lying to a staff member), or any other act in clear contradiction of scriptural commands.

**Note on Expulsion:** The *Coram Deo* Classical Academy School Board realizes that expulsion of a student from school is a very serious matter and should be considered on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. Parents are expected to take part in the process. The final decision as to whether a student will be suspended or expelled however, shall reside with the School Board. In the event of expulsion, tuition and other monies due pertaining to the student for the then

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current semester shall nonetheless be paid to the school through the end of the month in which the student is expelled.

**Re-Admittance:** Should be expelled student desire to be re-admitted later, the Board will make a decision based on the student's attitude and circumstances at the time of re-application.

**Participation in school events:** Students who are suspended from school will not be allowed to participate in any school event on the days of their suspension.

**Application:** The discipline policies shall apply at all times a student is on school property, as well as such times when the student is off campus, but is taking part in a school-related function.

## 18. UNIFORMS

**Why does *Coram Deo* require uniforms?** Does God have a dress code in His kingdom? Surprisingly, the answer is yes. In God's kingdom, we might say, there is a spiritual dress requirement. "Rather clothe yourselves with the Lord Jesus Christ, and do not think about how to gratify the desires of the sinful nature." (Romans 13:12-14). The Bible further instructs us about our conduct and appearance. Therefore, *Coram Deo* requires uniforms for the following reasons:

- We wish to honor God with our appearance. God desires us to dress modestly and to appreciate the beauty of neatness. Wearing uniforms teaches students what modesty is and neatness look like. Dressing nicely is a way to show respect for God and to train our hearts to joyful submission.

"You are not your own: you were bought with a price. Therefore, honor God with your body." 1 Corinthians 6:19b-20

"Dress modestly, with decency and propriety." 1 Timothy 2:9a

- We wish to remove from students the temptation to draw attention to their bodies. The world wants us to look at others' bodies and to draw attention to our own. Focus on the body leads to the desires of the flesh. God does not want us to sin or to make others fall in to sin with our actions.

"Be careful, however, that the exercise of your freedom does not become a stumbling block to the weak... When you sin against others in this way and wound their weak conscience, you sin against Christ." 1 Corinthians 8:9, 12

All this being said, we at *Coram Deo* do desire students to display their individual gifts, rejoicing in their God-given uniqueness. We encourage students to display this uniqueness in their work and worship rather than in their manner of dress. And in all the things we desire to "clothe ourselves in the Lord Jesus Christ."

\*For specific dress code requirements, please refer to the Dress Code, found in your family information packet.

## 19. REPORT CARDS/PROMOTION

**Report Cards:** Report Cards are issued at the end of each 9-week quarter. Teachers are required to notify parents before the end of each grading period if a student is in danger of receiving an Unsatisfactory conduct grade or a Failing Grade for the quarter.

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Special area classes for grades 1-6 will be evaluated in the following manner:

E- Exemplary	NI- Needs Improvement
S- Satisfactory	U- Unsatisfactory

At *Coram Deo*, starting in second grade, grading is done on a percentage basis. *Coram Deo* uses the following scale:

Percentage	Letter
90%-100%	A
80%-89%	B
75%-79%	C
70%-74%	D
Below 70%	F

**Academic Probation:** Students are required to maintain an overall average of 75%. If a student's overall average falls below 75% over two consecutive quarters, the student will be placed on academic probation.

If a student is placed on academic probation, a parent-teacher conference will be scheduled to develop a plan for the student to improve his/her grades. The plan will be put in place for the next quarter.

If, after the next quarter, the student's cumulative average has not risen above 75%, the Headmaster will determine whether the student should continue at *Coram Deo* Classical Academy.

**Promotion:** In order to advance to the next grade, a student

- Must average at least 70% in each subject for the year.
- May have no more than one "F" per quarter.
- May have no more than two "F's" in the same subject within an academic year.
- Must maintain a 75% overall average.

## 20. HOMEWORK

*Coram Deo* recognizes that students need homework so that they can practice their work and reach their full academic potential. The school also knows, however, that a diet of constant academics with no time for family life and fun is not glorifying to God, nor does it produce a student that loves learning. Therefore, *Coram Deo* consciously attempts to limit the amount of homework that teachers assign... We do this so that families can have time to enjoy life and so that students who might be struggling with a certain concept will have sufficient time to work with their parents to understand the concept.

Homework is generally assigned because students:

- Often need some extra practice in new concepts, skills, or facts.
- Need to develop self-motivation and the discipline that accompany good study habits.
- May also need to complete assignments that were not finished in class because they did not use time wisely.

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And because

- The habit of daily reading and the research for additional projects can also develop the life-long interest in learning essential for academic success.

\*The term “parent” or “parents” has been used throughout, but may refer to a student’s legal guardian in the event that is not one of their parents.

### **NON-DISCRIMINATION POLICY**

-In the Presence of God, *Coram Deo* Classical Academy- admits students of any race, color, 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, national and ethnic origin in administration of its educational policies, scholarship and loan policies, and athletic or other school-administered programs.

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