



Parent Student Handbook

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Coram Deo Classical School (CDCS)

www.coramdeoclassical.com

POLICY HANDBOOK

CDCS recognizes that the Parent/Student Handbook does not specifically address all issues or circumstances that may arise throughout the course of CDCS's education of students. In case of difference in interpretation, school administrators will render decisions that are lawful and fair. CDCS reserves the right to change policies and procedures at any time without notice. This handbook does not constitute a contract between CDCS and the student/parent, but rather serves as an agreement between the parent/student and CDCS to follow the policies that CDCS operates within to provide a learning environment for all.

MISSION STATEMENT

The mission of Coram Deo Classical School is to train our children in the knowledge and wisdom of the Lord, and to educate them in a historic Christian worldview through a rigorous classical curriculum.

PURPOSE

The purpose is to train children in the classical method with a Biblical worldview in the presence of God, under the authority of God, to the glory of God. CDCS is a tutorial program designed to help parents teach their children by doing the lesson planning, objectively evaluating their student's work, and teaching through discovery and discussion.

GOALS

CDCS encourages every family and student to develop a love for learning and to reach academic potential set by the parents and teachers. CDCS seeks to integrate Scripture throughout all subject areas while respecting the primary discipleship role that belongs to the family. We consider it a privilege to partner with parents in the educational goals of their children.

STATEMENT OF FAITH

- We believe the Bible to be the inspired and the only infallible authoritative Word of God. (*II Tim. 3:16; II Pet. 1:21*)
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (*Gen. 1:1; John 10:30; John 10:37-38*)
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (*Isa.*

7:14; Matt. 1:23; Luke 1:35; Heb. 4:15; Heb. 7:25; John 2:11; Heb. 9:12; Col. 1:14; John 11:25; Acts 1:11; Rev. 10:11-16)

- We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for his salvation. (Rom. 3:10, 23; John 3:16-19; John 5:24; Eph. 2:8-10; Titus 3:5, 6)
- We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life. (Eph. 5:18; Eph. 4:30; I Cor. 3:16; I Cor. 6:19-20)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom. 8:9; I Cor. 12:12-13; Gal. 3:26-28)
- We believe in the creation of man by the direct act of God. (Gen. 1:26-28, Gen. 5:1-2)

LEADERSHIP

CDCS is a not-for-profit 501c3 organization that is governed by a Board of Directors. The Board of Directors is comprised of individuals committed to the principles and purpose of our school. The administration of school operation is under the oversight of the Officers of the Board, the Principal, and competent administrative staff. It is our cumulative hope that more families become convinced of the necessity and advantages of a classical, Christ-centered, parent collaborated education.

ACCREDITATION & TRANSCRIPTS

CDCS has obtained accreditation status through the Georgia Accrediting Commission (GAC) under our nameplate “**Coram Deo Classical School**”. This accreditation allows students who meet the academic requirements to qualify for the HOPE scholarship program and Zell Miller scholarship program of Georgia. The accreditation is also recognized by all colleges and universities.

- **GRADUATION REQUIREMENTS**

Please note that students intending to graduate from CDCS must meet the graduation requirements set forth by the Georgia Accrediting Commission. It is the responsibility of the parents to ensure that the student has met all course requirements. CDCS high school instructors can assist you in determining your student’s graduation requirements. At the end of the school year, CDCS will host a graduation ceremony to honor our seniors.

- **TRANSCRIPTS**

CDCS is able to offer students official school transcripts. These assist students tremendously in transferring into a traditional school setting and/or applying to colleges. For most students, enrollment in CDCS for one full school year is required to receive an official completed transcript. There are many ways a student may earn credit that will be placed on their transcript. Please visit our website at www.coramdeoclassical.com for the most up to date transcript information.

ATTENDANCE

A student enrolled in CDCS is expected to be present every day school is in session. The actual number of days school is in session will be determined by the yearly school calendar. Students are also expected to attend and complete all requirements for every course in which the student is enrolled. Due to the limited number of in class days, it is vitally important to each student’s progress to attend each class day and period. Please use the ample time in the non-class days to schedule personal activities (i.e. dentists, piano, sports, etc.).

1. Short –term absences: If a student needs to be absent from school for a day, for any reason, the parents should contact the teachers affected as soon as possible (prior to the absence). Absences will be excused due to student illness or family travel or an emergency, but the teacher must be contacted BY THE PARENT prior to the absence for it to be considered excused. Even though an absence may be excused, the work assigned is NOT, and is due immediately upon return with no penalty.
2. Long-Term Absences: If a student needs to be absent for two or more consecutive days, the parents should notify the teachers in writing (email) explaining the circumstances. This will allow the teachers time to compile the necessary schoolwork, which the student would otherwise miss. Notification should be made as soon as possible to limit amount missed schoolwork.

3. **Extended Absences:** We will cooperate with families taking their children from school for family or other non-illness reasons. However, when extended absences are voluntary (versus emergency or illness) we expect schoolwork to be completed, or at minimum coordinated PRIOR to the absence. We recommend that prior to any planned, extended absence, the student works ahead as much as possible. This eliminates both the need to work on vacation or doing a significant amount of make-up work.
4. **Maximum Absences:** If the total number of absences (excused or unexcused) totals four class days for the semester, the student may not receive credit for that time period. This means that three days for the semester is the maximum number of days will be permitted for a passing grade. In the event the total number of absences, whether planned or unplanned, is five days or more in one semester, the students will not receive credit for that semester.

ARRIVAL AND DISMISSAL

Please drop your children off at school no more than 15 minutes prior to the scheduled start time. CDCS is not responsible for students dropped off for school more than 15 minutes before the scheduled start time. Please do not allow a student to be present at CDCS without faculty present. Please notify the teacher if you will be more than 10 minutes late to pick up a child, or if someone other than the parent is picking up the student.

BEHAVIOR

CDCS students are expected to honor God, their parents, their country, their instructor(s), and their fellow students, according to biblical principles of conduct while on campus.

CDCS students are expected to act respectfully, honorably, honestly, and with integrity while on campus and at all CDCS events.

Students are expected to act respectfully toward all church/school staff, student facilities, and property.

CDCS students are expected to arrive on time, have all assignments completed, and be prepared to participate in each class. Failure to do so is a discipline issue.

As we strive to come alongside the parents in molding the hearts of our students, the teachers and staff reserve the right to address students if any of the above behaviors are disregarded.

Students and parents will be notified of discipline issues by the issuance of a "Discipline Slip". A copy of this slip will be given to the student. This form should be signed by the parent and returned the next week. Another copy will be kept on record with the school so that the number of occurrences can be tracked.

The kind and amount of discipline (correction) will be determined by the teachers, administrators and if necessary, the Board of Directors. The discipline will be administered in the light of the student's problem and attitude. All discipline will be based on biblical principles, e.g. restitution, apologies (public and private), restoration of fellowship, no lingering attitudes, etc. Love and forgiveness will be an integral part of the discipline of a student. Parents and students must act in a godly, respectful manner toward other students and their instructors. The Word of God as found in the Scriptures of the Old and New Testaments and the Ten Commandments are the standard used to evaluate conduct.

For the 8th – 12th grade specifically:

- Driving to and from school is a privilege (Rom. 13:1) and can be removed.
- There will be no public displays of affection (Ecc. 3:1). This will be brought to the parents' attention on the first offense.
- Profane or unkind words are not acceptable (James 3:9-10) and will be disciplined appropriately and brought to the parents' attention.
- Disrespect and complaining will not be tolerated (Rom. 13:7) and will be disciplined appropriately and brought to the parents' attention.
- Work assigned will be completed by the due date (Colossians 3:23). Late work will be subject to a reduced grade or not accepted at all.

BOOKS

All classes have book lists provided on our website. Parents can obtain copies of these books by borrowing them or purchasing them used. **Please make sure to get the correct edition and ISBN.**

CLASS SCHEDULE

The current class schedule can be found on our website under the Resources tab.

COMMUNICATION ETIQUETTE

Remember the old adage, "sticks and stones may break my bones but words will never hurt me? It's really not true, is it? Words can hurt us, but they can also encourage, console, instruct, and heal. Simply put, words are powerful instruments we have at our disposal to build one another up (I Thes. 5:11) or to tear one another down (James 3:9-10).

Good, truthful and wholesome communication between the teachers and parents of Coram Deo is vitally important to the children's education. Because we "share" the teaching that goes on from day to day, we must all strive to maintain humble and open avenues of communication. In the course of any school year, issues will inevitably come up that need to be talked through.

While Coram Deo is not a church, we are a group of Christians seeking to honor God in all that we do. Knowing this, we want to use the Bible as a guideline for our conversations.

In Matthew 18, it says:

15 *"If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. 16 But if he does not listen, take one or two others along with you, that every charge may be established by the evidence of two or three witnesses. 17 If he refuses to listen to them, tell it to the church. And if he refuses to listen even to the church, let him be to you as a Gentile and a tax collector. (ESV)*

In Matthew 18: 15 – 17, we see the pattern churches are given to deal with sin. We want to apply this general pattern in our day to day school life and conversations. This is also how we will encourage the students, with our oversight, to deal with each other - honestly, forthrightly, and dealing with issues big or small in a timely manner. This helps to cut out gossip and slander of others, and it strengthens relationships.

For example, if you come across a situation where you and someone else disagree (for example, parent to teacher), work together to come to an agreement on the issue. If that doesn't happen, please let the principal help out.

Also, if someone has truly offended you in any way (a student, teacher or a parent), let's go to them first to try to reconcile the situation. As we kindly, but truthfully, talk the situation through, hopefully the issue can be resolved. If reconciliation isn't possible, though, thankfully we're not stuck here. Again, at this point, please bring the issue to the attention of the principal.

CHEATING POLICY

Every student who cheats on an assignment or test should know that he has been "caught" by God whether his parents/teachers find out or not.

- For a first offense, the student will be given a zero. The zero will be averaged into the student's grade
- For a second offense, the student will be removed from class with a failing grade.
- For a third offense, the student will be removed from the school with the understanding that the parent is still responsible to pay for classes until the end of that semester.

Note: *cheating events are tallied across all classes; not in single classes only. For example, if a student cheats in math this is a first offense. If they cheat in history, then that counts as a second offense. Cheating again, in any class, then counts as a third offense. Cheating will be defined clearly in each classroom.*

DISCHARGE from SCHOOL

CDCS reserves the right to ask a student to leave the school at the end of a semester if there have been repeated disciplinary violations. Parents are required to fulfill their tuition contract with CDCS.

DRESS CODE/UNIFORMS

Students will dress according to the uniform guidelines on our website.

INCLEMENT WEATHER

We will notify by email at 6:00 am on class days if classes are to be cancelled for weather. We do not follow the local school district decisions.

LATE WORK POLICY

Assignments will be turned in at the appropriate time during class. Incomplete assignments will not be accepted. This may be at beginning of the class period.

1. Excused Late Work: Work will be turned in on the NEXT class day attended after an excused absence with no penalty. It is the responsibility of the student to coordinate with the teacher concerning in-class tests that were missed due to an excused absence.
2. Unexcused Late Work: Refer to the teacher's syllabus for individual teacher policies. Teachers set individual policies regarding late work.

LUNCHES

Students must bring their own lunches and drinks. Students in high school will have access to a microwave but all others must bring a sack lunch. Please provide your child with a convenient water bottle so that the children can stay hydrated. Students are expected to respect and obey the lunch monitor. Food may be eaten only in designated areas during breaks and during lunch period. Water bottles (only) may be kept on the student's table for sipping during class time.

PARENT HELP

There are many ways that we will need your help throughout the year. *Each family for 1st-7th takes turns serving with the lunch monitor.* We need chaperones for field trips, helpers for planning events, volunteers to set up and break down events, helpers with standardized testing, etc. There are many opportunities to be involved. We invite you via Sign up Genius to sign up and lend a hand.

SCHOLASTIC PROBATION

Scholastic probation means that students are subject to academic review for a stated length of time, for a semester, or in some cases for an entire year. Their progress or lack thereof will be monitored and reviewed by the appropriate teacher (s) and school principal.

Students may be placed on scholastic probation for a variety of reasons:

- Rising 8th graders may be placed on probation because of their 7th grade teacher(s) suggestion. This suggestion would be due to 7th grade work indicating they are not completely ready for high school preparation level work.
- Students will be placed on probation in the 8th-12th school years if a subject average drops below 71 in a semester.

Parents will be notified via email in the event that their student has been placed on probation. Communications will help define parental efforts to improve the student's performance in the class.

A parent will need to attend at least one class.

At the end of the probationary period, the administration will review the student's performance and take one of three possible courses of action:

- Remove the student from probation.
- Extend the period of probation.
- Discharge the student from CDCS.

Remember that if the student is removed from the school, the parent is still responsible for paying tuition for the year according to the tuition contract.

SENIOR STUDENT FINALS POLICY

Seniors at CDCS are recognized for consistent academic achievement and good attitudes. If a student has a 93 or higher final average in a class they MAY have the opportunity to omit their final exam. Teachers and administrators will inform students by May 1st if they are eligible for this privilege. The teachers will consider grades, absences and tardiness, and overall attitudes. Seniors may only omit a maximum of two final exams. Certain classes may not be able to omit a final because of accreditation requirements or teacher preference.

SICK POLICY

If anyone in the home has experienced flu like symptoms or vomiting, please do not send your students to school until the home has been 72 hours symptom free. Allergy medicine can be given before classes, but no fever reducers should be given before attending school or events. The staff will work with the families on a case-by-case basis when illness occurs to make up

work. If you have questions, please contact *school* administration to discuss whether your student should attend

Special Covid-19 Protocols

* If you have had a covid exposure. you must quarantine for 14 days after last known exposure before returning to school or events.

*If you are covid positive or symptomatic then you must quarantine for 10 days and be 24 hours symptom free before returning to school and events.

*If someone in your home has had covid symptoms and is awaiting tests results, please do not send your students to school or events.

STANDARDIZED TESTING

Each year, Coram Deo offers the *Stanford Achievement Test*. This for students who have completed 3rd and 6th grade only. Qualified testers give the test to all 4th and 7th grade students. Parents are needed to help with testing, monitor halls, provide snacks, and watch the testers. The test is usually in late September or early October.

VALEDICTORIAN/SALUTATORIAN/HONOR

Valedictorian/Salutatorian Qualifications:

Student must be a Full Time Diploma student at Coram Deo Classical School (CDCS) and must have complied with the CDCS Code of Honor throughout high school.

Student must be on track to complete at least 18 credits at CDCS. Student is required to complete at least 23 credits to graduate. ***Only students who meet this qualification are eligible to be considered for valedictorian or salutatorian; however, they may be considered for honor graduate - see below.***

The Valedictorian and Salutatorian will be determined based on the following:

- 1) Number of CDCS Rigor classes
- 2) GPA of CDCS Rigor classes
- 3) GPA in all CDCS Core classes
- 4) Cumulative Average, 100 point scale, of all CDCS Core classes

Courses of Rigor offered at CDCS are: Chemistry, AP Chemistry, Physics and AP Physics, Anatomy, Algebra 2, Pre-Calculus, AP Calculus, Statistics, and any second, third or fourth year of Foreign Language.

Core classes include all courses in English, Math, Science, Social Studies, and Foreign Language (HOPE GPA). Only courses taken in 9th-12th grades at CDCS will be included in the Rigor or GPA calculations.

The board reserves the right to adjust these qualifications if unexpected circumstances arise.

Honor Graduate Qualifications:

Students do *not* have to be a diploma student at CDCS, but they must be eligible to participate in CDCS graduation exercises. In general, a student who takes classes at CDCS regularly through high school is invited to participate in graduation. Final determination is made by the principal.

Students with a 3.5 Overall GPA or higher will be recognized as graduates **Cum Laude**.

Students with a 3.75 overall GPA or higher will be recognized as graduates **Magna Cum Laude**.

Students with a 3.9 overall GPA or higher will be recognized as graduates **Summa Cum Laude**.

We understand every student and situation is unique. This is a list of what is generally required for CDCS to affirm that the student has taken the highest level of classes available to them:

- English- all 4 levels are taken at CDCS
- History- 3 classes taken at CDCS
- Math- 4 years taken at CDCS or until CDCS classes have been exhausted
- Science- Biology, Chemistry, Physics or AP taken at CDCS
- All elective requirements have been met.

FAQs

Assignment sheets

Students will receive assignments for each week or semester syllabus. Parents are responsible for reviewing their child's work and signing the sheet to indicate completion. If a child falls behind in his or her work, the teacher will correspond promptly with the parent by email or phone. Assignments may be modified slightly to meet the abilities and time constraints of the student. Work can be received early from the teacher in the event of the student missing class. Work can be made up and turned in late as well but is subject to points being taken off.

Classroom Environment

The teacher spends the day reviewing the previous week's assignments and dialoging with the students about the material. The teacher introduces the curriculum information for the next week and explains upcoming assignments. Students will have various quizzes and tests over material presented in class and in the curriculum. Many classes will have finals at the end of each semester.

Help Outside of Class

Teachers are available for specific questions before and after class and at other appropriate times. Teachers are available daily through email. Students and parents are to be considerate of teachers and their time. Remember, as home school parents, the responsibility of the child's education is ultimately yours. At times additional tutors might be required.

Grade Reports

Teachers use Gradelink to communicate, to send assignments and to keep track of grades. Administrators will create an account for each student. You will create a login and password to view your child's grades. Coram Deo provides regular grade reports for students at the end of each semester. Gradelink is the main way we communicate to parents.

Coram Deo Classical School 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, admissions policies, scholarship programs, and other school-administered programs.



CORAM DEO CLASSICAL SCHOOL MODESTY STATEMENT AND CODE

Coram Deo Classical School (herein CDCS) desires to operate our school 'in the presence of God.' Meaning, all that we do or say is before the face of God, under His authority and for His glory. This includes modesty of words, deeds and appearances.

MODESTY (defined): An inner attitude of the heart motivated by love for God that seeks His glory through purity and humility in external words, actions, and appearances.

Romans 12: 1-2 states: "I urge you therefore brethren, by the mercies of God, to present your bodies as a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what the will of God is, that which is good and acceptable and perfect."

We recognize that the 'world' we live in rejects godly modesty. There is a lot of pressure to dress as the world dictates, to fit in and be accepted. But we challenge you to think about modesty as it is defined above. What does that look like? Additionally, ask yourself these types of questions when thinking about your words, deeds and appearance: Will I cause my fellow classmates to stumble if I do/say or wear this? Does my beauty or acceptance depend solely on my appearance or does it include good deeds that show a love for God and others?

With this is mind,

My pledge:

It is my desire to abide by the CDCS dress code with all diligence and integrity. I will seek to be modest in my words, actions and in my appearance while at CDCS and all CDCS functions. CDCS functions include: Parent Night, open houses, fundraising activities, school plays and rehearsals, school field trips, and any time I am on the FBC campus.



CORAM DEO CLASSICAL SCHOOL CODE OF HONOR

The name of our school is Coram Deo. This name is Latin for 'before the face of God'. To live Coram Deo is to live one's entire life in the presence of God, under the authority of God and to the honor and glory of God.

This life reflects the following:

- A life of integrity
- A life that is open before God
- A life in which all that is done is done as to the Lord
- A life lived on principle, not expediency, by humility before God
- A life that is held captive by the Word of God

My pledge:

It is my desire, as a Coram Deo Classical School participant, to complete my assignments with diligence and honesty. On my honor, I will not lie, cheat, steal or tolerate those who do. I will remember this pledge at all times, including each time I submit a paper, a test, or other assignment.

Proverbs 2:7 - "He stores up sound wisdom for the upright; He is a shield to those who walk in integrity."



Signature Form

I have read the *Parent/Student Handbook* in its entirety, and I agree with and will comply with its contents.

Signature of Father _____

Signature of Mother _____

Signature of Student _____

I have read the *Code of Honor* in its entirety, and I agree with and will comply with its contents.

Signature of Father _____

Signature of Mother _____

Signature of Student _____

I have read the *Modesty Policy* in its entirety, and I agree with and will comply with its contents.

Signature of Father _____

Signature of Mother _____

Signature of Student _____

Date _____