

CORAM DEO ACADEMICS

BEFORE THE FACE OF GOD

CORAM DEO ACADEMICS MEMBER HANDBOOK

POLICIES AND PROCEDURES FOR TEACHERS, PARENTS AND STUDENTS

Rev. 8/24

Mission Statement

The mission of Coram Deo Academics is to educate youth in a historic Christian worldview through a classical curriculum in the light of God and His holy Word. Coram Deo Academics encourages every student to develop a love for learning and to live up to his or her individual academic potential, supporting the development of each student's life in Christ while respecting the primary discipleship and educational role that belongs to the family.

Purpose

Coram Deo Academics provides tutorial and academic support services to home-schooling families. Coram Deo Academics is not a school, but collaborates with parents and/or guardians who are committed to their biblically-ordained role as the primary instructors of their children.

"You shall therefore lay up these words of mine in your heart and in your soul… You shall teach them to your children, talking of them when you are sitting in your house, and when you are walking by the way, and when you lie down, and when you rise." (Deuteronomy 11:18 - 19 ESV)

Statement of Faith

We believe the Bible to be the inspired, infallible, authoritative Word of God. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His substitutionary and 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. We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful people. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. We believe in the resurrection of both the saved and the lost. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Policies

Coram Deo Academics recognizes this Policy Manual and Student-Parent Handbook does not specifically address all issues or circumstances that may arise through the activities of Coram Deo Academics. In case of differences in interpretation, Coram Deo Academics administrators will render decisions that are lawful, fair and in the best interests of Coram Deo Academics. Coram Deo Academics reserves the right to change policies and procedures at any time without notice. This handbook does not constitute a contract between Coram Deo Academics and the student/parent, nor does it provide any warranty, express or implied, and Coram Deo Academics reserves the right at its discretion to change or amend the handbook at any time in the future.

Admission

Coram Deo Academics intends to admit students from families of parents professing Christian belief, and who desire a Christian education, support the Coram Deo Academics approach, and agree to abide by the code of conduct. The administrators of Coram Deo Academics reserve the right to refuse admission or re-enrollment for reasons they deem sufficient.

Basic Rules and Code of Conduct

The following list of Academics rules are those essential policies to which we require all our Coram Deo members to comply:

- Students are expected to cooperate with basic Christian standards of behavior.
- Students, teachers, and parents are expected to maintain decorum appropriate to their age at all times upon entering the facility. This includes respectful conversation and interactions between students and teachers, students and other students, and students and all other people in the facility.
- Students are not permitted to have cell phones visible at any time during the school hours, unless authorized and supervised by a teacher; teachers are expected to model this by limiting cell phone usage to the teachers' lounge
- Other electronic devices, including computers, will not be used during class except as allowed by the teacher.

- Plagiarism, in any form, is strictly prohibited and will result in disciplinary action, emphasizing the importance of academic integrity and original work.
- Parents must ensure that students' work remains original and that AI-generated content is not used other than as instructed by the teacher.
- Weapons of any kind are not allowed on the campus grounds, or at Coram Deo Academics sponsored events.
- No food or beverages allowed in classes, except bottles of water with lids. Individual instructors have the authority to modify this privilege.
- Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
- The building at which the Academics meets is being offered graciously by a church, and students are expected to treat all of the church's materials or facilities with respect and care. This includes Academics-owned curriculum that may be distributed to the students. Students may be charged for any damage to the church's property that is attributable to their actions.
- Students may not express any physical display of affection on campus during class hours or at any Coram Deo Academics sponsored event.

Dress Code

Coram Deo Academics is a workplace for non-Coram Deo staff, students, Coram Deo staff, and teachers. Students should dress in a way to demonstrate their respect for Coram Deo Academics. Therefore, students shall:

- Wear Coram Deo uniform shirts
- Dress neatly
- Wear clothing that is clean, modest, and appropriately sized for the wearer
- Practice good hygiene and personal grooming

The Director shall have discretion to determine whether any requirements and expectations are met or how they may be remedied if violated.

Attendance

A student enrolled in Coram Deo Academics is expected to be present and on time in class(es) every day the Academics is in session. The actual number of days the Academics is in session will be determined by the local public school calendar. Students are also expected to attend and complete all requirements for courses in which the students are enrolled. Owing to the limited number of in-class days, it is important to each student's progress to attend each class day and period. Please use non-class days to schedule personal activities (i.e., dentists, etc.).

- Absences: If a student needs to be absent from class(es) parents should contact the administration as soon as possible.
- Maximum Absences: If the total number of absences exceeds 6 Mondays for the year, the student may not receive credit for that time period, at the discretion of the teacher(s).
- ▪Excessive absences or frequent tardiness to class may result in disciplinary action to be determined by the teacher or administration.

Arrival and Dismissal

Please bring your children to class no more than 15 minutes prior to the scheduled start time. Coram Deo Academics shall not be responsible for students dropped off for class more than 15 minutes before the scheduled start time, and if they arrive before their classroom is available, older children must wait quietly, and younger children should not be left unsupervised. Please do not allow a student to be present at Coram Deo Academics without faculty present. The check-in/check-out process established must be followed and supervised by the parent.

Health Requirements

Before the administration will issue any medication to a student, we must receive written parental permission. This form is available upon request from the administrative offices. In order to facilitate the general dispensing of non-prescription medicine (e.g.Tylenol and Tums), we have a form available for parents to grant a year's general permission to the administration to issue non-prescription medicines to their student(s). This form will be kept in the student's file. No prescription medicines will be dispensed without written parental permission. Prescription medications must be brought to class in their original containers. The student's name and dosage requirements must be clearly labeled on the container. The parent should send permission to give this medication for the duration of treatment.

Certain guidelines have been set up for the protection of all students, and parents will be notified to take their child home for the following reasons. Students exhibiting these symptoms should be kept home from classes for their well-being and to prevent the spread of communicable diseases in the community.

If a student develops these symptoms during a class day, parents will be notified to take their student home:

- Fever
- Suspected contagious disease (including head lice)
- Vomiting or diarrhea
- Severe stomach ache, headache or ear ache
- Inability to remain in class owing to illness or injury

Discipline

The following behaviors may automatically necessitate discipline from the administration. Those behaviors are: 1.) disrespect shown to any staff member; the staff member will be the judge of whether or not disrespect has been shown; 2.) dishonesty in any situation while at Coram Deo Academics, including lying, cheating, and stealing; 3.) fighting, i.e., striking in anger with the intention to harm the other student(s); and 4.) obscene, vulgar or profane language, as well as taking the name of the Lord in vain.

The kind and amount of discipline (correction) will be determined by the teachers, directors and if necessary, the Headmaster. 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. The vast majority of discipline problems are to be dealt with at the classroom level. 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 students and instructors. The Word of God as found in the scriptures of the Old and New Testaments and especially the Ten Commandments are the standard used to evaluate conduct.

Violation of this Handbook may result in disciplinary action. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems the student may need to leave the Academics. The following actions may be taken:

Disciplinary Actions: The administration is authorized to enforce all disciplinary actions, including but not limited to suspensions, the readmission process and expulsions. Appeal of any decision should be made first to the Headmaster and if necessary to the Coram Deo Academics Board. All decisions of the Board are final. The administrator may require restitution, parental attendance during classes, or other measures consistent with biblical guidelines. If a student receives discipline from an administrator, the following may be observed:

- **Suspension:** Coram Deo Academics may suspend a student from classes at the discretion of the Headmaster or a Coram Deo Academics director.
- **Withdrawal:** Parents may be required to remove their student from classes and interview for readmission with administration if deemed necessary by Coram Deo Academics. Parents may be required permanently to withdraw a student from Coram Deo Academics.
- **Expulsion:** Expulsion from Coram Deo Academics will be at the discretion of the Coram Deo Academics board upon recommendation by the Headmaster. The Coram Deo Academics Board realizes that expelling a student is a very serious matter and should always be carefully dealt with on a case-by-case basis.
- **Refunds:** There will be no refund of funds in the event of suspension, withdrawal, or expulsion.
- **Immediate Action for Serious Misconduct:** Should a student commit an act with such serious consequences that an administrator deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: 1.) Acts endangering the lives of other students or staff members; 2.) Gross violence/vandalism to the facilities; 3.) Violations of or the intent of violation of a civil law; or 4.) Any act in clear contradiction of scriptural commands

Parental Involvement

As a support to the family unit, Coram Deo Academics considers the family to be of first importance to a child. Parents remain the primary teachers of their child(ren). Owing to the nature of our parent-partnering schedule, Coram Deo Academics requires a level of parental involvement that goes beyond that of traditional schools. This involvement includes required participation in one or more activities during school hours, such as classroom assistant, lunchroom oversight, cleaning, substitute teaching, etc.

Grade Assessment and Reporting

Coram Deo Academics provides support tutorial services for home-schooled students; therefore, the final grades are to be determined by the parents or guardians. The grades given by teachers at Coram Deo Academics are assessments given by teachers to the parents as a summary of the teacher's evaluation of performance in the class, and are not intended to supplant the final decisions of the parents or guardians.

Closed Campus

The Coram Deo Academics campus is a closed campus. All visitors, including parents, must check with Academics administrators. We encourage volunteer helpers and lunch visits, and parents/guardians may attend classes along with their children. Students are not allowed to leave campus without administrative permission.

Study Hall

One of the classrooms will be set aside as a study hall. Logic and Rhetoric students, or Grammar students accompanied by parent/guardian, may use this room for study or reading. The Study Hall is a quiet room, with very minimal talking allowed, and only so as not to be disruptive to others. Study Hall will generally be under the supervision of an adult teacher or volunteer.

Tuition and Fees

Payment of tuition and fees is expected upon registration, but terms may be available as arranged by the family.

Cost of books and other materials required by teachers is an extra fee to be paid by the family. In the event that Coram Deo Academics obtains such materials for the students, parents will reimburse Coram Deo.

Class Calendar

The Coram Deo Academics calendar will generally mirror that of the local Public Schools, with some exceptions. A calendar will be posted each school year. If public schools are closed for snow or other acts of God, Coram Deo Academics will also remain closed. The above notwithstanding, Coram Deo Academics reserves the right to alter this schedule for its own purposes.

Weather

Coram Deo Academics will close if the local Public Schools are closed for severe weather conditions. We will notify families by Facebook group page, email, text, or phone. If you believe the travel conditions from where you live are hazardous, we encourage you to stay home. No student will be penalized academically for missing classes on a day when travel conditions could have been reasonably deemed hazardous.

Non-discrimination Policy

Coram Deo Academics admits, and does not discriminate against, students of any race, color, and national, or ethnic origin with regard to all the rights, privileges, programs, and activities generally accorded or made available to students. Pursuant to applicable federal and state laws, Coram Deo Academics may discriminate on the basis of religion with respect to students who, in the determination of Coram Deo Academics, possess and exemplify a religion or religious belief philosophy that is a harmful deviation in the belief system of and detrimental to the interests of Coram Deo Academics. Coram Deo Academics also reserves the right not to continue enrollment or not to re-enroll a student if Coram

Deo Academics administration reasonably concludes that the actions of a parent/guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with Coram Deo Academics' missions.

Parent Acknowledgment

By the enrollment of my child in Coram Deo Academics, I acknowledge that I have reviewed this Handbook. I understand that Coram Deo Academics is committed to providing a historic Christian worldview education in a Christ-like environment, and that I and my enrolled child(ren) are subject to the policies of Coram Deo Academics.