



**CORAM DEO
CLASSICAL CENTER**

**FAMILY
HANDBOOK**

2026-2027

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CORAM DEO CLASSICAL CENTER

MISSION AND VISION

Vision: Our goal is to support parents in raising up their children with a Christ-centered education to holistically equip them for faithful service to God and neighbor for His glory.

Mission Statement: Our mission is to provide families with classical Christian tutoring services to supplement and shape their homeschooling curriculum through a godly, wise, and virtuous use of the seven liberal arts, the training of the body, and the training of the imagination, under the guidance of Christian theology and philosophy.

Three Pillars: In all levels of teaching and leading, Coram Deo Classical Center seeks to abide by the following three principles through the means described below.

1. Christ-centered

- Foster an environment of Christian community in which each child is encouraged to begin and develop his or her faith in Jesus Christ
- Provide integrative learning on the foundation of Scripture through which students develop a love of all of God's creation
- Serve as examples in the Christian life in a manner worthy to be imitated by our students
- Provide theological instruction to equip students in the appreciation and appropriation of a historically Christian doctrine, piety, and practice

2. Classical

- Provide students with the seeds or tools of learning so that they will be fully equipped to attain mastery in any given specialized area of study
- Train students in the seven liberal arts, including the trivium—a mastery of the academic fundamentals—and the quadrivium, including the tools of mathematics
 - i. Trivium:
 - 1. Grammar: The fundamental facts and rules of each subject, and basic data that exhibit those rules
 - 2. Logic: The ordered relationship of particulars in each subject
 - 3. Rhetoric: The coherent, articulate expression of truths learned in the above stages.
 - ii. Quadrivium: arithmetic, geometry, astronomy, and music
- Holistically educate students in the way of virtue and piety in which they train to use their bodies in virtuous and productive ways (“common arts” or gymnastics) and shape their imaginations to recognize and love the true, the good, and the beautiful (“fine arts” or music)

3. Coram Deo

- Live out the meaning of *Coram Deo*—namely, in the presence of God, under the authority of God, for the glory of God—in all aspects of our community
- Encourage an appreciation for the whole of life based on the whole counsel of God

EDUCATIONAL PHILOSOPHY

1. All knowledge and understanding is based upon the Word of God and Jesus Christ, the Word made flesh, as “The fear of the Lord is the beginning of wisdom” (Proverbs 9:10).
2. God has primarily entrusted parents to the education of their children and to “bring them up in the training and admonition of the Lord” (Ephesians 6:4). Therefore, Coram Deo Classical Center seeks to support parents in their role and not to usurp, override, or reject it in any aspect of our teaching or administration.
3. God calls each of us to do all things “heartily, as to the Lord” (Colossians 3:23) and “to the glory of God” (1 Corinthians 10:31). We therefore seek to promote an environment of academic rigor and a high standard of conduct in accordance with the Christian faith.
4. The Lord Jesus Christ is He who created all things, which were “created through Him and for Him” (Colossians 1:16). We seek to encourage an appreciation of all things in God’s creation and integrate subjects in such a way that students see God’s handiwork in each of them and develop a holistic appreciation for His good gifts.
5. We seek to promote a strong community of learning between our families, to encourage and serve one another as members of the body of Christ for the sake of our children and the glory of God by His grace (Romans 12:5; 1 Peter 4:10).

NON-DISCRIMINATION POLICY

Coram Deo Classical Center is a private educational institution. It does not discriminate on the basis of age, race, color, sex, physical disability, or national or ethnic origin in the administration of its educational policies, admission policies, and other administrative policies.

STATEMENT OF FAITH

The following Statement of Faith includes the basic tenets of Christianity that is the foundation of Coram Deo Classical Center in all its governance and teaching at all grade levels. We also approve and encourage the use of the Westminster Standards, including the *Confession of Faith* and the *Larger* and *Shorter Catechisms*, which are used as the theological foundation for all educational instruction and practices.

We believe...

1. There is one God only, the living and true sovereign God, who exists in the perfect Trinity: the Father, the Son, and the Holy Spirit.
2. Jesus Christ, the Son of God, is the only way of salvation, and through faith in Him alone for the remission of sins is the means by which God has called all persons to believe.
3. The Holy Spirit is God, of the same essence as the Father and the Son, the one who applies and accomplishes redemption in the hearts of Christ's elect, and by whom they are sealed eternally for the day of redemption.
4. The Bible is the infallible, inerrant, and inspired Word of the Triune God that is itself living and active; Scripture alone is our final authority for all matters pertaining to faith, life, and godliness.
5. There is one universal church, which is the body of Christ on earth, who are alike redeemed by God in Christ and are called to serve Him in unity and the bond of peace.
6. All will be resurrected on the last day, some being sent to everlasting damnation for their sins, and the elect being gathered to Christ for everlasting life.
7. Jesus Christ is reigning now as King of kings and Lord of lords, and He will come again to gather His people to Himself, to redeem the world and rid it of sin, and to usher in the new heavens and the new earth in which His bride the Church will dwell with Him in perfect harmony and unity forever.

Parents will be asked to acknowledge and assent to Coram Deo's teaching according to this Statement of Faith in the application process.

STUDENT CODE OF CONDUCT

The following Code of Conduct is required of all students of Coram Deo Classical Center at all times of instruction and is understood to be accepted by the student upon enrollment.

1. Christian behavior: Students are expected to observe and adhere to Christian morals and behavior at all times.
2. Reverence to God: Due reverence is to be given during chapel services, prayer, reading of Scripture, and other times devoted to spiritual disciplines.
3. Submission to authority: Tutors are to be submitted to cheerfully, willingly, and expediently in all matters during instruction. Disrespectful or disruptive behavior, talking back, or willful disobedience will not be tolerated.
4. Language and conversation: Students are expected to speak in a manner that is respectful to peers, tutors, and administrators. Students should practice being slow to speak, quick to listen, and considerate of others. Speaking out of turn, coarse language or jesting, or side conversations during class are not permitted. Additionally, teasing, name-calling, bullying, harassing, harsh criticism, or any other forms of verbal abuse are prohibited.
5. Work ethic: Diligence is expected in all areas of learning. Students are responsible for completing and returning assignments in a timely manner according to the Student Attendance Policy. Students are expected to be punctual, prepared for class, and attentive during lessons, discussions, and other class-time activities.
6. Academic integrity: Students are expected to complete all assignments and exams in honesty, refraining from any plagiarism or cheating.
7. Dress code: Students are to comply with the Dress Code in all respects.
8. Items and devices: Litter and items that crowd or disrupt the classroom should be limited. Therefore, things such as chewing gum, music devices, and other electronic devices are not permitted. See Electronic Device Policy for further information.
9. Stewardship: Students should refrain from running or playing in the building or parking areas, avoid off-limit areas, and treat materials and facilities with respect.
10. Student contact: Public displays of affection in boy-girl relationships, including flirting or jokes and teasing on the subject, are not permitted.
11. Assent: Students acknowledge that they will be held accountable to this Code of Conduct and a Christian standard of living by their tutors, parents, and administrators.

COMMUNICATION POLICY

At Coram Deo Classical Center, we are grateful for the privilege to help families with their children's Christian education. We strive to provide a community learning environment in which parental authority and direction are respected alongside tutoring and administrative support. This community effort therefore requires diligent and clear communication from all parties involved.

The policy below reflects the importance of this communication and contains guidelines for upholding it. In the event of any conflict, communication should follow Biblical principles, particularly those found in Matthew 18 and James 3. Failure to abide by this policy can cause harm and offense to individuals involved and can be a detriment to the progress of student learning. Additionally, grave or ongoing disregard of this policy may result in action from the Board of Coram Deo Classical Center, up to and including expulsion of a student, if necessary.

Contact with tutors and Board members via email is encouraged if there are any questions, concerns, or suggestions that you would like to discuss. Please be respectful of response time as initial emails will allow for tutors and Board members to thoughtfully consider the matter, discuss with others as needed, and provide a sufficient response and/or plan moving forward. Other conversations may be arranged and scheduled as needed.

Parents to Administrators: For any issue regarding rules, procedures, curriculum, finances, facilities, or tutors, parents are encouraged to email Coram Deo Classical Center at coramdeoclassicalbeaver@gmail.com. Matters emailed to the Board will be discussed with all members. If a follow-up meeting is deemed necessary, it will be scheduled in a timely manner.

Parents to Tutors: For any issue regarding a specific tutor's policies or classroom procedures, parents are encouraged to initially email the tutor. A meeting between the parent(s) and the tutor may be scheduled as necessary. This communication should take place before contacting the Center's administrators but should be brought to their attention if no resolution is found.

Tutors to Parents: For any issue regarding student learning, behavior, or overall health and wellness, tutors should email parents directly and promptly. A meeting can be scheduled as necessary. Tutors will attempt to respond to parent emails within 48 hours.

Tutors to Students: Outside of the classroom, tutors will only contact students by email with parents carbon copied (cc'ed). See Tutor/Student Relationships policy that follows.

Student to Tutors: Students should not communicate with tutors by phone, text messaging, social media, or any other digital means, with the exception of email. With the tutor's permission, a student may email a tutor but must carbon copy (cc) both parents.

TUTOR/STUDENT RELATIONSHIPS

Relationships between tutors and students should establish and maintain the utmost level of professionalism. All care and Christian discernment should be taken at all times to remain above reproach and not give opportunity for any perceived or actual misconduct. The tutor's authority will be maintained at all times as outlined in the Communication Policy and Student Code of Conduct.

In order to promote and maintain such professional boundaries, students should not communicate with tutors by phone, texting, or through social media. If a tutor agrees, students may communicate with the tutor by e-mail. Parents must be copied on such student-tutor e-mails.

Physical contact should be limited to socially and age-appropriate greetings, e.g. handshake, high five, fist bump.

PARENTAL INVOLVEMENT

Coram Deo Classical Center seeks to support parents in their classical Christian instruction of their children. While many resources are provided, the parents are primarily responsible for their child(ren)'s education. Coram Deo Classical Center therefore strongly advises and encourages close parental involvement. Each family is expected to participate in the following ways:

- Seek first the kingdom of God through prayer on behalf of themselves, their children, and the tutors, administration, and board members of Coram Deo Classical Center
- Directly oversee their child(ren)'s class work and provide assistance as needed on assignments to be completed at home
- Provide diligent instruction on at-home days and in any additional subjects within your child(ren)'s curriculum.
- Attend all parent-tutor conferences, including any informal conferences that may be scheduled at the request of the parent(s) or tutor.
- Be familiar with your child(ren)'s academic progress and encourage them in their personal and academic growth.
- Read and respond to, when necessary, any communications (email, newsletters, paperwork) from tutors or board members.
- Commit to learning about classical education through online and written materials to better understand and support your child(ren) and the Coram Deo Classical Center community.
- Oversee Friday study and discussion groups on a rotational basis.
- Serve as Parent of the Day on a rotational basis.
- Volunteer as needed and provide feedback often.

PARENT OF THE DAY RESPONSIBILITIES

As the Parent of the Day (POD), you will be in a position of authority over Coram Deo students. Your role is to encourage students to follow the Student Code of Conduct. The following responsibilities are expected of the POD:

- Arrive at the study center at 7:30 a.m. on his/her scheduled day; stand at the front door and be ready to open it and assist children and parents as they enter the building.
- Monitor study hall hours and assist tutors as necessary, including helping students, making copies, assisting in discipline, gathering supplies, etc.
- Help maintain order and cleanliness in the building, especially at lunch times. Weather permitting, the POD may also supervise outside play during these times.
- Assist the on-site Administrator all day and stay until every student is picked up after class.
- Other duties may include sweeping, mopping, cleaning restrooms, storing materials, etc.

The week prior to your scheduled POD service, you will receive an e-mail reminder with a tentative schedule for Tuesday and Thursday. All required Clearances must be on file with Coram Deo Classical Center prior to service as POD; please plan accordingly. If your clearances are not on file, then you must arrange to find a substitute POD. Thank you for your service to our students!

MANDATORY CLEARANCES

Thank you for volunteering for Coram Deo Classical Center! In order to comply with Act 153, the Center is asking you to provide the following clearances. After obtaining your clearances, please mail them to our established address (3503 8th Ave, Beaver Falls, PA 15010) or turn them in directly to the On-Site Administrator. Any questions can be directed to coramdeoclassicalbeaver@gmail.com.

Clearances are held on file and are valid for 5 years.

If the individual has been a continuous resident of Pennsylvania for the past 10 years, the following items are needed:

- **Pennsylvania State Police Clearance**
 - Apply online at <https://epatch.pa.gov>.
 - Please note, the Record Check Status Detail is NOT the actual clearance. Applicants must click on the words “Certification Form” in the middle of the screen in order to view and print the actual clearance certificate. The actual Criminal Record Check clearance should have the seal as a watermark on this form.

- **Pennsylvania Child Abuse History Clearance**
 - Apply online at <https://www.compass.state.pa.us/cwis/public/home>

If the individual has NOT been a continuous resident of Pennsylvania for the past 10 years, the following item is ALSO needed:

- **Federal Bureau of Investigation (FBI) report-PDE**
 - If a volunteer has not been a resident of Pennsylvania for the previous 10 years but obtained their FBI certification at any time since establishing residency in Pennsylvania, they may provide a copy of the certification and are not required to obtain any additional FBI certification. If they have not already obtained an FBI clearance, they should follow the information below:
 - Visit the Identigo website and register online. The Service Code for Coram Deo Classical Center will be provided when available.
 - After online registration, proceed to an Identigo fingerprint facility. Identigo facilities and hours of operation can be found at uenroll.identigo.com.
 - Instructions for when you receive the email to get a copy of your FBI Clearance: You should only access the link from a device that will allow you to download, print, or save your results at that time. You may access this “unofficial” copy of the results letter securely by clicking on the link in your email and enter the requested identifiers. Please

note this link is available for ONE-time access ONLY, and once accessed it will no longer be valid.

STUDENT DRESS CODE

Purpose: The purpose of the dress code at Coram Deo Classical Center is to create an environment of uniformity and unity in our students in which they can focus on their learning and not be distracted by fashion or social trends.

Note: If any part of the Dress Code is challenging for your child's body type, please reach out to us.

Code for All Students: The following items are prohibited for all aspects of the Dress Code:

1. Tight or oversized clothing
Note: pinching 1" of fabric without stretching or pulling ensures any clothing is not too tight
2. Any clothing with designs, graphics, or prominent logos
3. Coats, jackets, or hats during chapel or class time
4. Denim or similar appearing clothing; jersey or athletic fabric (except for maxi skirts for girls)
5. Sweatpants; skinny jeans; yoga, carpenter, cargo, athletic, velvet, or jogger pants
6. Open-toed shoes; strapped, platform, or high heels; laced, slip-on, or athletic sneakers; boots; Crocs
7. Visible tattoos or body piercings, with the exception of earrings (for girls only)

Permitted attire and style

1. Shirts

- a. Color: solid blue, olive, black, grey, or white
- b. Style: plain collared button-up or polo (e.g. Oxford); simple trim/ruffles of same color (girls only)
- c. Fit: clean and neat, not oversized or too tight; tuck in button-up shirts

2. Sweaters

- a. Color: solid blue, olive, black, grey, or khaki
- b. Style: high-collar, quarter-zip, or cardigan with Dress Code-approved shirt underneath
- c. Fit: clean and neat, not oversized or too tight

3. Pants

- a. Color: solid blue, olive, black, grey, or khaki
- b. Style: corduroy, Chino, twill, or dress pant material only
- c. Fit: worn at waist-level, clean and neat, not oversized or too tight; no ruffles, lace, or trim

4. Shorts

- a. Permitted seasonably (from first day of class through October and during the month of May, unless unseasonably warm)
- b. Color: solid blue, olive, black, grey, or khaki
- c. Style: corduroy, Chino, twill, or dress pant material only
- d. Fit: top of the knee and be worn at waist-level; not oversized or too tight

5. Skirts (girls only)

- a. Color: solid blue, olive, black, grey, or khaki
- b. Style: corduroy, chino, twill, or dress pant material, no ruffles, lace or trim.

- c. Fit: top of the knee and worn at waist-level, clean and neat, not oversized or too tight
- d. Matching solid-colored shorts, stockings, tights, or leggings should be worn with skirts in grades K-6 so that girls can comfortably participate in active classroom, floor, and playground activities.
- 6. Belts: matching solid color with any pants with belt loops
- 7. Shoes
 - a. Color: solid blue, olive, black, grey, or brown
 - b. Style: closed heel and toe. Boots should come no higher than just above the ankle.
- 8. Make-up and nail polish (girls only): light, solid, natural colors with parental permission
- 9. Hair: clean and neat, out of the face; natural colors only; no accessories for boys

Friday dress code

All Fridays are dress down days. Students may wear modest non-uniform attire; e.g. no low waisted pants, bare midriff, low cleavage, ripped clothing, sleeveless shirts, offensive language or designs. Additionally, please be sure all pants are loose enough to "pinch an inch". Sneakers are approved, but no open toe/heel shoes. Please do not permit your student(s) to abuse this privilege.

DISCIPLINE POLICY

We seek to provide a context where students are encouraged and challenged to exemplify godly conduct. Children ought to be taught gently and with care even when in need of correction. Any action that jeopardizes the safety and well-being of other students and staff must be dealt with firmly and expediently to protect both students' physical safety and conditions supportive of learning.

At Coram Deo, discipline consists of restitution, apologies (public and private), swift and measured correction (corporal punishment is left to parental discretion; never administered by the tutor or the POD) and restoration of fellowship. Parents will be told of disciplinary action as soon as possible after each incident, as well as any other warnings given to a student by a tutor or POD.

Tutors are responsible for instruction and classroom management. When cases of discipline arise, students will be sent to the Head of School. The following offenses may necessitate such action:

1. Disrespect shown to tutor or POD;
2. Dishonesty in any situation relating to CDCC activities, classes, or assignments, including but not limited to lying, cheating, or stealing;
3. Rebellion, e.g. outright disobedience in response to instructions;
4. Fighting, e.g. striking in anger with the intention to harm another;
5. Unkind, obscene, vulgar, or profane language as well as using the Lord's name in vain;
6. Continued disruptive class behavior.

A student acting in the above listed ways will be sent from the classroom to the Head of School and will not return to that class. At the completion of class, an apology from the student to the offended tutor will be required. Restitution, parental attendance of classes with the child, or other measures deemed necessary may be requested.

In severe cases, where there little or no change is observed in the student's actions or in parent's assistance,

the child will be expelled for the remainder of the academic year.

1. **Suspension:** The Board will normally follow the protocol below. In cases where change is evident and the student appears repentant, exceptions are possible. The Board will determine in its sole discretion (in consultation with the tutor(s)), if an exception can be made. Appeals for exceptions will not be heard.

FIRST OFFENSE – Warning, restitution/apologies, suspension for one class day. (Missed work must be turned in within one day of suspension or a grade of zero will be recorded.)

SECOND OFFENSE – Restitution/apologies, suspension for two class days. (Work must be turned in within two days of returning to class or a grade of zero will be recorded.)

THIRD OFFENSE – Restitution/apologies, suspension for four class days. (Work must be turned in within two days of returning to class or a grade of zero will be recorded.)

FOURTH OFFENSE – Student will be expelled for the remainder of the academic year.

2. **Expulsion:** Expelling a student is a very serious matter and should always be carefully judged on a case-by-case basis. Repentance, restitution (repairing damage through work, apologies, etc.) and forgiveness are foundational to our discipline policy. However, should a student and his/her parents fail to eliminate troublesome action before a fourth offense, the student will be expelled.
3. **Serious Misconduct:** Should a student commit an act of such serious consequence that the Board deems it necessary, the protocol defined above can be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct may include, without limitation: acts that seriously endanger the safety of other students or staff members; gross violence/vandalism to the facilities; violations of law; or other deliberate acts clearly contradicting Scriptural commands. Students may be also subject to discipline for serious misconduct that occurs after Coram Deo Classical Center hours.
4. **Re-admission:** Should an expelled student desire to be re-admitted to Coram Deo Classical Center in a subsequent year, the Board will make its decision based upon the student's attitude and circumstances at the time of re-application.

Plagiarism: All incidents of plagiarism are reported to the administration. The student will receive an automatic zero for the assignment and suspension for one class day.

FOOD ALLERGY/MEDICATION POLICY

Your child must always have all necessary medications on their person. Parents are solely responsible to determine whether their child requires medications at Coram Deo Classical Center. If so, you must ensure that necessary medications are always on your child's person while at Coram Deo Classical Center. We suggest use of a fanny pack to ensure this. For these purposes, a backpack/schoolbag will not suffice since they are often without these during the school day.

Coram Deo Classical Center cannot be responsible to store medications of any sort on the premises.

In the event of a medical emergency involving your child, we expect that a CDCC administrator or tutor will respond in “Good Samaritan” fashion by calling 911, and secondly by attempting to administer medications found on your child’s person. The student’s parents will then be contacted immediately.

Coram Deo Classical Center alerts tutors when students who have food allergies will be carrying the medications on their person, and only on their person, in the event of an emergency.

PHYSICAL PREMISES

To offer affordable tuition, Coram Deo Classical Center leases space from a host church. Maintaining a good working relationship with the host church requires cooperation from Coram Deo Classical Center families and students. Specifically, we request the following from families to ensure we are good tenants:

- Contact the Coram Deo Administrator by cell phone if you need to reach someone at the center.
- Always enter the study center using the doors marked for entry and exit.
- Visitors are permitted only on Thursdays; they must adhere to the Coram Deo dress code and may only visit during lunch and/or breaks. All visitors should request visitation permission from the On-Site Administrator before coming to the center.
- The host church kitchen is off limits as are the appliances in the tutor break room.
- Drop-off takes place between 7:40 and 7:55 AM. Please adhere to “in” and “out” direction of parking lots. Parents may pull up behind the lineup of cars and let out students. If drivers want to walk in students, the vehicle must be parked in a marked or valid parking space.
- Pick-up – Parents/guardians must arrive five minutes before the end of classes and adhere to “in” and “out” direction of pick-up line. Park in a marked parking space. Upon departure of the building at dismissal, students are the responsibility of their parents/guardians. Do not allow children to mingle/play in the street or around parked cars. If you are going to be late for pick-up, you must notify the On-Site Administrator of your expected time of arrival, and your child will be sent to study hall while they wait to be retrieved. All parents late by more than 10 minutes will be charged \$10.

HOME ASSIGNMENTS

Coram Deo Classical Center tutors give home assignments to their students to reinforce concepts taught in the classroom. The principal reasons for home assignments are as follows:

- Students need guided practice of concepts, skills, and facts that are taught in class. Regular practice at home may be necessary for mastery. Therefore, the tutor will assign work to be completed at home.
- Repeated, short periods of practice or study of new information are part of the process of mastery and study.
- Home assignments encourage parents to monitor topics of study in class and are a necessary partnership between tutors and parents in a hybrid school model.

STUDENT ATTENDANCE POLICY

A student enrolled at Coram Deo Classical Center is expected to be present and on time every day classes are in session at the Center.

1. Doors will be open at 7:40 AM for student arrival. Chapel begins at 8:00 AM.
2. Short-term Absences: If a student needs to be absent from the study center for one or two class days, for any reason, the parents should contact all tutors and the On-Site Administrator as soon as possible. (On days when a student wakes up sick, this should be done by 7:45 AM)
3. Long-term Absences: If a student needs to be absent for three or more consecutive class days, the parents should notify the study center in writing explaining the circumstances. When extended absences are voluntary (i.e. not due to emergency or illness), students have one week upon return to complete all make-up work or as specified by their tutor(s). There will be no extensions for papers and projects assigned prior to a voluntary absence.
4. Make-up Work: Students or their parents should discuss the arrangements with the tutor(s) and take the initiative in completing their missed work.
5. Special Requests: Assignment sheets and handouts may not be requested prior to the normal issuance date. Upon returning from absences, families should contact another family to make their own copies of missed handouts. Assignments will be available on a timely basis on Coram Deo's website.
6. Tardiness: Students are required to arrive and be ready to begin Chapel and announcements promptly at 8:00 AM. Coram Deo Classical Center will open by 7:40 AM to allow students to arrive and complete any necessary activities to be ready on time.
7. Planned Early Dismissal/Late Arrival: On a day when student needs to leave the center early or arrive late due to an appointment, the parents should notify the On-Site Administrator by 7:45 AM.
8. Grade 11/12 Drivers: Parents who wish to permit their Grade 11 or 12 student(s) to leave Coram Deo Classical Center premises during lunch, study hall, and/or free periods must request and complete a permission form from the On-site Administrator. The executed form granting said permission will be kept on file in the On-site Administrator's office. It is the responsibility of the parent to discuss with their Grade 11 or 12 student(s) the rules that their family has for leaving Coram Deo during the day. A student must inform the On-site Administrator each time he or she leaves and returns to Coram Deo during the day.

CLASS PREPARATION, GRADING, AND AUDITING POLICIES

Classes

Coram Deo Classical Center named classes are referenced as follows:

- Grammar (Grades K-4)
- Logic (Grades 5-8)
- Rhetoric (Grades 9-12)

Assignment Sheets

Tutors will send assignment sheets to assigned “approvers” who will coordinate and then send the compiled assignments to the families via e-mail.

If a tutor revises the assignment sheets after they have been sent to students by the approvers, tutors will send updates directly to the families. All in-class verbal changes must be followed by an e-mail documenting the change. Tutors, not approvers, will send e-mails with such revisions.

Grades

Parents of Grammar-aged and Grade 5-7 students will have access to their child's grades or tutor comments via iGrade. Tutors of Grammar-aged and Grade 5-7 students may opt out of recording grades; however, if no grades are recorded, then work will be corrected, commented on, and returned to students, and a comment will be written in iGrade each semester for those students. Art tutors may simply write comments on artwork that is submitted and may not utilize iGrade.

Logic and Rhetoric students receive semester and year-end final grades via iGrade. At weeks 16 and 32 of the year, tutors will post comments on iGrade if there is something of which they believe the parents should be aware. If no comments are posted, then parents should assume that the student has made adequate progress and there are no negative issues for the parents to address with the child. Generally, percentage grades are given, with parents being responsible for assigning the letter grading scale.

To receive a grade from a Coram Deo class, students are required to participate in and turn in all assignments from tutors.

If parents want their Logic or Rhetoric student to be able to "opt out" of assignments, parents must request permission for student to audit and, if permission is given, then the student will be listed as auditing the class and no grades will be listed in their iGrade account for that class. The tuition for audited classes is the same as regular classes. See **Auditing a Class** below.

While we serve home educators and desire parents to oversee their child's education, Coram Deo's Logic or Rhetoric courses must not be degraded by students selecting which assignments to complete. To maintain high standards and have meaningful grade percentages, services offered to parents of Coram Deo Logic or Rhetoric students requires completion of all tutor assignments. Additionally, to avoid grade inflation and students ascending to a high academic rank without proper preparation, no grade based solely on completion of an assignment will be given.

Unprepared students

Coram Deo's tutors will not notify parents if a child is unprepared or misses an assignment. Parents of Grammar-aged and Grade 5-7 students will receive input through the iGrade program. Parents should understand that we cultivate high standards and assume that they desire this for enrolled children. Students in Logic or Rhetoric classes receive final grades upon the completion of each semester. Neither evaluations nor grades should come as surprises to parents.

Unprepared students will not be permitted to delay the rest of the class. For example, if a student has not brought the necessary materials for class, the rest of the class will proceed as scheduled. In some classes, tutors assign activities requiring students to know material for meaningful participation. Tutors are encouraged to send unprepared students to study hall.

Parents Grammar-aged and Grade 5-7 students are asked to inform the tutor in advance if their student will not be completing an assignment. For instance, parents may write, "We are handling this assignment at home." This will provide information to the tutor so he or she is not caught unaware.

Auditing a Class

The tutor of the class as well as Coram Deo administration (staff or Board) must approve a request to audit. Full payment for an audited class is required. No class work or class participation will be evaluated by the tutor, and no grade for the student will be provided for the audited class. There will be no special accommodation for auditing students. The only requirement of the student is attendance in the class. If a student does not attend class, he will receive a NG (no grade) instead of an AU (audit).

ADVANCEMENT POLICY

Coram Deo Classical Center encourages parents to assume authority as the primary educators of home-schooled students. Our goal is to support, not supplant the nurture and instruction provided to children by their parents.

Home-schooling parents must evaluate and make primary decisions concerning their students' progress. Coram Deo Classical Center will endeavor to accommodate decisions parents make concerning their students' progress. However, if a student is not progressing in his or her mastery of a subject, the pace and quality of instruction can be adversely affected, frustrating the student, his or her tutor, and classmates.

If by the end of the school year a student has earned less than 70% in a given subject, we will strongly recommend that he or she not advance to the next level, unless he or she receives additional instruction during the summer. With respect to Grammar-aged and grade 6-7 students, parents will be notified of a lack of progress even though grades are not necessarily recorded on a percentage basis. If the student advances to the next level and is struggling to keep up with the class, he or she will be moved to a more appropriate level.

Math students in Pre-Algebra or higher must have a 70% or higher by October 31 to stay in a math class. All math students must have a final grade of 70% or higher to move on to the next level math class.

Any student who enrolls in Pre-Algebra, Algebra 1, Geometry, or Chemistry who has not taken a math class at Coram Deo must take a proficiency test (offered by Coram Deo in May and/or August) to qualify for the class.

MATH/SCIENCE CONNECTION

In order to progress into Chemistry, a student has to have completed Algebra 1. So, it is important to be aware of your student's math progress. This is especially important if your student is in the younger year of the dual-grade class. If you desire for your child to take advanced science at Coram Deo, he or she should fall into this pattern:

Grade	Math and Science Combo
7/8	Algebra I and Earth Science
8/9	Geometry and Introductory Physics
9/10	Algebra 2 and Biology
10/11	Algebra 2 and Chemistry
11/12	Pre-Calculus and Astronomy
12	Calculus and Advanced Science

STUDENT ELECTRONIC DEVICE POLICY

Electronic Devices (including but not limited to cell phones, laptops, smart watches, E-readers, iPads, laptops, video games, tablets) are not permitted at Coram Deo Classical Center.

Dialectic, Pre-Rhetoric, and Rhetoric level students may use calculators that meet the standard for SAT exams (e.g., no QWERTY keyboards or PDAs) in math classes.

Possession of cell phones or other devices by students at Coram Deo Classical Center is prohibited. If a cell phone or other device is found, it will be confiscated, and the student will be suspended for a minimum of one day. The Board reserves the right to impose harsher penalties in accordance with the Discipline Policy if applicable. If parents determine that their student must bring a cell phone or other device to Coram Deo, it must be labeled with family name and put in the device storage provided the On-Site Administrator upon arrival. It must remain in storage until departure. This is a no-tolerance policy. For example, if a student forgets that his/her phone is in his/her pocket, he/she will be suspended. All tutors have cell phones in case of emergency.

Any prohibited electronic device will be kept in the On-Site Administrator's office until a parent retrieves it. Coram Deo Classical Center is not responsible for any electronic devices brought to the Center. Violation of this policy is considered a violation of the student Code of Conduct and subject to Coram Deo's discipline policy.

KNIFE POLICY

Knives are not necessary at the Coram Deo Classical Center. Please know that if your student brings a knife out of his or her pocket, sock, belt, book bag, or any other place for any reason, it will be permanently confiscated, and he or she will be suspended.

CLASSROOM MEDIA POLICY

Any media shown or used in Coram Deo classes should abide by all rules of the Student Code of Conduct. Additionally, no R-rated media or portions of media may be shown. Tutors will include on assignments information about any media being used or shown in class. Media, videos, or movies should not be shown to students outside of the class or outside of instructional purposes without securing advance board approval.

CLASS MATERIALS

Parents are responsible for purchasing for their student(s) all class materials from the book lists and curriculum lists published each year. A book "buy-back" program can be used for parents to share materials with others. Depending on their grade, material fees may be added to a student's tuition to help cover tutor resources.

A LA CARTE CLASSES

We strongly recommend that students enroll for all classes offered by Coram Deo Classical Center for the following reasons:

- As students progress through the learning stages, they will benefit from having been exposed to the full range of classes in previous years.
- Tutorial instruction will be more “seamless” and interactive from year to year if all or most students have taken the full range of classes in previous years.
- It fosters the development of a learning community consisting of entire families who are pursuing Christian education in a classical model.
- It reduces the administrative burden on Coram Deo Classical Center and is more economical for CDCC families.

However, if parents want to enroll their student(s) in less than all classes offered by Coram Deo, our offerings may be available on an *a la carte* basis (considered part-time).

For all subjects, students who are enrolled in the full range of Coram Deo’s classes will be given priority over students who wish to take a class on an *a la carte* basis. Classes which have not yet reached capacity will remain open to full-time applicants through July 1. Part-time applicants who may lose their spot in a class will be notified and given the option of switching to full-time. After July 1, the open spots will be filled on a first-come, first-served basis without respect to full-time or part-time status. In other words, after July 1, no part-time student will lose his spot in a class even if another student wishes to enroll on a full-time basis.

STUDY HALLS AND FEES

Study halls are available for students who don’t take all the courses available during instructional days.

Students enrolled in all but one class period do not have to pay for their study hall. Otherwise, study halls during regular class days cost an additional \$100/year per class.

ADMISSIONS PROCESS

Re-enrollment forms are accepted from current Coram Deo families in March of each year. Additionally, siblings of current Coram Deo families may enroll at the same time as current students. Applications are accepted from new families on a date two weeks after current families have had an opportunity to enroll.

Families are required to submit a completed application with a \$50.00 non-refundable application fee per student. Applications are accepted in the order received. Generally, once a class reaches fifteen students, the class is closed, and future applicants are placed on a waiting list.

Interviews may be conducted for all applicants, even if the class is full, in case of an opening. The family interview will be scheduled for parents and student(s) with Coram Deo Classical Center Board members and/or administrators. The Board will notify each family of the decision to accept/decline admission based on the application, interview, and class openings.

SNOW CANCELLATION POLICY

- With respect to cancellations of in-person class days due to snow or inclement weather, Coram Deo Classical Center will follow the decision of Blackhawk School District. No online instructional days will be offered in place of in-person cancellations.
- If Blackhawk School District delays or cancels classes due to cold weather, Coram Deo Classical Center will be open as usual with no delay.
- If Blackhawk School District delays classes for two hours and the roads are improving, Coram Deo Classical Center will be open, beginning at 9:00 AM.
- In the event of snow forecasted for later during a Coram Deo afternoon, an early dismissal may be called prior to the start of classes that day. This early dismissal will be communicated via e-mail.

FINANCIAL ARRANGEMENT

Coram Deo Classical Center makes financial decisions based on its projected annual revenue. Tuition and fees need to be paid promptly in order to make payments to tutors, facilities, and other commitments in a timely manner. Therefore, tuition commitments are made for the whole school year and are not refundable unless a withdrawal or dropped class is approved by the Board.

Full-time students

Tuition is \$2500 for full-time students.

1. Siblings after the first two children in a family receive a 50% discount off regular, full-time tuition.
2. The first tuition payment (\$250) acts as a deposit and is due by July 1. If this payment is not received by July 1, the student is moved to the waiting list and may be replaced by the first paying applicant on the waiting list.
3. Tuition can be paid via automatic bank withdrawal or check, which can be paid in full by August 1, in two semester payments (due August 1 and January 1), or on the first day of each month from August to May.
4. The last day to drop a class or withdraw a student without a fee is July 15. Parents of students withdrawn after this date are required to immediately pay $\frac{1}{4}$ of the full year's tuition.
5. If a student wishes to withdraw from Coram Deo Classical Center after the first day of Coram Deo's school year but before the completion of the first semester, the student's parents remain obligated to pay $\frac{1}{2}$ of the full year's tuition. If a student, who is enrolled in Coram Deo Classical Center on a full-time basis, wishes to withdraw from

Coram Deo Classical Center after December 31, the student's parents remain obligated to pay $\frac{1}{2}$ of the tuition remaining from the date of withdrawal to the end of the school year.

Part-time students

1. Part-time students are any students taking less than four of the five classes offered during the regular Coram Deo instructional days.
2. *A la carte* and study hall fees will be noted on an *a la carte* schedule (separate document).
3. The first tuition payment acts as a deposit and is due by July 1. If this payment is not received by July 1, the student is moved to the wait list and may be replaced by the first paying applicant on the waiting list.
4. The last day to drop a class or withdraw a student without a fee is July 15. Parents of students withdrawn after this date are required to immediately pay $\frac{1}{4}$ of the year's tuition for each dropped class.
5. If the student wishes to drop a class after the first day of Coram Deo Classical Center's school year, the parents remain responsible to pay Coram Deo Classical Center one-half of the balance of the full year's tuition per dropped class, in addition to the full tuition for those classes for which the student remains enrolled.

Application preference and waiting list

1. Students applying for full-time admission will be given admission preference over students who wish to attend on a part-time basis.
2. We will seek to do our best to accommodate all students who wish to attend part-time.
3. Classes which have not yet reached capacity will remain open to full-time applicants through July 31. Part-time applicants who may lose their spot will be notified and given the option of switching to full-time.
4. After July 31, the open spots will be filled on a first-come, first-served basis without respect to full-time or part-time status. Therefore, no part-time student will lose his or her spot in a class even if another student wishes to enroll on a full-time basis after July 31.

Waiting list

In the event of a full class, a child may be placed on our waiting list after all other admission requirements have been fulfilled. You will be notified in writing of your position on this list. You may withdraw from the list at any time.